Board of Education

Policies

and

Administrative Procedures

BOARD OF EDUCATION
LIVONIA PUBLIC SCHOOLS

PREFACE

The major function of the local Board of Education is to formulate the policies under which the public schools within the district are organized and administered. The Board delegates to the superintendent of schools the authority to execute these policies. S/He serves as executive officer for the Board and implements the policies through administrative regulations.

These policies have been developed over a period of years through the cooperative efforts of the administrative, instructional and non-instructional staff members, as well as interested citizens of the community. The policies represent the best judgment of the Board members at the time of their adoption. The Board also recognizes its responsibility for constantly appraising and evaluating these policies to periodically review them for necessary revision.

It is suggested that the new Board member or reader review first Sections A and B, which deal with the policies for the Internal Operations and Bylaws of the Board, before proceeding to Sections C through M.

It is also suggested that the new Board member or reader review the pages that follow this Preface, as they outline the purpose of the School District through an educational philosophy and a blueprint for what the School District wishes to look like through its Shared Vision.

PURPOSES OF POLICIES

1. To assign responsibilities to members of the administrative, instructional, and non-instructional staff.
2. To interpret effectively to the community the needs of the schools and to promote public confidence.
3. To resist periodic demands of individuals and groups seeking preferential treatment by the Board.
4. To permit more time to be devoted to a study of school problems and to a determination of satisfactory solutions.
5. To maintain a cooperative relationship with professional and community groups interested in public schools.
6. To enable new Board members to become easily and quickly oriented to the functions and the working procedures of the Board of Education.
7. To encourage all school employees to develop an understanding of their work in relation to the total educational program.
8. To provide control within the Board.
9. To provide freedom for the superintendent to act.
10. To provide better staff communications.
11. To provide consistent direction.

Reviewed 11/2013

LIVONIA PUBLIC SCHOOLS

Shared Vision

We, the Livonia Public Schools community, put the needs of our students and their education first. We promote a passion for learning and stand as a source of pride for our students, staff, families, and community - all of whom are essential to our shared success. We commit ourselves to this Shared Vision.

LIVONIA PUBLIC SCHOOLS

Purpose • Passion • Pride

ENHANCING OUR CLIMATE

We are a caring community that knows and lifts every student. Our staff, students, parents, and community members recognize and value the unique contributions each brings to our educational community. Therefore, we see a school district where we:

- Provide a safe, joyful, welcoming environment for all who enter, and a place where students are eager to learn.
- Respect, value, and trust one another.
- Celebrate the uniqueness of each individual with acceptance and understanding.
- Value open, collaborative participation among all stakeholders.
- Learn and grow in updated, well-maintained, and inviting spaces.
- Utilize innovative practices and technology.



ENGAGING OUR LEARNERS

We are a learning community that inspires and motivates all students to reach their full learning potential. Therefore, we see a school district where students:

- Experience joy in learning.
- Are challenged to give their personal best.
- Have their unique learning needs met.
- Engage in opportunities that connect to the world around them.
- Are provided instruction that is guided by curriculum standards and purposeful assessments.



EMPOWERING OUR STAFF

Every staff member's contribution is vital to our organization. We are a district that has a deep commitment to holding ourselves to the highest standards while providing opportunities to learn and grow. Therefore, we see a school district where our empowered staff:

- Works collaboratively to improve student learning and well-being.
- Uses innovative, creative, and research-based ideas to support student success.
- Engages in meaningful and effective professional development.
- Utilizes technology and resources to enhance job effectiveness.



PURSUING ORGANIZATIONAL EXCELLENCE

We are an organization that pursues excellence with determination and commitment. Therefore, we see a school district as one that supports:

- Continuous improvement in all that we do.
- Hiring and retaining high-quality staff.
- Implementing innovative practices.
- Collaborative problem-solving and decision-making.
- Purposeful exploration of exemplary practices for educational excellence.



PREPARING OUR STUDENTS

We are a school district that prepares each student for his or her life journey. Therefore, we see a school district where students are:

- Persons of character who are contributing members of society and who seek opportunities to learn throughout their lives.
- Independent, confident, and hopeful, with the life skills to plan and build successful futures.
- Prepared with the academic skills necessary to pursue educational and career pathways.

This Shared Vision document provides the inspiration for our continuous improvement and the benchmarks by which we will evaluate our progress. We dedicate ourselves to these ideals.

LIVONIA PUBLIC SCHOOLS *Collective Commitments*

The Livonia Public Schools Shared Vision provides the imagination of what we hope to become, and a blueprint for continuous improvement. The clarity of our Shared Vision and commitment to it is crucial to our success. We have identified the following Collective Commitments that will define the behaviors that lead us to our Shared Vision.

LEARNING: OUR PRIORITY

- Learning is what we're all about - for students as well as adults. We are committed to both individual and collective growth.
- We make learning come alive through engaging and inspiring our students.
- Individual differences matter; we strive to provide for our students' unique needs.

OUR ENVIRONMENT

- We create positive, welcoming, and safe environments where students, staff, and parents are eager to learn, work, and visit.

OUR INTERACTIONS

- Respect and integrity are at the core of our interactions with one another. When *these* are compromised, *everything* is compromised.
- We model responsible, ethical behavior.

OUR PRACTICES

- We collaborate in order to produce results superior to those achieved individually.
- We are innovative in our pursuit of excellence. We actively seek a better way.
- We recognize and celebrate our successes.

OUR COMMUNICATION

- We want everyone to have a real voice. With that comes a responsibility to speak openly, to listen to others, and to be part of the solution.
- We engage in open and timely communication with each other.

OUR RESOURCES

- We safeguard and conserve our district resources with great diligence.

We will honor, advance, and value these commitments; the education of our students depends on it.

LIVONIA PUBLIC SCHOOLS

EDUCATIONAL PHILOSOPHY

In our democratic society, the rights and privileges, the dignity, integrity, and personal worth of the individual are highly cherished. We believe that each person is a resource of our nation and that it is the function of the school to develop that resource as far as possible. The child is the reason for the existence of the school. To fulfill this function, the school must provide programs calculated to develop the abilities of all children.

The school must provide experiences which continuously increase the personal, social, and vocational competencies needed in our society. We believe that the school must develop persons capable of living effectively in a free society.

An educational system must help develop academic ability, individuality, initiative, and creativity, as well as cooperativeness and social responsibility.

We are sincerely concerned with, and have shared responsibility for, the overall growth and development of the public school child. In discharging this responsibility, we will encourage, promote, and foster throughout our school system:

1. Intellectual growth as a primary objective;
2. Thorough understanding and mastery of the basic skills;
3. A balanced educational program in terms of the abilities and aptitudes of all learners;
4. Attitudes, habits, values, appreciations, and understandings essential for a well-adjusted person who will be a contributing member of our society;
5. Recognition of the special talents and cultivation of these talents;
6. Development of the ability to make rational judgments based on accurate and complete information;
7. Social and aesthetic development;
8. Increasing ability to exercise self-discipline as individuals and in groups;
9. Respect for work and for skill in work performance, and the ability to carry tasks through to completion;
10. Stimulation of the desire for continued learning throughout life.

In order to effectively achieve the above concepts, there should be a conscious and vigorous effort on the part of the school to emphasize the importance of cooperation between the home and school.

As our schools attempt to meet the needs of all pupils, we realize that our curriculum cannot remain static. It must be responsive to changing needs--local, state, national, and international.

Reviewed 11/2013

LEGAL RELATIONSHIPS

1. Education and the Federal Government

   The Tenth Amendment of the Constitution gives control of education to the states.

2. Education and the State Government

   In Michigan, education is a function of the state, and the public school is a state institution. State law establishes general requirements and provides basic financial support for the conduct of the public schools. The state has control over the local educational system, subject to the limitation imposed by the constitutions of Michigan and the United States. Local boards of education are created by the legislature and are given general powers and duties as well as specific powers and duties according to district classification through the Revised School Code of 1976. These sections of the School Code are made a part of this policy book, since they form the basic policies under which the school district operates. Specific reference is made to these sections where they are applicable under the various headings of the policy codes.

Boards of education and their employees are agents of the state, possessing certain attributes of state government and operating under two kinds of laws:

a. Mandatory The Board has no choice and must perform the functions described.

b. Permissive The Board has discretionary authority and makes such policies as needed and desired. It is possible for authority to be implied rather than stated.

BOARD POLICY MANUAL

OF

THE LIVONIA PUBLIC SCHOOLS
BOARD OF EDUCATION

This manual contains the policies of the Board of Education; the major administrative procedures intended to implement policy; and certain reference or "exhibit" documents that relate to policies and/or procedures. Administrative procedures and references and exhibits are included but are not part of the policies.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the loose-leaf format for this manual. It is easy to keep up-to-date as new policies, rules, and exhibits are distributed by the central office.

How to Use this Manual

The Board of Education operates in accordance with its policies. The Board, which represents both the state and local community, develops the policies after careful deliberation, and the school administration implements them through specific rules and regulations.

In the interest of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies.

PLEASE NOTE:
All copies of this manual are the property of the Livonia Public Schools Board of Education.

(Reviewed 11/2013)

How the Manual is Organized

The manual is organized according to the original classification system developed by the Educational Policies Service of the National School Boards Association and adopted by the Michigan Association of School Boards. The system provides an efficient means for coding, filing, and finding board policies, administrative rules, and other documents.

There are 12 major classifications, each bearing an alphabetical code:

A SCHOOL DISTRICT ORGANIZATION

B SCHOOL BOARD OPERATIONS

C GENERAL SCHOOL ADMINISTRATION

D FISCAL MANAGEMENT

E BUSINESS MANAGEMENT

F FACILITY EXPANSION PROGRAM

G PERSONNEL

I INSTRUCTIONAL PROGRAM

J STUDENTS

K GENERAL PUBLIC RELATIONS

L INTERORGANIZATIONAL RELATIONS (except education agencies)

M RELATIONS WITH OTHER EDUCATIONAL AGENCIES

Sub classification under each major heading is based on logical sequence and alphabetical sub coding.

The pages which follow the tab for each major section present the classification system, section by section, and serve as the tables of contents for each section or "chapter" of this manual.

Using the Signs and Symbols

Various signs and symbols are used in connection with the classification system. They are for your use in locating and/or examining policies. Included are the following:

MCL	Michigan Code of Law
Op. Atty. Gen.	Opinion Attorney General
*	An asterisk following a code indicates that the EPS/NSBA classification system has been expanded to include a distinctly local policy and term.

NOTE: A listing of all local terms which have been added to the system is provided on the last page of the cross index.

Date — The date of adoption/issuance appears at the top right margin of the first page of each policy/regulation.

LEGAL REF. — Pertinent legal references are given to tell the reader where in state law he/she may find specific statutes that relate to a policy. Unless otherwise indicated, all legal citations refer to the Michigan Code of Law.

Additional cross references are offered in notes throughout the manual to help the reader find all of the related information he/she seeks.

About School Board Policies

Generally, the role of a board of education is to set policy and the role of the administration is to execute it. Here is the basic distinction as set forth by the National School Boards Association and adopted by the Michigan Association of School Boards:

> **Policies** are principles adopted by the Board to chart a course of action. They tell what is wanted and may also include why and how much. They are broad enough to indicate a line of action to be taken by the administration in meeting a number of day-after-day problems; they need to be narrow enough to give the administration clear guidance.
>
> **Rules** are the detailed directions developed by the administration to put policy into practice. They tell how, by whom, where, and when things are to be done.

As long as the administration operates within the guidelines of a general policy adopted by the Board of Education, it may change administrative procedures without prior approval of the Board unless the Board has specifically asked that a particular regulation be given prior Board approval. However, only the Board can adopt new policies or revise old ones.

Is the Manual Complete?

No. The manual contains all of the current written policies of the Board to date. Policy development, rules, and reference documents will be developed, coded according to the classification system, and issued for insertion in the manual.

It is the hope of the Board of Education that this collection of policies and rules will make a greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty--the development of long-range policies and planning for the future of the school system.

Livonia Public Schools Board of Education

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BYLAWS OF THE BOARD AA

DISTRICT ORGANIZATION
DISTRICT LEGAL NAME NOVEMBER 17, 2025

The official name of the school district shall be Livonia Public Schools School District. The school district shall be organized and conducted as a general powers school district as presented in The Revised School Code, as amended.

LEGAL REF.: Constitution of the State of Michigan, Art. 8, Sec. 2; MCL 380.1131

BYLAWS OF THE BOARD

ABB

DISTRICT ORGANIZATION
BOARD POWERS AND DUTIES

NOVEMBER 17, 2025

The Board of Education exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as directed by the Board, the decisions, speech and actions of a single member of the Board are not reflective of nor binding on the entire Board or school district.

The mandatory and implied granted powers and duties of the Board are defined by law. The Board considers that its most important functions fall into the following categories:

1. Hiring and Evaluating the Superintendent: The Board is responsible for hiring the Superintendent to carry out the operations of the school district. The Board is responsible for evaluating the Superintendent according to the goals set by the Board in collaboration with the Superintendent and in accordance with State law.

2. Policymaking: The Board is responsible for the development and revision of Board policy. These policies shall be carried out by the administration. The Board shall evaluate the effectiveness of its policies and their implementation.

3. Strategic Planning and Goal Setting: The Board is responsible for visionary strategic planning and goal setting and does so in conjunction with the Superintendent.

4. Allocation and Oversight of Financial Resources: The Board is responsible for the adoption of a budget based on allocated funding for personnel expenditures, school facilities and operations, materials, and equipment to enable the district to carry out the educational program. The Board is responsible to ensure a proper audit is completed annually.

5. Personnel: The Board shall ensure that the District employs the staff necessary to carry out the educational program. The Board shall approve negotiated bargaining agreements which include salaries and salary schedules and other terms and conditions of employment.

6. School Facilities: The Board, in conjunction with the Superintendent, is responsible for determining school facility needs, and communicating these needs to the community. The Board is responsible for purchasing, leasing or selling sites, for approving building sites and approving building plans and renovations that will support and enhance the educational and extra-curricular programs.

7. Communication With the Public: The Board is responsible for providing adequate and direct means for keeping local citizens informed about the schools and for being available to receive feedback from the public.

LEGAL REF.: MCL 380.1201, *et seq.*

BYLAWS OF THE BOARD ABCA

DISTRICT ORGANIZATION
BOARD MEMBER QUALIFICATIONS &
METHOD of ELECTION November 17, 2025

The Board of Education shall consist of seven members elected or appointed according to provisions contained in The Revised School Code, as amended.

An Individual is eligible for election to the Board of Education if the individual is a citizen of the United States and is a qualified and registered elector (registered voter, 18 years of age or older, and residing in Livonia Public Schools School District boundaries).

Members of the Board of Education shall be elected biennially during even year general elections (the first Tuesday after the first Monday in November) to serve for a term of four years on a rotating basis. The term shall commence on January 1 of the year immediately following the election and continue through December 31 of the fourth year.

The school district shall conduct the election of Board of Education members as detailed above and in special elections as deemed necessary by the Board of Education in accordance with the provisions of law and by resolutions adopted by the Board.

Within five business days after an election, each member-elect shall be notified of the election. Within ten business days after notification of election or appointment to the Board, each person shall file with the secretary to the Board an acceptance of the office to which the person has been elected or appointed.

Each person elected or appointed to the Board shall take and subscribe the following oath or affirmation: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of member of the Board of Education according to the best of my ability."

LEG REF: MCL 380.384 MCL 168.302; 168.492; 380.11a,

MCL, 168.302; 380.11a(7)(8)

BYLAWS OF THE BOARD

ABCDA

DISTRICT ORGANIZATION **March 17, 2014**
UNEXPIRED TERM FULFILLMENT

(1) If less than a majority of the trustee seats of the Board of Education become vacant, the remaining members of the Board appoint a qualified resident to fill the vacancy immediately. If a vacancy is not filled within 30 days after it occurs, the Intermediate School Board shall fill the vacancy by appointment. If a majority of the offices are vacant at the same time, the Intermediate School Board shall fill each vacancy by appointment.

(2) If a vacancy occurs in an office of School Board member more than 90 days before a regular school election, an election shall be held at that regular school election to fill that office for the remainder of the office's unexpired term, if any. This subsection applies regardless of whether an individual is appointed under subsection (1) to fill the vacancy.

(3) Within three (3) days after an appointment is made to fill a vacancy in an elected office in a school district, the secretary of the School Board shall notify the School District election coordinator, in writing, of the name, address, and office of the person who vacated the office as well as the person filling the office.

BYLAWS OF THE BOARD

ABCF

DISTRICT ORGANIZATION **JANUARY 21, 2014**
BOARD MEMBER REMOVAL FROM OFFICE

Removal from Office

The office of a member of the Board shall become vacant immediately, without declaration by any officer or acceptance by the Board or its members, upon one of the following events:

a. Death of the incumbent, or the incumbent's being adjudicated insane or being found to be a legally incapacitated individual by a court of competent jurisdiction

b. The incumbent's resignation

c. The incumbent's removal from office

d. The incumbent's conviction of a felony

e. The incumbent's election or appointment being declared void by a competent tribunal

f. The incumbent's neglect or failure to file his/her acceptance of office, to take the oath of office, or to give or renew an official bond required by law

g. The failure of the district to elect a successor at the annual school meeting or election

h. The incumbent's ceasing to possess the legal qualifications for holding office

i. The incumbent's residence being removed from the school district

Recall of Board Member

Each Board member is subject to recall by the school electors of the respective district in the manner prescribed by law.

LEGAL REF.: MCL 380.11a; 380.1107; 168.951, *et seq.*

BYLAWS OF THE BOARD AC

DISTRICT ORGANIZATION PLAN
SCHOOL GRADE CONFIGURATION NOVEMBER 17, 2025

The school grade configuration is organized as follows:

Pre-K
Lower Elementary Schools - Grades Kindergarten through Four
Upper Elementary Schools - Grades Five and Six
Middle Schools - Grades Seven and Eight
Senior High Schools - Grades Nine, Ten, Eleven, and Twelve
Post-Secondary

The district reserves the right to have different grade configurations for magnet schools.

LEGAL REF.: MCL 388.684; 380.1277; 380.1282

BOARD POLICY

AD

DISTRICT ORGANIZATION
ATTENDANCE AREAS

JUNE 1991
Reviewed 11/2013

The general attendance area of the school district is governed by the boundaries of the school district.

The Board of Education will designate attendance areas for the individual schools under its jurisdiction in order to secure equitable distribution in pupil enrollment and to recognize, insofar as possible, the neighborhood community as an important factor in the school/community relationship.

Students shall not be transported for regular classes to schools outside the boundaries of the school district, except those students required to be served in special education classes or vocational programs.

LEGAL REF.: MCL 380.1284

BOARD POLICY

ADA

DISTRICT ORGANIZATION
SCHOOL CENSUS

JUNE 20, 1988
Reviewed 11/2013

A school census may be taken as prescribed by law. The local implementation of this law is the responsibility of the superintendent and the administrative staff.

LEGAL REF.: MCL, 380.1577

BOARD POLICY

AEA

DISTRICT ORGANIZATION
SCHOOL CALENDAR

MARCH 16, 2015

The superintendent will recommend and the Board of Education will approve a school calendar prior to the opening of school each year.

The calendar shall be in accordance with the general school laws of the State of Michigan.

LEGAL REF.: MCL 380.1175

BOARD POLICY

AF

DISTRICT ORGANIZATION
SCHOOL DAY

JUNE 4, 2007
Reviewed 11/2013

The Board of Education recognizes that adjustments in both the number of hours of instruction and the school calendar may be necessary due to state guidelines, an individual student's needs, factors beyond local control, or other reasons which are in the best interests of the school district. It shall be the Superintendent's or designee's responsibility to approve variations in an individual student's hours of attendance and to act on matters deemed as emergencies and in the best interests of the district.

LEGAL REF.: MCL 380.1284; Op. Atty. Gen. 1979 No. 5542

ADMINISTRATIVE PROCEDURES

AF

DISTRICT ORGANIZATION **MAY 2007**
SCHOOL DAY

Official school opening and closing times for school (principals') offices will be determined by the Superintendent or designee.

School offices and telephones in all schools with only one secretary will be supervised by an adult. Special arrangements may be made in schools where needed.

BYLAWS OF THE BOARD

AFC

DISTRICT ORGANIZATION **NOVEMBER 13, 2017**
EMERGENCY CLOSINGS OF SCHOOLS

In the event an emergency should prevent schools from following the regular schedules, school personnel, parents/guardians, and students will be notified. This can be accomplished through radio, television, phone, email, social media, and the District website. School personnel, parents/guardians, and students shall be attentive to announcements of possible irregular schedules for school.

Generally, the procedure for handling a school-wide emergency is as follows:

1. Should school open later than usual in the morning due to an emergency, the students will still be dismissed at the regular time in the afternoon.

2. Should it become necessary for schools to be dismissed because of an emergency, the principals will be notified by administration.

3. Once an official decision has been reached to close schools, the administration will establish a schedule with their staffs for protecting the buildings and checking the condition of the buildings on a regularly scheduled basis.

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BYLAWS OF THE BOARD BA

BOARD OPERATIONS **FEBRUARY 24, 2020**
GOALS AND OBJECTIVES

The Board of Education believes that it is in the best interest of education to provide for continuity of action and the orderly transaction of business. To accomplish this, it has adopted these bylaws.

These bylaws and policies are subject in all respects to the law. In the event any bylaws, policies, or portions thereof shall be held contrary to law, such bylaws, policies, or portions thereof shall be void; however, all other bylaws, policies, or portions thereof shall continue in effect.

All employees are expected to adhere to the policies and administrative procedures of the District, and to act in accordance with applicable law. Failure to adhere to the policies and procedures or engaging in prohibitive acts may result in disciplinary procedures up to and including discharge. Students, parents, and stakeholders must abide by policies and procedures that are applicable to them.

CROSS REF.: BD(1) Formulation of Bylaws

BYLAWS OF THE BOARD

BAA

BOARD OPERATIONS **FEBRUARY 24, 2020**
GOAL SETTING MEETINGS

The members of the Board of Education shall meet at least two times each year with the Superintendent to review the goals and priorities of the School District.

BYLAWS OF THE BOARD

BBA

BOARD OPERATIONS **FEBRUARY 24, 2020**
SCHOOL BOARD OFFICERS

The officers of the Board of Education shall be president, vice president, secretary, and treasurer. The president, vice president, and secretary shall be elected annually by the Board of Education and shall be members of the Board. The treasurer of the School District shall not be a member of the Board of Education, but instead shall be an employee under contract with the Livonia Public Schools School District and shall be appointed annually by the Board of Education.

CROSS REF.: BBAA - Method of Electing Board Officers

BYLAWS OF THE BOARD BBAA

BOARD OPERATIONS **FEBRUARY 24, 2020**
METHOD OF ELECTING BOARD OFFICERS

All Board officers shall be elected annually on or before the first regular Board meeting in January by the Board of Education and shall serve for one year.

The process for filling any vacant officer position, should it occur, will be as follows:

- President – The vice president will automatically assume the office of president, as outlined in Policy BBABB. If the vice president is not available, the Board will take nominations and vote to fill the office of president on or before the first regular Board meeting following the official vacancy of that position.
- Vice President – The Board will take nominations and vote to fill the office of vice president on or before the first regular Board meeting following the official vacancy of that position.
- Secretary – The Board will take nominations and vote to fill the office of secretary on or before the first regular Board meeting following the official vacancy of that position.
- Treasurer – The superintendent shall make a recommendation to the Board of Education as to the Finance Department employee who will assume the responsibilities of this position.

Any Board member who fills an officer vacancy under the process above will continue in that role for the balance of the unexpired term.

LEGAL REF.: MCL 380.11a

BYLAWS OF THE BOARD

BBABA

BOARD OPERATIONS **FEBRUARY 27, 2023**
DUTIES OF THE PRESIDENT

The president of the Board shall preside at all regular meetings, special meetings, closed sessions, committee meetings, and study sessions; shall have the option to make and second motions, shall vote on all agenda items unless a conflict of interest exists; shall plan cooperatively with the superintendent the agendas for such meetings; shall represent and speak for the Board when requested to do so and only on action which the Board has already taken; shall sign documents as required by law and correspondence as authorized by the Board; shall appoint Board members as committee chairpersons and members as soon as feasible following the meeting of the election of officers; shall make other committee appointments; and shall perform such other duties as authorized by the Board.

LEGAL REF.: MCL 380.11a(6)

BYLAWS OF THE BOARD

BBABB

BOARD OPERATIONS **FEBRUARY 24, 2020**
DUTIES OF THE VICE PRESIDENT

The vice president shall act in the temporary absence of the president and perform other duties for the president when requested by the president or authorized by the Board.

In case of a vacancy in the office of president, the vice president shall succeed to the office of president for the balance of the unexpired term.

LEGAL REF.: MCL 380.11a(6), 380.1201(5)

BYLAWS OF THE BOARD

BBABC

BOARD OPERATIONS **FEBRUARY 24, 2020**
DUTIES OF THE BOARD SECRETARY

It shall be the duty of the Board secretary to act as clerk at all meetings of the Board; to record the proceedings of all meetings and the minutes of all meetings, orders, resolutions and other proceedings of the Board in proper record books; to give the prescribed notice of the annual district meeting and of all such special meetings as shall be required to give notice of in accordance with the provisions of law; and to perform such other duties as are or shall be required of the Board secretary by law or by the Board.

The Board secretary shall sign documents and correspondence as authorized by the Board and/or required by law.

LEGAL REF.: MCL 380.11a(6), 380.1201(5)

BYLAWS OF THE BOARD

BBABE

BOARD OPERATIONS **FEBRUARY 24, 2020**
DUTIES OF THE TREASURER

It shall be the responsibility of the treasurer to have oversight of the monies of the District, to maintain the financial records of the District in an orderly manner, and to perform such duties as prescribed by the superintendent and Board of Education, in accordance with law.

LEGAL REF.: MCL 380.1223

BYLAWS OF THE BOARD BBBB

BOARD OPERATIONS **FEBRUARY 24, 2020**
NEW BOARD MEMBER ORIENTATION

A new Board member, or any person who has been elected but not yet installed on the Board of Education, is to be afforded the Board's and the staff's fullest measures of courtesy and cooperation. Board and staff shall make every feasible effort to assist the new Board member to become fully informed about the Board's functions, policies, procedures, and current issues.

1. The new Board member shall be expected to attend a new Board member orientation session sponsored by the Michigan Association of School Boards, as soon as possible after his/her election. Tuition and expenses shall be paid by the District, approved by the Board.

2. The new Board member is encouraged to attend all Board meetings that are open to the public. In the interim between appointment and actually assuming office, the new Board member may be invited to attend additional Board of Education functions.

3. A special workshop may be convened for the primary purpose of orienting the new Board member to his/her responsibilities, to the Board's method of operating, and to School District policies and priorities.

4. The new Board member is to be provided with copies of or access to all appropriate publications and guides, including Board policies and publications of the state school board association.

5. The Board president, the superintendent, and members of the administrative staff will also confer with the new Board member as necessary on current topics, issues, or priorities before the Board.

After assuming office, all newly-elected or appointed members of the Board shall receive orientation on the educational landscape of Michigan, instruction/study in school finance, school law, responsiveness to the community, ethics, duties and responsibilities of Board members, and the evaluation of the superintendent and the Board of Education.

CROSS REF.: BBBC – Board Member Expenses and Development Opportunities

BYLAWS OF THE BOARD

BBBC

BOARD OPERATIONS
BOARD MEMBER EXPENSE AND DEVELOPMENT OPPORTUNITIES

September 22, 2025

The District may pay (through reimbursement or otherwise) the actual and necessary expenses incurred by its Board members in the discharge of their official duties or in the performance of functions authorized by the Board.

Board members are encouraged to attend educational, leadership, and developmental classes, workshops, conferences, and seminars that may assist them in the performance of their duties. Members may be reimbursed for their actual and necessary expenses, which include registration fees, costs of travel, lodging, and meals (not including alcoholic beverages).

The approval of Board expenses and reimbursements shall be conducted according to the following stipulations:

- Direct District expenditures must be approved by the Board at a voting Board meeting prior to the expenses being incurred.
- Individual Board member reimbursements must be approved at a voting Board meeting prior to payment of the reimbursement to the Board member.
- In order to facilitate the aforementioned approvals, the Board will bring forth an annual request for approval at the start of each school year with the intent of preapproving anticipated professional development expenditures.
- Any Board member expenditures associated with out-of-state events or travel, and/or any Board member expense that totals $1,500 or above must be brought to a voting Board meeting, separate from the annual preapproval request, for approval prior to the expense being incurred.

Members shall be subject to the same per diem and mileage rates as employees of the District. The District's standard expense reporting procedure, appropriately adapted for the Board of Education, will be followed.

LEGAL REF: MCL 380.1254

BYLAWS OF THE BOARD BBBE

BOARD OPERATIONS **APRIL 27, 2020**
BOARD MEMBER COMPENSATION

The Board of Education authorizes compensation for its members which shall not exceed $50.00 per meeting and authorizes $100 additional compensation per year for the secretary of the Board.

Subject to the provisions of the Revised School Code, the following activities are designated as meetings or functions for which Board of Education members shall be entitled to compensation:

- All regular Board of Education meetings
- All special Board of Education meetings
- All individual committee meetings if scheduled on other than the night of a regular or special Board of Education meeting
- Study sessions of the Board of Education
- Joint meetings with other governmental agencies when the Board of Education functions as a committee-of-the-whole; i.e., meetings with city councils, board of trustees for Schoolcraft College, etc.

BYLAWS OF THE BOARD

BBC

BOARD OPERATIONS
BOARD COMMITTEES

APRIL 27, 2020

The Board of Education shall operate as a committee-of-the-whole. The Board exercises its powers and duties only in a properly called meeting in accordance with state laws.

The standing committees of the Board shall include: Building and Site, Curriculum, Finance, Legislative, Personnel, and Policy. Additional ad hoc committees may be formed or liaisons designated as deemed necessary by the Board. Committee meetings will be conducted in accordance with the current state law. Board members serving on such committees shall function as liaisons between the Board of Education and District administration and will make recommendations or advise the Board as a whole, relative to their areas of study.

The president shall appoint, as soon as possible following the meeting of the election of officers, chairpersons and members of Board committees. Board members may also be delegated other special or specific duties or assignments by the Board when deemed necessary.

CROSS REF.: ABB - Board Powers and Duties

BYLAWS OF THE BOARD

BBD

BOARD OPERATIONS **JUNE 14, 2021**
BOARD-SUPERINTENDENT FUNCTIONS

The Board of Education recognizes that the legislation and adoption of policies is an important function of a school board and that the execution of the policies is a function of the administration and staff.

Delegation by the Board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to three main functions of the Board: Goal Setting – the Board's vision for the District, including the approval and adoption of the budget; Establishing policy for the District and sharing in policy development; and Designating the Chief Executive Officer (recruiting, hiring, and evaluating the superintendent).

The Board holds the administration and staff responsible for carrying out its policies within established guidelines and for keeping the Board informed, through the superintendent, about school operations.

BYLAWS OF THE BOARD

BBE

BOARD OPERATIONS **APRIL 27, 2020**
BOARD ATTORNEY

The Board of Education shall employ an attorney(s) to represent the School District or Board in all suits brought for or against the District and to render other legal service for the welfare of the School District. Contact with the attorney(s) shall be made by the Board president or the superintendent.

BOARD POLICY

BBH

BOARD OPERATIONS **APRIL 27, 2020**
AWARDS, RECOGNITIONS, CERTIFICATES

The Board of Education may recognize individuals or groups by resolution or other means for outstanding contributions or other occasions, as designated by the Board and/or the superintendent.

BYLAWS OF THE BOARD BC

BOARD OPERATION **APRIL 27, 2020**
BOARD OF EDUCATION MEETINGS

The Board of Education welcomes and encourages attendance at its meetings by the public and the press. Except as otherwise provided by law, all Board meetings are open to the public.

Following the Board's approval at its organizational meeting, the schedule of regular Board meetings during the school year shall be published and/or posted in accordance with law.

Opportunity for citizens to address the Board of Education at its meetings shall be provided through audience communications.

Agendas for all Board meetings shall be available on the School District's website. The minutes of all voting meetings of the Board shall be available on the School District's website following their approval by the Board. The full text of the minutes of all regular and special meetings shall be on file in the office of the superintendent and shall be made available to the public on request.

CROSS REF: BCBI – Public Participation in Meetings
LEGAL REF.: MCL 15.231, 15.261, 380.1201

BYLAWS OF THE BOARD

BCAA

BOARD OPERATIONS **JUNE 13, 2022**
ANNUAL ORGANIZATIONAL MEETING

The members of the Board of Education shall meet annually for the purpose of organizing the Board. This shall take place during the first regular meeting of the school year, with the exception of electing officers (which takes place in January). The Board shall adopt a regular monthly meeting schedule by a vote of a majority of the members at this meeting. The executive assistant for the Board of Education shall post at the main office of the Board of Education a notice of the schedule of meetings within ten days after the meeting. Such notice shall include the name, address, and phone number of the Board office and the date, time, and location of meetings.

CROSS REF: BBA – School Board Officers

BYLAWS OF THE BOARD

BCAB

BOARD OPERATIONS
REGULAR MEETINGS

APRIL 27, 2020

Regular meetings of the Board of Education shall be held in the District's administration building, 15125 Farmington Road, Livonia, Michigan, unless otherwise determined by the Board.

The regular meeting date or time may be changed by a majority vote of the Board. Public notice of meeting schedule changes must be posted at the District's administration building and on the District website within three days following the meeting at which the schedule is changed. Public notice of a change in a regular meeting date must be posted at least 18 hours prior to the meeting. Should there be a location change for a regular meeting, notice will be made to the community as soon as possible.

LEGAL REF: MCL 15.264, 15.265, 380.1201

BYLAWS OF THE BOARD

BCAC

BOARD OPERATIONS **JUNE 14, 2021**
SPECIAL MEETINGS

Special meetings of the Board of Education may be called by the president of the Board, or any three members thereof, by serving on the other members a written notice of the day, time, place, and purpose of such special meeting. Such notice shall be in accordance with law. The purpose of the special meeting shall be included on or with the public notice of the special meeting.

Service of the notices shall be by one of the following methods:

1. Delivering the notices to the members personally at least 24 hours before such meeting is to take place; or
2. Leaving the same at the member's residence with some person of the household at least 24 hours before such meeting is to take place; or
3. Depositing the same in a government mail receptacle (enclosed in a sealed envelope plainly addressed to such member at his/her last known residence address) at least 72 hours before such meeting is to take place; or
4. Sending email notification to members at least 24 hours before such meeting is to take place and confirming that emails were received by members.

Service as above prescribed may be made by a member of the Board or any employee of the District.

A meeting at which all members of the Board are present with or without proper notice to members of the Board and for which proper notice is given to the public shall be considered a legal meeting for the transaction of business.

If the aforementioned procedure is followed and if a notice of the meeting has been posted or published at least eighteen (18) hours prior to the meeting, a quorum present can conduct business legally.

Emergency Meetings
The Board may meet in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members decide that delay would be detrimental to efforts to lessen or respond to the threat.

LEGAL REF.: MCL 15.265; 380.1201

BYLAWS OF THE BOARD

BCAE

BOARD OPERATIONS **JUNE 14, 2021**
PUBLIC HEARINGS

All public hearings shall be conducted in accordance with the law and shall provide for proper notice, including a meeting agenda, and an orderly process for the public to be heard.

BYLAWS OF THE BOARD

BCAF

BOARD OPERATION **JUNE 14, 2021**
COMMITTEE OF THE WHOLE & STUDY SESSION MEETINGS

The Board of Education may devote ~~a~~ part of a regular or special meeting; or schedule a committee of the whole or study session, for the purpose of receiving information and discussing matters pertaining to the School District.

Any committee of the whole or study session that is not a part of a regular or special meeting must be posted in accordance with the provisions of law. No official action may be taken at a committee of the whole or study session; minutes will be kept and made available upon request.

LEGAL REF.: MCL 15.264; 15.265

BYLAWS OF THE BOARD BCB

BOARD OPERATIONS
GENERAL ORDER OF BUSINESS AT REGULAR MEETINGS APRIL 21, 2025

The order of business at regular meetings shall generally be as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Communications
  - Recognitions and Other Communications Items
  - District Update from the Superintendent
  - Audience Communications (limited to a total of 15 minutes, with the remainder preceding Hearing from Board Members)
- Consent Agenda
- Approval of Minutes of Previous Meeting(s)
- Business Matters
- Instructional Matters
- Personnel Matters
- Remainder of Audience Communications
- Hearing from Board Members
- Adjournment

BYLAWS OF THE BOARD BCBC

BOARD OPERATIONS **JUNE 14, 2021**
PREPARATION OF AGENDA

The superintendent and Board president shall cooperatively determine the items of business to be included in the agenda of all Board of Education meetings. Any two members of the Board may request an item to be included on the agenda by notifying the Superintendent and Board president seven days prior to a meeting.

Agendas shall be provided to the members of the Board no later than the Friday preceding the meeting. The agenda shall be available on the District website prior to the meeting. The superintendent and staff shall compile appropriate documents and information to assist Board members in the meeting preparations. These materials shall be included with their agendas. The Board will make reasonable efforts to examine the pertinent information before deciding upon any issue.

The Board may place routine items on a consent agenda for a regular Board meeting, upon unanimous approval by Board members present at a committee meeting. Any member of the Board can remove items from the consent agenda prior to voting.

BYLAWS OF THE BOARD

BCBF

BOARD OPERATIONS
RULES OF ORDER

OCTOBER 18, 2021

The Board of Education shall observe **Robert's Rules of Order** (most current version) where such procedure does not conflict with the Board's bylaws and/or laws governing the operation of a board of education.

BYLAWS OF THE BOARD

BCBFA

BOARD OPERATIONS **OCTOBER 18, 2021**
QUORUM

A majority of the members elected or appointed to **and** serving on the Board is required to constitute a quorum. The same majority is required to approve a motion.

LEGAL REF.: MCL 380.1201

BYLAWS OF THE BOARD

BCBG

BOARD OPERATIONS **OCTOBER 18, 2021**
VOTING METHOD AT MEETINGS

Voting shall be by voice roll call. All roll call votes shall be recorded by the Board secretary and included in the minutes of the meetings.

LEGAL REF.: MCL 380.1202

BYLAWS OF THE BOARD BCBH

BOARD OPERATIONS **OCTOBER 18, 2021**
MINUTES OF BOARD MEETINGS

The Board secretary shall keep a proper record of Board of Education proceedings. In the absence of the Board secretary, the president shall appoint a secretary pro tempore.

The minutes shall include the date, time, place, members present, members absent, all decisions made at open meetings and the purpose or purposes for which closed sessions are called, and all roll call votes. Proposed and approved minutes of the Board are public records open to public inspection. Copies shall be provided upon request to members of the public in accordance with law.

The minutes shall be signed by the Board secretary or by the secretary pro tempore.

Proposed minutes of the Board will be available for public inspection during regular business hours at the Board of Education offices, 15125 Farmington Road, Livonia, Michigan, not more than eight business days after the meeting to which the minutes refer, and approved minutes of each meeting will be available for public inspection during regular business hours at the same location not more than five business days after the meeting at which the minutes are approved.

LEGAL REF.: MCL 380.1201; 380.1202

BYLAWS OF THE BOARD

BCBI

BOARD OPERATIONS **SEPTEMBER 16, 2013**
PUBLIC PARTICIPATION IN MEETINGS
Reviewed 12/2013

All meetings of the Board of Education shall be open to the public. A person shall not be required as a condition of attendance at a meeting to register or otherwise provide his/her name or other information to fulfill a condition precedent to attendance. Any person shall be permitted to address the Board under the agenda item, "Audience Communications," and when addressing the Board, he/she shall be requested to state his/her name and address for the record.

In order to permit a fair allotment of time to participants, the Board shall have the option of limiting the time a person may address the Board to twice during any one meeting for no more than three minutes each time.

In cases where a number of individuals are associated and wish to address the Board on the same topic, they are urged to appoint a spokesperson for the group.

In cases where individuals or groups desire to be listed on the printed agenda of the meeting for purpose of addressing the Board, a written statement of such intention must be received by the president of the Board or by the superintendent's office not later than five days prior to the date of the meeting.

The Board will allow taping, videotaping, and photographing in an area designated by the Board and in such a manner as to not disrupt the dignity and function of the Board meeting. Taping, videotaping, and photographing of individuals or groups that are being recognized will be allowed outside the designated area during the communications portion of the meeting. If the meeting is being disrupted, the Board may direct all taping, videotaping, or photography to cease.

Persons may be excluded from attendance at open meetings only for a breach of the peace committed at the meeting.

Disorderly Conduct at Meetings

If a person conducts himself/herself in a disorderly manner at a Board of Education meeting or a school district meeting and, after notice from the officer presiding, persists therein, the officer presiding may order the disorderly person to withdraw from the meeting, and on the person's refusal may order a law enforcement officer or other person to take the disorderly person into custody until the meeting is adjourned.

A person who refuses to withdraw from the meeting on being so ordered, or a person who willfully disturbs a school district meeting by rude and indecent behavior, by profane or indecent discourse, or in other ways makes a disturbance, is guilty of a crime punishable by a fine or by imprisonment.

LEGAL REF.: MCL, 15.263; 380.1808; Op. Atty. Gen. No. 4738 (Legal Ref. Updated 3/12/07)

BYLAWS OF THE BOARD

BCBJ

BOARD OPERATIONS
BOARD MEETING NEWS COVERAGE

AUGUST 15, 2011
Reviewed 12/2013

The Board of Education believes that one of the paramount responsibilities of a local school board in a democracy is to keep the public informed of its actions. Consequently, news media representatives shall be welcome to attend all regular and special meetings of the Board of Education.

In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress. However, the Board president or a designee will be available after each meeting to answer reporters' questions and to clarify points of discussion and action.

Members of the broadcast media who wish to videotape a Board meeting or portions of a Board meeting are requested to so notify the superintendent in advance so that adequate provisions may be made for electrical service, space, etc.

The Board will allow taping, videotaping, and photographing in an area designated by the Board and in such a manner as to not disrupt the dignity and function of the Board meeting. Taping, videotaping, and photographing of individuals or groups that are being recognized will be allowed outside the designated area during the communications portion of the meeting. If the meeting is being disrupted, the Board may direct all taping, videotaping, or photography to cease.

In the event that representatives of the news media are unable to attend a meeting of the Board, they shall be provided a summary of important Board actions if requested.

BYLAWS OF THE BOARD BCBK

BOARD OPERATIONS **DECEMBER 16, 2019**
EXECUTIVE (CLOSED) SESSIONS

The Board of Education may meet in closed session only for the following purposes:

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 public officer, employee, staff member, or individual agent, when the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered thereafter only in open session. Requests for closed sessions shall be made in writing and signed by the individual(s) making said request.
2. To consider the dismissal, suspension, or disciplining of a student when the student or the student's parent or guardian requests a closed hearing. Requests for closed sessions shall be made in writing and signed by the individual(s) making said request.
3. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
4. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
5. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Board.
6. To review the specific contents of an application for employment or appointment to public office when the candidate requests that the application remain confidential. However, all interviews by the Board for employment or appointment to public office shall be held in an open meeting.
7. To consider security planning to address existing threats or prevent potential threats to the safety of the students and staff.
8. To consider material exempt from discussion or disclosure by state or federal statute.

For the purposes identified in Items 1, 2, and 3, a simple majority vote is sufficient to adopt in the public portion of the meeting the motion to convene a closed session. For items 4-8, a two thirds roll call vote of the members in open session is required to call a closed session.

The purpose of the closed session shall be stated at the time the vote is taken. The closed session shall be recorded in separate minutes which shall not be made a matter of public record except as provided in P.A. 267. Votes on matters considered in closed session must be taken in a public meeting and entered into the minutes of that meeting.

LEGAL REF.: MCL, 15.268; 380.1201(2); P.A. 267

BYLAWS OF THE BOARD

BD

BOARD OPERATIONS
POLICY DEVELOPMENT

JUNE 20, 1988
Reviewed 12/2013

Purposes of Policies

1. To assign responsibilities to members of the administrative, instructional, and non-instructional staff
2. To interpret effectively to the community the needs of the schools and to promote public confidence
3. To resist periodic demands of individuals and groups seeking preferential treatment by the Board
4. To permit more time to be devoted to a study of school problems and to a determination of satisfactory solutions
5. To maintain a cooperative relationship with professional and community groups interested in public schools
6. To enable new Board members to become easily and quickly oriented to the functions and the working procedures of the Board of Education
7. To encourage all school employees to develop an understanding of their work in relation to the total educational program
8. To provide control within the Board
9. To provide freedom for the superintendent to act
10. To provide better staff communications
11. To provide consistent direction

LEGAL REF.: MCL 380.11a

BYLAWS OF THE BOARD BD(1)

BOARD OPERATIONS **DECEMBER 14, 2015**
FORMULATION OF BYLAWS

The Board of Education defines "bylaw" as a rule or regulation for the purpose of governing internal operations of the Board and recognizes that many bylaws are mandatory through Michigan general school laws. Changes in bylaws that do not have this source of origin may be made by a vote of a majority of the Board members provided the following notification and review procedure is applied:

A Board member, the Superintendent, or other interested party requesting a review, change, deletion or adoption of a bylaw shall notify the Board president by submitting a written statement of the bylaw change at least seven days in advance of the meeting at which he/she wishes the bylaw to be considered. The president will schedule the request on the agenda, notify the superintendent, and have materials or information provided to Board members which may be of value in consideration of the proposed adjustment to Board bylaws.

Final written form of the proposed bylaw shall be determined by the Board. The Board will place a first reading of the proposed or amended bylaw on the agenda of a regular or special voting meeting. Consideration of the final written form of the bylaw will be placed on the agenda of a subsequent regular or special voting meeting. Bylaws so established shall have immediate effect. The formal adoption or deletion of bylaws shall be recorded in the minutes of the Board of Education.

LEGAL REF.: MCL 380.11a; Op. Atty. Gen. No. 4738

BYLAWS OF THE BOARD BD(2)

BOARD OPERATIONS **DECEMBER 14, 2015**
FORMULATION OF POLICIES

The formulation and adoption of written policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the Livonia Public Schools School District. The study and evaluation of reports concerning the execution of its written policies shall constitute the basic method by which the Board shall exercise its control over the operation of the school district.

A Board member, the Superintendent, or other interested party may propose changes to a current policy, recommend deletion of a policy, or propose a new policy. It is the desire of the Board that the policies reflect the thinking of the Board, the school administrators and its personnel, and the community. Policies may be amended, deleted, or revised by a majority vote of the Board.

The Board will place a first reading of the proposed, deleted or amended policy on the agenda of a regular or special voting meeting. Consideration of the final written form of the policy will be placed on the agenda of a subsequent regular or special voting meeting. The formal adoption of policies shall be recorded in the minutes of the Board of Education.

LEGAL REF.: MCL 380.11a

BYLAWS OF THE BOARD BDA

BOARD OPERATIONS **DECEMBER 14, 2015**
POLICY DEVELOPMENT SYSTEM

The Board of Education endorses for use in this district the policy development, codification, and dissemination system herein adopted.

This system is a general guideline for such tasks as policy research, the drafting of preliminary policy proposals, reviewing policy drafts with concerned groups, presenting new and revised policies to the Board for consideration and action, policy dissolution, policy dissemination, policy evaluation, and the maintenance of a continuous and easy-to-use policy manual.

System Maintenance
A member of the central office staff is to be delegated with the responsibility to maintain the Board's policy reference files, to draft policy proposals as instructed by the Board and/or superintendent, to maintain the Board policy manual, and to serve as liaison between the Board and the Michigan School Boards Association and other sources of policy research information.

Once a valid need for a specific policy is determined, the following general systematic procedures to evaluate the issue shall be followed:

1. The Board will define the issue to be covered by the policy, establish a time schedule, and direct the superintendent to make staff assignments for research.

2. When appropriate, the Board will suggest additional sources to be contacted. Documentation of this action will be in the Board minutes and published as a solicitation for information, so that the widest possible concerned public has a chance to respond.

3. If the Board does not feel that additional information is required, they may direct the superintendent to have a draft document developed after all constituent, political, legal, and economic implications are developed.

4. After data is collected, all constituent groups and existing policy will be considered before the superintendent is directed to have a draft document developed.

5. A check and review of legality will be conducted by the legal staff or attorney.

6. The Board will review the draft.

7. If necessary, the Board will identify groups from which additional information should be solicited and the mode of solicitation.

8. The Board will review the draft of the policy statement and make necessary revisions and then consider the final draft for adoption.

LEGAL REF.: MCL 380.11a

BYLAWS OF THE BOARD

BDD

BOARD OPERATIONS **APRIL 14, 2014**
BOARD POLICY DISSEMINATION

The superintendent shall create and maintain an orderly plan for preserving and making accessible the policies adopted by the Board and the rules and regulations needed to put them into effect.

The superintendent shall provide access to an up-to-date policy collection for members of the Board and all employees of the school system.

Because the Board policy handbook is a matter of public record, it shall be open for inspection at the Board office during the working day and on the district website.

BYLAWS OF THE BOARD

BDF

BOARD OPERATIONS **MAY 31, 1990**
REVIEW OF ADMINISTRATIVE PROCEDURES **Reviewed 12/2013**

The Board of Education shall delegate to the superintendent the function of specifying required actions and designing the detailed arrangements under which the district will be operated. These rules and these detailed arrangements shall constitute the administrative procedures governing the district. The Board itself shall formulate and adopt administrative procedures when specific state laws, strong community attitudes, or probable staff reaction require the Board to do so.

ADMINISTRATIVE PROCEDURE BDF

DEVELOPMENT AND IMPLEMENTATION OF ADMINISTRATIVE PROCEDURES

May 1990
Reviewed 12/2013

Any person may recommend the addition, deletion, or amendment of administrative procedures by submitting a written request directly to the superintendent or by discussing a change in procedures in person with the superintendent. In appropriate cases, the superintendent may appoint an administrative procedure review committee to review the requested change.

The procedure review committee shall review the specific request and recommend either approval, approval with amendment, or disapproval. The procedure review committee should include reasons for the recommendation as well as any economic impact any change might have on the district.

Any recommended changes in the procedures would be submitted to the designated district policy coordinator for legal review in appropriate cases. In addition, the policy coordinator would format, codify, and properly cross reference the proposed change with other policies and procedures as well as include the appropriate legal citation. The policy coordinator would arrange for a review by the superintendent's cabinet. Any proposed changes should include rationale for the change, deadlines, economic impact, consequences of adoption, and other appropriate documentation. The superintendent would have final authority over any changes in the administrative procedures.

All proposed changes in administrative procedures are shared with the Board of Education. Any Board member, after conferring with the superintendent, may request a review by the policy committee of the Board. The Board normally does not approve procedures except in those instances which the Board of Education or superintendent believes formal adoption, by the Board, is necessary or desirable because of legal requirements, potential litigation, public attitudes, or possible student or staff reaction. The Board may veto any procedure when, in the judgment of the Board, it is inconsistent with Board policy or the intent of Board policy.

The policy coordinator will distribute the changes in administrative procedures to all the custodians of the Board's policy manual.

The superintendent may authorize the bypassing of certain steps listed in this procedure when the proposed changes are merely editorial or when changes need to be expedited because of emergency reasons, or changes that are required as a result of changes in the law.

BYLAWS OF THE BOARD

BDG

BOARD OPERATIONS
ADMINISTRATION IN POLICY ABSENCE

JUNE 20, 1988
Reviewed 12/2013

It shall be the duty of the superintendent to recommend to the Board area(s) where he/she deems it necessary for the Board of Education to consider formulating new policies.

BYLAWS OF THE BOARD

BE

BOARD OPERATIONS **JUNE 20, 1988**
SCHOOL BOARD RECORDS

All official records of the Board of Education shall be kept and safeguarded by the Board secretary. The secretary shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

The official minutes of the Board, its written policies, and its financial records may be open for the inspection of any citizen desiring to examine them during hours when the office of the secretary is open. Records pertaining to individual students or staff members shall be released for inspection to the public only in accordance with the procedures set forth in the law.

CROSS REF: JR-Student Records
LEGAL REF.: MCL 380.1201; 380.1245; 600.2165 (Legal References Updated 3/12/07)

BYLAWS OF THE BOARD BGA

BOARD OPERATIONS **NOVEMBER 13, 2017**
MEMBERSHIP IN ASSOCIATIONS

The Board of Education recognizes the value and importance of membership in and affiliation with organized associations through which problems of current and mutual interest and concern are discussed and solutions sought, group action can be made more effectively, relations improved with many governmental and public agencies, advisory services provided, and printed materials obtained.

The Board considers development in effectiveness a continuing process for the Board members and provides opportunities through attendance at district, county, state, and national conferences, workshops, seminars, legislative hearings and conventions. The Board will annually renew membership in the Wayne County Association of School Boards and the Michigan Association of School Boards. The superintendent will present to the Board, when available each year, the schedule of conventions for these associations and other related groups, such as the American Association of School Administrators, and the Board may designate delegates to attend. Attendance will be limited to two national conventions each fiscal year per Board member if the budget permits.

(d) A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This subdivision does not apply to amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

If a majority of the members of the Board of a school district or intermediate school district or of the board of directors of a public school academy are required to abstain from voting on a contract or other financial transaction due to the operation of this section, then, notwithstanding any other provision of law or any bylaw, for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board or board of directors and a majority of those members eligible to vote is required for approval of the question.

As used in this section, “family member” means a person’s spouse or spouse’s sibling or child; a person’s sibling or sibling’s spouse or child; a person’s child or child’s spouse; or a person’s parent or parent’s spouse, and includes these relationships as created by adoption or marriage.

In addition, no elected official of Livonia Public Schools shall become employed by the school district until that individual has been out of office at least one full year from the date of official separation from office.

Board members will not only abide by the requirements under P.A. 606, but any other disclosures and voting requirements on conflict of interest for public contracts as required by law.

In addition, Board of Education members will not involve themselves in the administrative process of developing recommendations or making decisions and will not influence staff for same when there is a conflict of interest. This includes any familial or acquaintance relationship. Board members are expected to hold each other accountable to this standard as outlined in Board operating procedures.

BYLAWS OF THE BOARD BHA

BOARD OPERATIONS
CODE OF ETHICS MARCH 23, 2026

As members of the Livonia Public Schools Board of Education, we shall promote the best interests of the school district as a whole, and will make decisions that place student learning and the success of all students first by adhering to the following educational and ethical standards:

As a Board member,

- I will make decisions in terms of the educational welfare of children and will seek to develop and maintain schools that meet the individual needs of all children regardless of their sex, race, color, national origin, religion, age, height, weight, marital status, handicap, disability, sexual orientation, sexual identity, or transgender status.
- I will be a personal advocate for the good work of the District.
- I will focus Board action on policy making, strategic planning, and designating and evaluating the Superintendent.
- I recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day-to-day operations of the District and will not seek to participate in the day-to-day operations.
- I will review and evaluate all Board Policies, Bylaws of the Board, and procedures and processes of the Board. I will work to make desired changes so they will be current, relevant, and in accordance with state and/or federal laws. When requested, I will review all Administrative Procedures brought forth and give input to the Superintendent; however, I recognize that the Board does not vote to approve Administrative Procedures.
- I will follow established Board Operating Procedures.
- I will come to Board meetings prepared to discuss and take action on all agenda items. I will read and study the Board meeting information and seek clarification, if needed, prior to each Board meeting.
- I will give the Superintendent and Board President notification of my concerns prior to the Board meetings, so that the concerns can be properly addressed.
- I understand that I have not only the right, but the duty, to express my views and opinions and ask questions at the Board table; and will make a good faith effort to understand the views of others.
- I recognize that the Board must make decisions as a whole in public. I will base all decisions on the available facts and my independent judgment, and I will refuse to surrender my independent judgment to individuals or special interest groups.
- I will avoid being placed in a position of conflict of interest, and, if such a conflict is unavoidable, I will disclose such interest and abstain from voting on such matters.
- I will work with my fellow Board members toward consensus when making decisions. Once a decision is made, I will support the decision and its implementation.
- I recognize that while I am free to express my personal views, the Board President is the spokesperson for the Board and the Superintendent is the spokesperson for the District. This includes all written and spoken communications, including social media.
- I will be respectful and listen to all ideas presented to the Board, be it from parents, staff, students, community members, other Board members, or other stakeholders. I will listen and then refer any person to appropriate personnel.

- I will communicate to other Board members and the Superintendent significant expression of public reaction to Board policies and school programs.
- I will exercise caution when communicating between and among Board members, including electronic communication, and will abide by the Open Meetings Act.
- I will hold confidential all matters that, if disclosed, would needlessly injure individuals, schools, or the district. I will keep confidential all information that is privileged under applicable law, including closed session discussions.
- I will stay informed about current educational issues by individual study and through participation in programs providing needed information; for example, those sponsored by my state and national school board associations. I will share what I have learned with my Livonia Public Schools' colleagues, formally or informally, so as to keep our Board apprised of current issues and topics.
- I will take no private or public action that will compromise the Board, the Administration, or the District.
- I will refrain from using my Board position for personal or partisan gain.
- I will support the hiring of those persons being recommended by the administration as the best qualified to serve as District staff.
- I will support and protect District personnel in the proper performance of their duties.
- I will participate in the review, revision and signing of this Code of Ethics annually at the beginning of each calendar year.

As Board President,

- I will ensure that persons addressing the Board follow established guidelines as outlined in Board policy.
- I will advise persons addressing the Board to do so in a respectful manner and not allow rude~~,~~ or indecent behavior, profane or indecent discourse, or otherwise willfully disruptive behavior to be directed to the Board, Superintendent, Cabinet members or others during Board meetings.
- I will not permit disruptive behavior and will advise attendees as such. If needed, I may order the disruptive person to be removed from the meeting.
- I will ensure that all Board members are given an opportunity to express their views. I will work toward building consensus among all Board members.
- I will follow parliamentary procedure, to the extent that it does not conflict with Board policy or state law.

MCL 380.1808

BYLAWS OF THE BOARD

BHA(1)

BOARD OPERATIONS **March 17, 2014**
CONFLICT OF INTEREST - BOARD MEMBERS

This policy is intended to govern each Board member in the conduct of the business of the school district.

Public Act 606 of the Michigan School Code provides direction to assure appropriate actions on behalf of School Board members related to potential conflicts of interest. As outlined in P.A. 606, any Board member who believes or has reason to believe that he or she has a conflict of interest with regard to a contract or other financial transaction that requires the approval of the Board shall abstain from voting on the contract or other financial transaction and shall disclose the specific conflict of interest. A member of the Board is presumed to have a conflict of interest if the member or his or her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee or recommended for hire by the school district.

For the purposes of this section, an individual is not considered to have a financial interest in any of the following instances:

(a) A contract or other financial transaction between the school district, intermediate school district, or public school academy and any of the following:

  (i) A corporation in which the individual is a stockholder owning 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owning stock that has a present market value of $25,000.00 or less if the stock is listed on a stock exchange.

  (ii) A corporation in which a trust, if the individual is a beneficiary under the trust, owns 1% or less of the total stock outstanding in any class if the stock is not listed on a stock exchange or owns stock that has a present market value of $25,000.00 or less if the stock is listed on a stock exchange.

  (iii) A professional limited liability company organized pursuant to the Michigan limited liability company act, 1993 PA 23, MCL 450.4101 to 450.5200, if the individual is an employee but not a member of the company.

(b) A contract or other financial transaction between the school district, intermediate school district, or public school academy and any of the following:

  (i) A corporation in which the individual is not a director, officer, or employee.

  (ii) A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.

  (iii) A corporation or firm that has an indebtedness owed to the individual.

(c) A contract between an intermediate school district and a constituent district.

(d) A contract awarded to the lowest qualified bidder, upon receipt of competitive bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This subdivision does not apply to amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.

If a majority of the members of the Board of a school district or intermediate school district or of the board of directors of a public school academy are required to abstain from voting on a contract or other financial transaction due to the operation of this section, then, notwithstanding any other provision of law or any bylaw, for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board or board of directors and a majority of those members eligible to vote is required for approval of the question.

As used in this section, "family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

In addition, no elected official of Livonia Public Schools shall become employed by the school district until that individual has been out of office at least one full year from the date of official separation from office.

Board members will not only abide by the requirements under P.A. 606, but any other disclosures and voting requirements on conflict of interest for public contracts as required by law.

In addition, Board of Education members will not involve themselves in the administrative process of developing recommendations or making decisions and will not influence staff for same when there is a conflict of interest. This includes any familial or acquaintance relationship. Board members are expected to hold each other accountable to this standard as outlined in Board operating procedures.

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BOARD POLICY

CA

GENERAL SCHOOL ADMINISTRATION
GOALS AND OBJECTIVES

JUNE 20, 1988
Reviewed 12/2013

All school operations will be administered in accordance with the law, with the policies established by the Board of Education, and with the administrative regulations established for the entire school system.

BOARD POLICY

CC

GENERAL SCHOOL ADMINISTRATION
ADMINISTRATIVE ORGANIZATION CHART

APRIL 27, 2009
Reviewed 12/2013

The superintendent shall maintain an organization chart that shows lines of primary responsibility.

CROSS REF.: CGB–Administrative Personnel Positions

BOARD POLICY

CD

GENERAL SCHOOL ADMINISTRATION
LINE AND STAFF RELATIONS

JUNE 20, 1988
Reviewed 12/2013

The Board of Education desires the superintendent to establish clear understandings on the part of all personnel of the line and staff relationships in the school system. Each administrative employee will be responsible to the Board through the superintendent.

CROSS REF.: CC—Administrative Organization Chart
CGB—Administrative Personnel Position

BOARD POLICY CE

GENERAL ADMINISTRATIVE OPERATIONS
SUPERINTENDENT OF SCHOOLS OCTOBER 1, 1990

The chief executive officer of the Livonia Public Schools shall be the superintendent of schools, who will carry out his/her administrative functions in accordance with the policies adopted by the Board of Education and in accordance with law.

1. Appointment

   The Board of Education of the Livonia Public Schools shall contract with, appoint and employ its superintendent in accordance with the general provisions of the General School Laws of the State of Michigan for a term fixed by the Board not to exceed five years. In addition, the Board must be satisfied that its superintendent is qualified to exercise the functions outlined in the foregoing sections and to discharge such duties as shall be required by the Board.

2. Evaluation and Review of Contract

   The Board of Education shall review and evaluate, on an annual basis, the superintendent's performance and contract.

3. Functions

   Implementation of decisions made by the Board concerning the internal operations of the school system shall be delegated to the superintendent. It shall be the duty and responsibility of the superintendent to put into practice the educational policies established in accordance with the general school laws of the State of Michigan and the Board of Education.

   The general duties of the superintendent shall include, but not be limited to, those listed in Section 380.248 of the general school laws, and the superintendent is specifically charged with the following responsibilities:

   a. Attend Board meetings

   b. Recommend persons for appointment

   c. Oversee the supervision and management of the departments of the school district

   d. Delegate to staff the submission of records and reports required by law.

   e. Interpret policies to the community and staff

   f. Direct preparation of annual budget for adoption

g. Keep the Board informed on operations of the school district

h. Recommend curriculum to maintain a high standard school system

i. Recommend facilities required or no longer required

j. Report when deemed appropriate needed improvements in all phases of the school system and offer constructive proposals for accomplishment

k. Be the chief negotiating officer for the Board of Education or delegate this authority to the appropriate responsible person. Recommend the formation of an effective team of negotiators for the Board as required by specific circumstances and legal actions, and take immediate action to employ or recommend to the Board employment of adequate legal counsel as required for the best interests of the district.

l. Unless otherwise prohibited by law, the superintendent or his designee shall have the authority to appoint, assign, promote, fix compensation, proscribe duties and dismiss personnel.

m. Perform other duties as the Board may direct.

CROSS REF.: BBD/CF - Board/Superintendent Relations

BOARD POLICY

CEB

GENERAL SCHOOL ADMINISTRATION
PLANNING

OCTOBER 15, 1990
Reviewed 12/2013

The Board of Education recognizes the importance of effective planning as an essential function of the administration of the Livonia Public Schools School District, for it provides a coherent sense of direction for the school district.

The superintendent of schools is charged with coordinating the development of and directing staff to implement a planning process which embodies the following characteristics:

1. External environmental data about events, issues, and trends provide the framework for analyzing internal data about students, the school district, and schools, and for developing a plan.

2. High priority objectives are selected for the plan.

3. Planning recognizes that current resources must be optimized and new resources must be utilized.

4. Planning must be collaborative in nature to include broad-based participation of school board trustees, students, parents, community members, administrators, teachers, and support staff in providing input to the plan and formulating recommendations.

5. Planning must insure that action will be planned and taken to implement the plan's objectives, responsibility of staff will be assigned, and the plan's progress will be documented and reported to the public.

6. Both the district and individual schools are planning units, whereby individual schools develop school improvement plans which articulate with and support the district's plan but are also responsive to needs identified at the school level.

The superintendent is charged with annually recommending a plan to the Board of Education. The superintendent's annual budget recommendations to the Board of Education are to be responsive to the resources required to implement the plan.

CROSS REF: DA – Goals and Objectives; DCA – Budget Goals and Objectives; DCC – Budget Preparation

BOARD POLICY

CEG

GENERAL SCHOOL ADMINISTRATION
PROFESSIONAL DEVELOPMENT OPPORTUNITIES

JUNE 20, 1988
Reviewed 12/2013

The Board of Education shall offer the superintendent encouragement and assistance for pursuing professional development. In order to keep the Board and professional staff informed of new and promising developments, the Board encourages the superintendent to attend educational conferences, seminars, workshops, and other professional meetings; visit other school systems; and use other means to keep abreast of current educational thought and practices. The superintendent shall be eligible for reimbursement for attendance at such functions.

CROSS REF.: DJD-Expense Reimbursement

BOARD POLICY

CEH

GENERAL SCHOOL ADMINISTRATION
SUPERINTENDENT CONSULTING

JUNE 20, 1988
Reviewed 12/2013

The superintendent shall devote his/her time to the business of the school district. The superintendent shall not engage in any other business that would consume his/her time during the school day without prior agreement with the Board president.

BOARD POLICY

CGB

GENERAL SCHOOL ADMINISTRATION
ADMINISTRATIVE PERSONNEL POSITIONS

APRIL 27, 2009
Reviewed 12/2013

All administrative hirings or promotions in the school system shall be approved by the Board of Education. Administrative positions shall be defined as the superintendent's cabinet and Livonia Educational Administrators (LEADS) organization. The duties of these positions will be defined by the superintendent.

The Board of Education will approve the budget for administrative and supervisory positions through its annual budget allocations.

It is the intent of the Board to activate a sufficient number of such positions to promote the attainment of the school system goals.

CROSS REF.: GA-General Personnel Section; CC-Administrative Organization

BOARD POLICY

CGC

GENERAL SCHOOL ADMINISTRATION **JUNE 15, 2026**
INDIVIDUAL EMPLOYMENT CONTRACTS

The Board of Education recognizes the need to establish clear and consistent employment terms for employees who are not covered by a collective bargaining agreement.

The Board hereby authorizes the Superintendent, or designee, to develop, negotiate, and execute individual employment contracts for non-affiliated employees on behalf of the District.

In exercising this authority, the Superintendent shall ensure that all such contracts:

A. are consistent with established District compensation practices, benefit structures, and budgetary limitations;
B. comply with all applicable Federal and State laws, regulations, and Board policies;
C. include appropriate provisions regarding duties, compensation, work year, evaluation, and separation of employment.

BOARD POLICY

CGPE

GENERAL SCHOOL ADMINISTRATION
NON-SCHOOL EMPLOYMENT/CONSULTING

JUNE 20, 1988
Reviewed 12/2013

Administrative personnel shall give priority to the execution of their duties with the school system.

Administrative personnel serving as consultants must have prior approval of their immediate supervisor before accepting consultation positions.

All remuneration and income received by administrative personnel for such work performed during their work day shall be remitted to the personnel office.

ADMINISTRATIVE PROCEDURES CGPE/CGPEA

ADMINISTRATIVE PERSONNEL
TIME SCHEDULES (ABSENCES) **March 1, 1990**

1. School administrators, supervisors, and other certificated personnel should inform the appropriate secretaries of their whereabouts and approximate schedules at any time they are out of their buildings. In general, it should be possible to reach any staff member by telephone at any time he/she is in the school district or outside the school district on authorized business.

2. Absences of building administrators and division of instruction department heads from the district on authorized business for one-half day or less need no approval. Absences of more than one-half day to a full day should be cleared by telephone with the appropriate director (elementary or secondary) or assistant superintendent for instruction and confirmed by brief memorandum. All other absences on official business are to be approved in advance by the office of the director of elementary or secondary education or assistant superintendent for instruction, using prescribed formed where appropriate.

3. Absences of building administrators and division of instruction department heads for illness, personal business, and vacations will be recorded and reported for accounting purposes by the appropriate secretaries.

4. All building administrators, as well as department heads and supervisors of the division of instruction, will submit their requests for vacation to the assistant superintendent for instruction, who will act for the superintendent in approving the same. This will provide better for the relating of all such vacation leaves to the necessary supervisory and instructional planning responsibilities which are shared by building administrators and central office people. Those division of instruction and building supervisors who have optional vacation times should transmit their requests through the office and with the approval of their immediate supervisors.

BOARD POLICY

CL

GENERAL SCHOOL ADMINISTRATION
ADVISORY COMMITTEES

JUNE 20, 1988
Reviewed 12/2013

The superintendent and administrative staff may appoint committees to assist them in their various deliberations. Such committees shall act in an advisory capacity.

BOARD POLICY

CMA

GENERAL SCHOOL ADMINISTRATION
ADMINISTRATIVE REGULATIONS

JUNE 20, 1988
Reviewed 12/2013

The Board of Education shall delegate to the superintendent the overseeing of formulating the administrative rules and regulations designed to carry out the policies of the Board of Education. These administrative rules and regulations may be reviewed by the Board.

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DJAA..... Authorized Signatures

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DJE ..... Purchasing

DJEA..... Purchasing Cards

DK .....Student Activities Fund Management

DL..... Safeguarding District Assets

DO .....School Properties Disposal

DP .....Alternative Revenue

BOARD POLICY

DA

FISCAL MANAGEMENT **JUNE 18, 2018**
GOALS AND OBJECTIVES

The Board of Education shall meet with the superintendent prior to the start of the fiscal year to determine the goals and objectives of the school system. These goals and objectives shall be factors in the development of the budget.

Purpose

1. Maintain an accurate record of all the details involved in school business transactions.

2. Provide a system to ensure that the resources of the school system will be safeguarded and used primarily for the benefit of the students of the system.

3. Enable school administrators and the School Board to plan future activities effectively.

4. Facilitate an analysis of how the school system spends its money, especially in terms of the requirements and educational policies inherent in the budget.

5. Provide a means for the school system to report to various local, state, and national groups concerning the financial operations and status of the school system, and also to compare its performance with other comparable districts.

ADMINISTRATIVE PROCEDURE DA

FISCAL MANAGEMENT
GOALS AND OBJECTIVES

MARCH 1, 1990
Reviewed 4/2018

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the district's purpose can best be achieved through excellent fiscal management. Further the Business Division recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As administrators of local, state, and federal funds allocated for use in public education, the Business Division will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the Business Division take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept will be incorporated into all fiscal operations and into all aspects of system management and operation.

In fiscal management, the Business Division seeks to achieve the following goals:

1. To engage in thorough advance planning, with broad-based staff involvement, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.

2. To establish levels of funding which will provide high quality education for the district's students.

3. To use the best available techniques for budget development and management responsibilities.

4. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

BOARD POLICY

DB

FISCAL MANAGEMENT **JUNE 18, 2018**
BUDGET GOALS AND OBJECTIVES

The budget of the school district shall:

1. Provide information on the educational activities for which public funds are being expended and the costs thereof.

2. Ensure the continuance of this educational program for the budgeted period of time.

3. Be regarded as an important public relations instrument as it communicates the prioritization of resources.

4. Serve as a means of financial control.

5. Provide the Board of Education and administration with the authority to make expenditures within the approved budget to support the educational programs.

6. Serve as a basis for determining the amount of revenue which must be obtained from local taxation.

7. Serve as an instrument that will facilitate accurate estimates of future expenditures.

8. Serve as an instrument by which the Board may study the expenditures of the District by budget categories, thus enabling them to better evaluate individual projects.

BOARD POLICY

DC

FISCAL MANAGEMENT **JUNE 18, 2018**
BUDGET PREPARATION AND ADOPTION

It shall be the responsibility of the superintendent to have prepared prior to the beginning of the fiscal year a tentative budget for the following school year. This tentative budget shall include all the anticipated revenues and expenditures for the coming school year.

Upon receipt of the tentative budget, the Board of Education shall delegate to the superintendent the responsibility to establish all budget meeting dates in accordance with law.

Prior to final adoption of the budget, the Board of Education shall publish, in accordance with laws, in a newspaper having a general circulation throughout the district a notice of its intent to review and adopt the final budget in a public hearing. The notice shall appear at least seven days prior to the Board meeting and shall include such information as the date, time, and place of such hearing.

At this public hearing, the Board shall provide copies of budget summaries for the general public, utilizing the State's school accounting codes. It is further the intent of the Board that these same copies shall be available to the public one week prior to the budget review meeting.

The Board of Education shall adopt the budget at a formal Board meeting. The superintendent shall provide periodic reports to the Board of Education which show the status of all of the District's funds in the various state school accounting codes.

Copies of the final adopted budget shall be available at the Board of Education office and on the District website.

LEGAL REF.: MCL 141.411, 141.421, 380.1702

BOARD POLICY

DD

FISCAL MANAGEMENT **JUNE 18, 2018**
LINE ITEM TRANSFER AUTHORITY

No Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to appropriations made by the Board of Education through the budget and in keeping with the fiscal policies adopted by the Board. Changes in the amount appropriated by the Board shall require approval by the Board.

The superintendent is charged with the general supervision of the execution of the budgets adopted by the Board and shall hold accountable the employees of the school district who are responsible for those budgets and for adhering to fiscal Board policies. Commensurate with this charge and for purposes of meeting emergency needs, the superintendent is authorized to transfer between codes an amount not to exceed $50,000 prior to approval by the Board of Education.

LEGAL REF.: MCL, 141.438; 141.439(2)

BOARD POLICY

DE

FISCAL MANAGEMENT
DEBT RECORDS

DECEMBER 17, 2018

It shall be the responsibility of the Chief Financial Officer of the School District to maintain all records as to the outstanding bonds and debts encumbered against the District. He/she shall keep this information readily available and report periodically to the Board on the status of outstanding bonds and debts.

LEGAL REF.: Constitution of Michigan, Art. 9, Sec. 6; MCL 380.1351

BOARD POLICY

DFD

FISCAL MANAGEMENT **DECEMBER 17, 2018**
BOND SALES

The Board of Education, upon a favorable vote of the community in compliance with the law, may sell its bonds. Such bonds shall be duly advertised, prepared and sold in conformance with the law.

BOARD POLICY

DFE

FISCAL MANAGEMENT
SHORT TERM LOANS

DECEMBER 17, 2018

Bids shall be solicited for all short-term loans which the Board of Education authorized, and funds shall be borrowed from the responsible organization offering the lowest acceptable terms. All loans shall conform with the requirements of law.

LEGAL REF.: MCL, Constitution of Michigan, Art. 9, Sec. 13, Sec. 16; 380.1225

BOARD POLICY

DFEA

FISCAL MANAGEMENT
TAX ANTICIPATION NOTES

SEPTEMBER 23, 2019

The Board of Education may, by resolution and without a vote of the community, borrow money and issue its notes in anticipation of the collection of the taxes and other revenues as prescribed by law.

LEGAL REF.: Constitution of Michigan, Art. 9, Sec. 13
MCL 141.2101 *et seq.;* 211.1 *et seq*.

BOARD POLICY

DFF

FISCAL MANAGEMENT **JUNE 23, 2025**
POST-ISSUANCE TAX COMPLIANCE

Debt Compliance Officer
The Director of Business Services shall serve as the Debt Compliance Officer for the District.

The Debt Compliance Officer shall implement procedures for the purpose of monitoring compliance with regard to all tax-exempt or tax-advantaged obligations. The procedures established and implemented by the Debt Compliance Officer shall encourage the timely identification of noncompliance. The Debt Compliance Officer shall ensure that the District maintains a record of such compliance. Further, the Debt Compliance Officer will ensure that this Post-Issuance Debt Compliance Policy and procedures, if any, are updated on a regular and as needed basis, as well as establish procedures designed to detect non-compliance and to address the necessary remedial steps in the event non-compliant actions or inactions are detected.

This Post-Issuance Tax Compliance Policy shall apply to all debt obligations designated as having tax-exempt or tax-credit status issued on behalf of the District. The duties of the Debt Compliance Officer shall include, but not be limited to, the following:

1) oversee and manage compliance with the Code and Regulations, as defined above, as well as other general requirements;

2) monitor the use of proceeds from debt obligations and ensure that such use is proper and timely, all in compliance with the Code and Regulations;

3) supervise timely filings of reports or forms required by state and federal agencies as applicable;

4) monitor arbitrage, yield restriction and rebate requirements under the Code;

5) develop training programs, as necessary, for the purpose of training individuals responsible for the proceeds of the tax-exempt or tax-advantaged debt;

6) monitor compliance with six-month, 18-month or 2-year spending exceptions, if applicable; and

7) establish procedures to address and remediate non-compliance with state or federal law immediately upon the discovery of such non-compliance.

External Advisors/Documentation
The District shall consult with bond counsel and other legal counsel, advisors, and other professionals, as needed, while an Obligation is outstanding to identify requirements and to establish procedures necessary or appropriate so that the Obligation and the District will continue to qualify for tax-exempt status or tax credit status, as applicable, including any remedial actions.

The District also shall consult with advisors, bond counsel or other legal counsel, and other professionals as needed, following issuance of an Obligation to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with any potential changes in use of assets financed (or refinanced) with the Obligations issued. This requirement shall be documented in the tax certificate and/or other documents finalized at or before issuance of the Obligations. The District will provide such advisors with any reasonably requested and available documentation and disclosures for such purpose.

The District shall be responsible to determine (or obtain expert advice to determine) whether arbitrage rebate calculations have to be made for the Obligations. If it is determined that such calculations are or are likely to be required, the District shall engage an advisor (hereinafter "Rebate Service Provider") to assist in the calculation of arbitrage rebate payable in respect of the investment of proceeds from the issuance, or shall otherwise ensure that it has adequate financial, accounting and legal resources of its own to make such calculations.

In lieu of engaging an outside Rebate Service Provider, the District may make a determination that it has sufficient capabilities using its own personnel, supported by its regular accounting and legal advisers, to be able to make the required rebate calculations. Such determination shall be evidenced in writing with specific reference to the personnel and advisers to carry out the calculations, and such written determination shall be maintained in the records of the bond transaction.

The District shall file or cause to be filed all required IRS forms and make any rebate payments required on a timely basis. Unless otherwise provided by the indenture relating to an Obligation, unexpended proceeds shall be held by a trustee or other financial institution, and the investment of bond proceeds shall be managed by the District. The District shall prepare (or cause the trustee or other financial institution to prepare) regular, periodic statements regarding the investments and transactions involving proceeds of the Obligations.

Arbitrage Rebate and Yield

The following requirements shall apply to any Obligation issued by the District for which compliance with arbitrage rebate requirements under the Code and Regulations is required. The Debt Compliance Officer or his/her designee shall be responsible for overseeing compliance with arbitrage rebate requirements under federal tax regulations:

1) If at the time of issuance of any Obligation, based on reasonable expectations set forth in the Tax Certificate or other applicable document(s), it appears likely that the Obligation will qualify for an exemption from the rebate requirement, the District may defer taking any of the actions set forth in the subsection (2). As applicable, not later than the time of completion of construction or acquisition of the project paid for with proceeds on an Obligation, and depletion of all funds from the project fund holding the proceeds, the District in consultation with the appropriate professionals shall make a determination if expenditure of the bond proceeds qualified for exemption from the rebate requirements. If a rebate exemption is determined to be applicable, the District shall prepare and maintain a record to support such conclusion. If the transaction does not qualify for rebate exemption, the District shall initiate the steps set forth in (2) below.

2) If at the time of issuance of any Obligations it appears likely that arbitrage rebate calculations will be required, or upon determination that calculations are required pursuant to (1) above, the District shall:
   a) engage the services of a Rebate Service Provider or assign District personnel capable of preparing a rebate analysis for the Obligation and, prior to each rebate calculation date, cause the trustee or other financial institution investing bond proceeds to deliver periodic statements concerning the investment of proceeds to the Rebate Service Provider or relevant District personnel handling the rebate calculation;
   b) provide to the Rebate Service Provider, or relevant District personnel conducting any rebate calculation, additional documents and information reasonably requested by the Rebate Service Provider or District personnel;
   c) monitor efforts of the Rebate Service Provider or District personnel;
   d) assure payment of required rebate amounts, if any, no later than the applicable rebate payment due date for such Obligation for which rebate is due;
   e) during the construction period of each capital project financed in whole or in part by an Obligation, monitor the investment and expenditure of bond proceeds and consult with the Rebate Service Provider or relevant District personnel handling rebate calculation to determine compliance with any applicable exceptions from the arbitrage rebate requirements; and
   f) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements."

Use of Bond Proceeds and Bond-Financed or Refinanced Assets

The Debt Compliance Officer, or his/her designee, shall be responsible for:

1) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of the debt obligation financed or refinanced assets (*e.g.,* facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;

2) monitoring the use of Bond proceeds (including investment earnings and including reimbursement of expenditures made before bond issuance) and the use of Bond-financed or refinanced assets (*e.g.,* facilities, furnishings or equipment) throughout the term of the Obligations to ensure compliance with covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;

3) maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of each issue of Obligations (including investment earnings and including reimbursement of expenditures made before bond issuance), including a final allocation of Bond proceeds as described below under "Record Keeping Requirements";

4) consulting with bond counsel or other professional advisers in the review of any change in use of Bond-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;
5) conferring at least annually with personnel responsible for Bond-financed or refinanced assets to identify and discussing any existing or planned use of debt obligations financed

or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate or other applicable agreements relating to the Obligations;

6) to the extent that the District discovers that any applicable tax restrictions regarding use of proceeds will or may be violated, consulting promptly with bond counsel or other professional advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary;

7) to the extent that tax-exempt proceeds from the debt obligation were used to acquire an existing building, confirming that qualified rehabilitation expenditures in an amount equal to at least 15% of the amount of such proceeds were made no later than 24 months after the later of (1) the date of issuance of the Obligations, or (2) the date of acquisition of the building;

8) the District shall review the debt obligations at least annually in order to determine if this Policy and state and federal law are being adhered to; and

9) undertaking the following:

    a) retain copies of all arbitrage reports and trustee statements as described below under "Record Keeping Requirements" and, upon request, providing such copies to the bond issuer;
    b) with respect to Qualified Zone Academy Bonds (QZABs) and any other tax credit bonds, confirming that 100% of available project proceeds are spent within three years of issue date of bonds;
    c) with respect to facilities financed by QZABs or other tax credit bonds, confirming that such facilities continue to be used for a qualified purpose for the life of the Obligations; and
    d) with respect to other types of exempt facilities, adopting any such procedures that bond counsel or other professional advisors deem appropriate to periodically assess whether such facility continues to qualify as an exempt facility.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirement

The Debt Compliance Officer, or his/her designee, shall be responsible for maintaining the following documents for the term of each Obligation (including refunding bonds, if any) plus at least three years:

1) a copy of the closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the issue of Obligation;

2) a copy of all material documents relating to capital expenditures financed or refinanced by Bond proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, as well as documents relating to costs reimbursed with Bond proceeds and records identifying the assets or portion of assets that are financed or refinanced with Bond proceeds, including a final allocation of Bond; and

3) a copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements as well as copies of all bidding documents, if any.

Adopted on **June 23, 2025,** to be effective on **June 23, 2025**.

Note: It is the intent of the District to ensure that all tax-exempt obligations issued by the District satisfy and will continue to satisfy all requirements of the Internal Revenue Code of 1986, as amended and regulations thereunder.

BOARD POLICY

DFG

FISCAL MANAGEMENT **NOVEMBER 13, 2017**
FEES, PAYMENTS, AND RENTALS

The rental of school property and use of buildings by outside agencies shall conform to school building use policies. Livonia Public Schools School District is permitted to charge appropriate fees for the use of its facilities.

The first priority for the use of school property is for District purposes.

CROSS REF.: EBH - Leasing and Renting; KG - Community Use of School Facilities

BOARD POLICY

DFGA

FISCAL MANAGEMENT **SEPTEMBER 23, 2019**
ADMISSIONS AND GATE RECEIPTS

The Board of Education grants authority to the superintendent and/or the superintendent's designee to approve appropriate events and programs in addition to the regular school curriculum.

The procedures for admission charges, if any, for events and programs shall be approved by the superintendent and/or the superintendent's designee.

CROSS REF.: KEA – Public Performances and Exhibitions

BOARD POLICY

DFK

FISCAL MANAGEMENT
GIFTS AND BEQUESTS

SEPTEMBER 23, 2019

The Board of Education welcomes gifts and grants which are tendered for the general welfare of the students and/or staff. The Board reserves the right to specify the manner in which gifts are made and accepted, to define the type of gift or grant considered appropriate, and to reject those which are deemed inappropriate and unsuitable.

CROSS REF.: JLB - Class Gifts to Schools

ADMINISTRATIVE PROCEDURES DFK

FISCAL MANAGEMENT
GIFTS AND BEQUESTS

NOVEMBER 2, 2011
Reviewed 12/2013

When administrators receive gifts and grants from outside sources on behalf of the district, they will observe the following regulations:

1. Any gift offered to a school or the school district by an individual or organization will be reviewed within the following guidelines:

   a. Gifts from $1.00 to $250.00
   The authorization for acceptance will be made by the building principal with the letter of appreciation to be generated by the building principal with copies to the appropriate director.

   b. Gifts from $251.00 to $1,000.00
   The authorization for acceptance will be made by the appropriate director. The letter of appreciation will be generated by the director with copies to the Board of Education.

   c. Gifts in Excess of $1,000.00
   The authorization for acceptance will be made by the Board of Education. The letter of appreciation will be generated by the Board of Education.

2. All such gifts approved for acceptance shall be made to the Livonia Public Schools School District and shall become the property of the school district.

3. Gifts of appropriate nature will include the following:

   a. scholarship funds;

   b. additions to instructional materials center collections;

   c. specialized equipment to further the talents and abilities of individual students, such as hearing aids, musical instruments, etc.; and/or

   d. Miscellaneous equipment or materials which are appropriate to present school district programs and curriculum. All gifts must be consistent with present school policies and practices and should not create for the school district an additional financial burden for regular upkeep.

4. Gifts will be brought to the Board of Education for acceptance at a scheduled voting meeting. The Board of Education will be notified of the upcoming gifts prior to the committee meeting that precedes the regular meeting at which the gift will be presented for acceptance.

EXHIBIT

DFK

FISCAL MANAGEMENT
GIFTS AND BEQUESTS **June, 1995**

PTA PURCHASE GUIDELINES

Step I Initial interest for a PTA purchase. Principal to make contact with Purchasing Supervisor.

a. Copies of catalogs of recommended vendors will be provided for review and selection of equipment or material to be purchased.
b. Purchasing Supervisor will arrange all vendor contacts for principal when requested.

Step II Principal to describe equipment or material selection to Purchasing Supervisor in writing.

a. Purchasing Supervisor to obtain written quotations on selected equipment or material including installation and/or delivery charges.
b. Purchasing Supervisor will combine quotation(s) and coordinate group purchases whenever possible.

Step III Purchasing Supervisor reviews returned quotation(s) from vendors with school principal. Purchasing Supervisor works with school principal on final recommendation and makes any or all vendor contacts.

Step IV School principal will enter requisition into the computer system in accordance with final recommendation.

Step V The requisition requires the approval of the appropriate assistant superintendent.

a. Gifts to schools from $251.00 to $1000.00 accepted by the director.
b. Gifts to schools in excess of $1001.00, the authorization for acceptance to be made by the Board of Education.

Step VI Upon receipt of approved requisition(s) the Purchasing Supervisor will:

a. Convert the requisition to a purchase order in accordance with vendor bid.
b. Forward official school purchase order(s) to vendor(s) and coordinate delivery and/or installation.
c. Make school principal aware of delivery and/or installation dates.

Step VII Warehouse supervisor will release Invoice/Receiver for payment authorization on all purchase orders upon receipt of goods.

Step VIII Upon receipt of vendor invoice and copy of completed invoice receiver, accounts receivable will issue payment to vendor. Accounts receivable will bill school PTA for reimbursement.

BOARD POLICY

DFKA

FISCAL MANAGEMENT **FEBRUARY 25, 2019**
CROWD SOURCED FUNDRAISING

Crowd Sourced Fundraising is the process of creating, posting, or sponsoring an online fundraiser to seek to secure or generate a specific gift or donation to fund a specific purchase or project, typically through websites or social media designated for this purpose. This policy applies, but is not limited to, online fundraising services such as GoFundMe.com, DonorsChoose.org, Kickstarter.com, CrowdRise.com, and similar sites. Specific gifts or donation requests must be consistent with District standards and promote the education of all students.

No employee, volunteer, or agent of the District shall create, post, or sponsor any online fundraiser seeking to secure or generate funds from the public for school purposes, purchases for school, or utilizing the District's name, logo, or likeness, without prior written consent from the school principal and Superintendent or the Superintendent's designee.

Monies raised by employees, volunteers, agents of the district, or authorized PTA/PTSA or booster clubs through Crowd Sourced Fundraising must be expended for the benefit of the students. Monies or items secured through Crowd Sourced Fundraising become the property of the District or authorized PTA/PTSA or booster club. Those who seek Crowd Sourced Fundraising should be explicit about the ownership of such items, so that donors understand this point for tax and other purposes. All such funds and/or items must be accounted for through the District/school's business office or authorized PTA/PTSA or booster club. The preference of the District is for employees to utilize crowdfunding sites that collect the dollars, purchase the described items, and send them to the employee. A simple record of the acquisition should be sent to the building administrator and District/school's business office. If the employee is the recipient of cash or check, then an itemized record of received funds with the monies donated must be submitted to and accessed through the District/school's business office.

When making requests for donations through crowdfunding, all those making requests must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). As a result, student images, names, and descriptions which would cause students to be identifiable or allow logical deductions about disabilities or other factors deemed to be within the sphere of student privacy, must not be used on such websites or elsewhere unless written parental permission is secured in advance.

The Superintendent shall establish appropriate rules and regulations for the implementation of this policy.

LEGAL REF: FERPA

ADMINISTRATIVE PROCEDURES

DFKA

FISCAL MANAGEMENT
CROWD SOURCED FUNDRAISING

NOVEMBER 26, 2018

Because crowdfunding is a unique form of fundraising, the following rules will apply whenever the District, a District employee, or other volunteer or agent of the District seeks gifts and donations through a crowdfunding website intended to benefit the District, District employees acting in their capacity as District employees, or the District's students.

- Before any donation is requested, the building administrator/director must be informed and give approval of the request to ensure that the request does not conflict with other fundraising efforts; to verify, if classroom supplies or other property are requested, that the District does not already have the requested supplies/property; and to ensure that the District can adequately support, store or maintain the gift if received.
- All donations or gifts that are requested using the School District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of District students specifically or in general are considered District property.
- It is the intention of the District to ensure that items purchased through such fundraising remain with the employee, unless the employee leaves the District or the program for which the items were purchased, in which case the building administrator will determine the subsequent placement of the items.
- The building administrator/director must be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the District, the donation may be deposited in the appropriate District account, and the gift may be inventoried.
- If the request involves technology, approval from the Information Technology Department must be obtained prior to any Crowd Source Fundraising request being made.
- A file is to be maintained at the school for any Crowd Sourced Fundraising request. This file should include: the building administrator's/director's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project, and a copy of all agreements and permission forms, as well as receipts for funds and/or goods purchased.

LEGAL REF: FERPA

EXHIBIT

DFKA

Livonia Public Schools
Crowd Sourced Fundraising Request

School Name:_____

Name of Employee:_____

Explanation of Fundraiser and Impact on Student Learning:

_____
_____
_____
_____
_____
_____

Online Source: ☐GoFundMe ☐Donors Choose ☐Facebook ☐Other

Dates of the Fundraiser _____

Cost of the Item(s)_____
Vendor Name(s) _____

Is technology involved ☐yes ☐no? If yes, attach IT approval

☐I understand that item(s) fundraised for become the property of the LPS District.

☐I understand that all FERPA policies must be followed and that no pictures, images, etc. of specific students may be used in advertising without prior consent of parent/guardian.

☐I have read and understand and will abide by all Livonia Public Schools' Board Policies and procedures

Date _____ Teacher Signature _____

☐I approve the above stated fundraising activity.
☐I do not approve the above stated fundraising activity.

Date_____

Building Administrator/Director signature_____

Methods of Receipt: _____Cash _____Check _____Electronic Transfer _____ Merchandise

_____ Funds or Items have been received and accounted for with receipts and documentation.

Building Administrator/Director signature _____ Date _____

BOARD POLICY

DFL

FISCAL MANAGEMENT
INVESTMENTS

FEBRUARY 23, 2026

The purpose of this policy is to establish the objectives, standards, and parameters for investing public funds of the District. The District's investment objectives, in priority order, are to safeguard public funds and preserve principal, to maintain sufficient liquidity to meet operational and capital needs, and to achieve a reasonable rate of return given market conditions.

The Board shall appoint a Treasurer/Investment Officer to oversee the day-to-day management of District's investments. The Treasurer/Investment Officer shall be responsible for the transferring of appropriate funds to affect investment transactions, for the investment of operating funds, operating reserves funds, and bond proceeds, consistent with this policy and action of the Board. Unless otherwise authorized by the Board of Education, District funds shall be invested through the Michigan Liquid Asset Fund Plus (MILAF+).

This investment policy applies to all cash and investments held or controlled by the District that are not required to meet day-to-day operational needs. This policy does not apply to funds related to the issuance of debt where there are other governing documents in effect for such funds. Additionally, any future revenues, which have statutory investment requirements conflicting with this Investment Policy and funds held or controlled by Federal or State agencies are not subject to the provisions of this policy.

Investments and Depositories are restricted to those in compliance with MCL 380.622, 380.1221, 380.1223, and 141.2705

BOARD POLICY

DG

FISCAL MANAGEMENT
DEPOSIT OF FUNDS

MARCH 17, 2025

The treasurer of the Board of Education shall deposit district funds in a financial institution approved by the Board.

LEGAL REF.: MCL 129.11 et seq; 380.1221; 380.1222; 380.1223

ADMINISTRATIVE PROCEDURE DG

DEPOSITORY OF FUNDS **March 1, 1990**

The following points will be considered in recommendations made to the Board for the selection of banks as depositories for school district funds:

1. Safeguarding of funds requires that the bank possess:

    a. Ability to secure collateral in the appropriate amounts to legally cover investments and bank deposits.

    b. A capitalization position sufficient to guarantee the ability to provide necessary banking services.

    c. A financial prowess as reflected by its ranking with its peer group.

2. Operational procedures that are efficient and effective can best be achieved by the school district if it can:

    a. Maintain the fewest accounts possible.

    b. Maintain the smallest amount of cash balance.

    c. Minimize audit checks.

    d. Minimize bookkeeping transactions.

    e. Minimize the risk of error.

3. Economy of operation can best be achieved with an appropriate number of depositories so as:

    a. To require the least number of checks, forms, etc.

    b. To demand the services of the least number of school clerical personnel.

    c. To allow for the smallest amount of "float," or minimum cash balance.

4. Special services of importance to the school district include:

    a. The provision for "checkless" transactions or for "wiring" of funds.

    b. The provision for bank reconciliation services.

c. The ability to handle large sum investments.

d. A good inventory of investments.

e. Willingness to provide funds for loans in both good and bad economic times.

5. The school district also considers:

a. A preference for being a local taxpayer.

b. Continuity of accounts and operations.

c. Available interest rates over established periods of time.

BOARD POLICY DH

FISCAL MANAGEMENT
BONDED EMPLOYEES **MARCH 17, 2025**

The District shall purchase an individual bond or blanket bond that covers district employees involved in managing district funds.

ADMINISTRATIVE PROCEDURE DH

FISCAL MANAGEMENT
BONDED EMPLOYEES **March 1, 1990**

The superintendent will insure that surety bonds are provided for the Director of Finance and the Comptroller of the school district. In addition, the district's insurance policy shall provide for protection against loss of monies by school employees after an established self-insured deductible amount.

BOARD POLICY

DI

FISCAL MANAGEMENT **MAY 19, 2014**
ACCOUNTING AND REPORTING

All income for the operation of the school district shall be reported to the Board of Education and shall be deposited immediately to the school district's bank accounts. Whenever applicable, funds shall be deposited to those accounts where interest can be earned.

Accounts shall be kept up-to-date and in order according to good auditing and state recommended procedures. The treasurer of the school district shall be responsible for the accounting of these funds and shall, through the superintendent, provide a report, through budget amendments three times per year, of all revenues to the Board of Education.

LEGAL REF.: MCL 141.421; R340.851 *et seq.*

BOARD POLICY

DIA

FISCAL MANAGEMENT
ACCOUNT SYSTEM

JANUARY 23,2024

The Michigan School Accounting Manual (Bulletin 1022) shall serve as a mandatory guide to the uniform classification and recording of all accounting transactions for the school district. A complete record of all expenditures shall be maintained in these accounts so that a periodic examination by the Board of Education or its representatives can easily identify any receipts or expenditures.

LEGAL REF.: MCL 141.421~~; R340.851 *et seq*.~~ 141.436; 380.1281

BOARD POLICY

DIB

FISCAL MANAGEMENT
FINANCIAL REPORTS AND STATEMENTS **JANUARY 23, 2024**

The Board of Education shall receive financial reports at a public meeting of the Board on a quarterly basis. Additionally, each year an outside audit firm will present to the Board of Education a report of the audit completed on the prior fiscal year.

The district's accounts payable check register for the most recent school fiscal year will be available on the district’s website.

The Board may request additional financial reports.

ADMINISTRATIVE PROCEDURE DIB

FISCAL MANAGEMENT **OCTOBER 23, 2023**
FINANCIAL REPORTS AND STATEMENTS

The Board of Education shall receive financial reports at a public meeting of the Board according to the following schedule:

- June
  - Final Budget Amendment for the current fiscal year
  - Proposed Budget for the upcoming fiscal year
    - The Final Budget Amendment and Proposed Budget will be presented to the Board of Education for formal approval.

- October
  - Financial Statements & Report of the Auditor for the previous fiscal year
  - Update on the current fiscal year budget
    - The Financial statements will be presented to the Board of Education for formal approval. The update on the current fiscal year budget is for informational purposes only and will not be voted on by the Board.

- December
  - Budget Amendment for the current fiscal year
    - The Budget Amendment will be presented to the Board of Education for formal approval.

- March
  - Update on the current fiscal year budget
  - Preliminary information for the upcoming fiscal year
    - The update on the current fiscal year budget and preliminary information for the upcoming fiscal year is for informational purposes only and will not be voted on by the Board.

BOARD POLICY

DID

FISCAL MANAGEMENT
AUDIT FINANCIAL STATEMENTS

JUNE 23, 2025

The Board of Education shall appoint an independent auditing firm to conduct an annual audit of the district's financial records. The auditing firm shall present a comprehensive report of its findings to the Board and provide additional reports as requested.

The audited financial statements shall be made available to the public on the district website and at district offices following the acceptance of the financial statements by the Board of Education.

LEGAL REF.: MCL 380.1281(2); 14.141 *et seq.*; 388.1618(2)

ADMINISTRATIVE PROCEDURE DID

FISCAL MANAGEMENT
PUBLISHED FINANCIAL STATEMENT **March 1, 1990**

Publication of Financial Reports

The Board of Education shall publish an annual finance report in a local newspaper or in a newsletter published by the district for every residence in the district, on or before November 1, of the next succeeding fiscal year. The report shall compare the previous fiscal year to the fiscal year last completed and shall include:

a. Narrative statements describing the general financial condition of the school district accompanied by recommendations for the succeeding year.

b. Value of equipment
Number of buildings
Number of equated full-time resident pupils
Number of equated full-time nonresident pupils
Number of equated full-time pupils in district
Teacher salaries per salary schedule of district
    Minimum
    Maximum
Total funds spent for salaries of classroom teachers
Number of full-time equated classroom teachers
Ratio of pupils to employees holding valid Michigan teacher certificates
Amounts from accounts maintained and reported in the annual financial report,
    Form B, based upon instructions prescribed by the superintendent of public instruction.

BOARD POLICY

DJAA

FISCAL MANAGEMENT
AUTHORIZED SIGNATURES

SEPTEMBER 23, 2019

The Board of Education shall designate the persons authorized to issue checks, electronic payments, or other orders for the payment of money drawn in the name of the school district and the accounts which may be drawn against.

A manual signature or electronic signature may be used for the accounts established by the Board.

The president and secretary of the Board shall be authorized to sign all contracts and legal documents on behalf of the Board of Education/School District following approval by the Board.

BOARD POLICY

DJD

FISCAL MANAGEMENT
EXPENSE REIMBURSEMENT

JUNE 23, 2025

The Board of Education authorizes reimbursement of authorized, reasonable and necessary expenses incurred by employees while performing official duties on behalf of the School District.

Employees who are required by the School District to use their personal for approved, work-related travel shall be reimbursed by the district for mileage, in accordance with IRS guidelines.

CROSS REF.: Board Policy GBRF - Expenses

ADMINISTRATIVE PROCEDURE DJD

FISCAL MANAGEMENT
EXPENSE REIMBURSEMENT **September 1991**

In accordance with the Internal Revenue Code and Regulations, a person on official school business will be expected to exercise the same care incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services, meals, or accommodations will not be considered prudent, nor will they be reimbursed.

The following administrative procedures relate to travel and other types of reimbursable expenses:

I. Conferences or Other School Business

A. Application for Conference Attendance: Persons who wish to attend a conference shall submit a Conference Attendance Request Form to their immediate supervisor or appropriate administrator at least two weeks prior to the date of the conference. A copy of the conference announcement and/or other detailed information shall be attached, if available. An advance of up to 75% of anticipated expenses may be requested.

B. Transportation: Different modes of transportation may be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route. Persons driving out of the district to locations that are beyond 50 miles are encouraged to use vehicles provided by the district.

C. Lodging and Meals:

1. Lodging: Any person on official district business, who requires lodging in connection with that business, will be entitled to reimbursement for the cost of a single room at the conference site. If such person is accompanied by family members, lodging expenses will be reimbursed at a single occupancy rate.

2. Meals: Meals consumed by any person on official business will be reimbursed within the limits approved by the appropriate supervisor.

D. Request for Conference Reimbursement: A Conference Expense Sheet with receipts attached must be submitted within ten days after the conference to the immediate supervisor or appropriate administrator. Receipts must be submitted for registration fee, housing, official conference meals or banquets, meals, gratuities, and transportation costs. After approval by the immediate supervisor or appropriate administrator, the Conference Expense Sheet is sent to the accounting department for payment.

II. Routine Mileage Reimbursement

Eligible employees applying for reimbursement for use of their personal vehicles must turn in a mileage tally form to their immediate supervisor. The supervisor will forward the form to the appropriate director. The reimbursement request cannot cover a period greater than two months. The request must also be submitted for approval within two weeks following the end of the two-month period.

BOARD POLICY

DJE

FISCAL MANAGEMENT **MAY 15, 2017**
PURCHASING

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

ADMINISTRATIVE PROCEDURES DJE

FISCAL MANAGEMENT **October 6, 2025**
PURCHASING

Procurement of all supplies, materials, equipment, and services paid for by the district shall be made in accordance with all applicable Federal, State, and local statutes, Board policies, and administrative procedures. Specifically, purchases made with Federal grant funds will be made in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and federally funded programs. All District employees, officers, and agents who have purchasing authority shall abide by standards of conduct covering conflicts of interest as established in Board Policy GAG as well as the following regulations:

1. All purchases require the approval of the building principal/administrator or the assistant principal.

2. All purchases over $2,000 require the approval of the building principal/administrator or the assistant principal along with approval of the designated central office administrator.

3. All purchases $10,000 - $31,000 may be awarded after receipt of written quotations, which will be attached to the purchase order. An attempt will be made to obtain at least three written quotes.

4. All purchases pertaining to procurement of supplies, materials, equipment, or pertaining to construction, renovation, repair, or remodeling over $31,000 will be awarded after receipt of competitive bids to be solicited by the purchasing supervisor and with the approval of the School Board. An attempt will be made to obtain at least three quotations from competitive bids. Awards will be made to the lowest responsible qualified vendor meeting specifications, taking into consideration the quality of materials or services desired and their contribution to program needs. However, the Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district.

   The following items are exempt from competitive bidding:
   • Professional services
   • Purchases made through governmental entities or purchasing consortiums
   • Magazines, textbooks, books, or periodicals; software licensing and upgrades

5. Emergency purchases may be made with appropriate central office authorization without utilizing the quotation or bidding process. A public emergency may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, or safety of children, and where immediate action cannot await competitive bidding. Fire or damage by the elements to electrical systems, heating, or school plumbing also fall under this heading. All emergency orders will be placed with the vendor upon approval from the Chief Financial Officer.

6. To ensure proper inventory tagging and prompt payment, all equipment requisitions will be processed for delivery to the central warehouse.

The Chief Financial Officer is authorized, on a limited basis, to purchase products which are regularly purchased by the district and that are being offered at a special limited price that requires action prior to normal Board committee review and approval process. The district will secure other competitive bids to confirm that the special price cannot be duplicated under the regular Board approval process.

On occasion, because of a need to maintain conformity or compatibility, or to satisfy certain technical requirements, it may be appropriate to seek a product or service from a single source. Any deviations from the bidding requirements of this regulation must be authorized by the Chief Financial Officer.

Purchase requisitions cannot be processed until all the above criteria have been met. Requisition procedures are designed to meet the needs of the various operating units within the district and must also follow the purchasing policies as approved by the Board of Education.

BOARD POLICY

DJEA

FISCAL MANAGEMENT **JUNE 5, 2017**
PURCHASING CARDS

The Board of Education views the use of credit cards as a convenient and efficient means of transacting School District related business. The Board authorizes the issuance and use of School District credit cards within the parameters set forth in the administrative procedures recommended by administration and reviewed by the Board of Education. The Superintendent and/or the Superintendent's designee shall be responsible for the issuance, accounting, monitoring, retrieval, and general oversight of the use of district credit cards by employees.

ADMINISTRATIVE PROCEDURES

DJEA

FISCAL MANAGEMENT **JUNE 5, 2017**
PURCHASING CARDS

The Superintendent and/or the Superintendent's designee shall be responsible for the issuance, accounting, monitoring, retrieval, and generally overseeing the use of district credit cards by employees.

Issuance
District employees may be issued a district credit card, which shall be used solely for the purchase of goods and/or services needed for official business of the district.

Documentation
When an employee uses a district credit card, documentation shall be provided to the appropriate administrator detailing the goods or services purchased, the cost of such goods or services, the date of purchase, and the purpose for which such goods or services were purchased.

Payment
All district credit card invoices shall have appropriate administrator approval prior to payment.

Lost Credit Cards
Each employee issued a district credit card is responsible for the custody of said card. If a credit card is lost or stolen, the Superintendent and/or the Superintendent's designee shall be notified immediately.

Return of Credit Cards
A district employee shall return the district credit card to the Superintendent and/or the Superintendent's designee upon termination of employment.

Misuse and/or Unauthorized Use
An employee who violates a provision of this policy shall be subject to disciplinary action as determined by the Superintendent. If the Superintendent violates a provision of this policy, he/she shall be subject to disciplinary action as determined by the Board.

ADMINISTRATIVE PROCEDURES

DJEA

FISCAL MANAGEMENT **JUNE 5, 2017**
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BOARD POLICY DK

FISCAL MANAGEMENT
STUDENT ACTIVITIES FUND MANAGEMENT JANUARY 26, 2026

The Board of Education authorizes the establishment and maintenance of ~~a~~ student activity accounts at each of the schools of the district. An administrator of the school shall be responsible for the proper administration of the financial activities of each student activity account in accordance with the provisions of state law and appropriate accounting practices and procedures. All cash and checks collected must be deposited in full and under no circumstances may collected cash be retained or used directly for purchases or refunds. Deposits shall be prepared and submitted weekly or as directed by the Finance Office. All payments made from the student activity account shall have the approval of the administrator responsible for the student activity account.

The annual school district audit shall include an audit of student activity funds. Payment for the audit shall be made from district funds.

Reserves shall be limited to amounts estimated as necessary for the beginning of the following year's operation unless being used by agreement for multi-year fundraising efforts.

Monies raised by student organizations must be expended for the benefit of the students.

The Superintendent shall establish appropriate rules and regulations for the implementation of this policy.

ADMINISTRATIVE PROCEDURE DK/JHB

FISCAL MANAGEMENT
STUDENT ACTIVITY FUND **March 1, 1990**

Activity Fund, Expenditures, etc.

A. The purpose of the public school system is to provide those activities which are of an educational nature. All such selected activities should be financed by the general fund of the school district.

B. Activities primarily educational in nature which have as a byproduct the raising of money should be considered on their merits rather than ruled out summarily.

C. To provide for the necessities of a school building activity fund, the Board of Education will supply each school an activity fund, based on a small per capita allotment, as a part of the regular budget.

D. A petty cash fund for each school should be established directly from the general fund. This money will be entirely separate from the school activity fund.

E. The school activity fund is designed to permit the purchase of supplies and/or equipment deemed desirable by the principal but not included in the annual budget. The principal should keep in mind that the activity fund is in fact a Board of Education account and, as such, discretion should be used in the expenditure of the money. The authority to purchase and the responsibility for discretion lie with the building principal. Regular purchasing guidelines regarding dollar amounts for quotes and bidding must be followed (See DJE).

Internal Activity Accounting

All cash receipts received by the internal activity funds that are turned over to the Board of Education office are recorded on the "peg board" accounting system. Following is a brief description of the operating procedures:

A. Preparation of "Peg Board"

1. Two cash receipt journal sheets with a sheet of carbon between them will be placed on the peg board.

2. Strips of pre-numbered receipt forms will be placed on peg boards on top of the cash receipt journal sheets.

3. Pre-numbered receipts will be used in sequence.

4. At beginning of each month, place the first receipt on the top line.

5. Whenever additional receipts are placed on the peg board, make sure that the next receipt in numerical sequence is placed on the next vacant line.

B. Preparation of Receipt

1. Prepare a receipt form for all cash received.

2. Fill in all the required information on the receipt form as follows:

   a. Date
   b. Received from
   c. Description of receipt
   d. Receipt number (this is needed for reference purposes)
   e. Amount

3. The bookkeeper will sign the receipt form.

4. The receipt form will be removed from the board and given to the person turning in cash.

C. Bank Deposits

1. All money received will be deposited with the activity fund clerk. The last deposit for a month will be the Friday prior to the cut-off date (generally the 25th day of the month).

2. Deposits should also be prepared when funds on hand exceed $100.00. Deposits for lesser amounts can be made.

3. The bookkeepers will prepare the bank deposits.

4. All monies for deposit will be counted, wrapped, and rolled and placed in a large envelope for delivery to the central office.

5. All coin wrappers must bear the name of the school preparing the deposit.

6. Endorse all checks with:

   a. the general fund stamp (not the activity fund stamp), and

   b. name of school stamp.

7. The bookkeeper will prepare four deposit tickets using the bank deposit forms provided, with distribution as follows:

   a. Bank copies - placed in deposit envelope

   b. One accounts receivable copy - to accompany peg board summary

   c. One school file copy - attached to school's records.

8. The deposit envelope containing the monies and the two bank deposit tickets must be sealed by the bookkeeper and a red-bordered gummed label placed over the flap. The following information must be shown on the label:

    a. Name of school
    b. Amount of deposit
    c. Date of deposit
    d. Bookkeeper's signature

BOARD POLICY DL

FISCAL MANAGEMENT **MARCH 17, 2025**
SAFEGUARDING DISTRICT ASSETS

The Superintendent or designee shall ensure the implementation and enforcement of administrative procedures to safeguard all funds, equipment, and property throughout the district.

ADMINISTRATIVE PROCEDURE DL

FISCAL MANAGEMENT
CASH IN SCHOOL BUILDINGS **March 1, 1990**

All monies collected within the schools will be prudently handled and safeguarded.

Money collected for any purpose will be submitted to the principal or the principal's designee, who will provide for its proper deposit. No money will be left overnight in classrooms.

BOARD POLICY

DO

FISCAL MANAGEMENT **JULY 24, 2017**
SCHOOL PROPERTIES DISPOSITION

The Board of Education may sell, exchange, or lease real or personal property of the school district in accordance with law.

CROSS REF.: EBA - Disposition of Real Property; DFG - Fees, Payments, and Rentals
LEGAL REF.: The Revised School Code, MCL 380.11a(3)(c)

ADMINISTRATIVE PROCEDURE DO

FISCAL MANAGEMENT **JULY 24, 2017**
SCHOOL PROPERTIES DISPOSITION

Revenues from School-Owned Real Estate
The property formerly serving as district schools or classrooms may be rented at current market prices toward the goal that it will be income-producing for the district.

The Superintendent or his/her designee will administer the leases and provide for maintenance of the property, except as the Board approves appointment of an agent to serve in this capacity.

NOTE: This category pertains to property owned by the school district, but not used for school purposes - such as school lands, vacated school buildings, lands held in trust. Details pertaining to administration of leases are better filed under DFD, Rentals and Service DFG, Fees, Payments, and Rentals (the related policy area noted in the cross reference).

Real Estate Disposition Procedure
If any school-owned real estate is no longer needed for public school purposes, and the Board chooses to dispossess the property, the Board will dispose of it in the manner prescribed by state law. Please see EBA, Disposition of Real Property.

School Properties Disposal Procedure
When equipment, books, and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorized their disposal in a manner to the system's best advantage, provided that the total value is not more than $10,000. If values are in excess of those amounts, formal authorization for negotiated sale or for putting the items to bid will be obtained from the Board.

It will be certified in all bids and for all negotiated sales that the bidder or purchaser is neither an employee of the school district with knowledge of the property value nor a member of the Board of Education with knowledge of the property value.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the system, the Superintendent is authorized to dispose of them in some other way.

Employees or Board members may purchase items being disposed of that are not part of a bid or negotiated sale process and are otherwise available to the public for purchase.

BOARD POLICY

DP

FISCAL MANAGEMENT
ALTERNATIVE REVENUE

NOVEMBER 16, 2009
Reviewed 2/2014

The Board of Education recognizes the need to explore alternative revenue sources for student programs. Accordingly, the school district may generate revenues from advertising with third parties according to state laws. The advertising revenues will be used for school purposes. The superintendent or his/her designee will be responsible for reviewing and approving any advertising programs. Any advertising program generating revenues in excess of $25,000 will be reviewed by the Board of Education prior to implementation.

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BOARD POLICY

EA

BUSINESS MANAGEMENT
GOALS AND OBJECTIVES

JUNE 13, 2022

The business operations of the District are essential yet auxiliary to its central function of education. The Board of Education serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services supporting the educational program.

In the operation and maintenance of the school plant, equipment, and services, the District shall maintain high standards of safety, promote the health of students and staff, reflect the aspirations of the community, and support the efforts of the staff to provide good instruction.

CROSS REF.: Shared Vision

BOARD POLICY

EB

BUSINESS MANAGEMENT
BUILDINGS AND GROUNDS

NOVEMBER 25, 2019

It shall be the responsibility of the superintendent or the superintendent's designee to oversee the maintenance of District-owned buildings and grounds. The condition and maintenance of school facilities and grounds is the responsibility of the school custodial staff with support from the District's Maintenance and Operations Departments, under the direction of the school's principal and the operations administrator. All regular practices to maintain schools in appropriate condition shall be in accordance with District practices and procedures.

Upon request, the superintendent or the superintendent's designee shall provide the Board of Education with information as to the general condition of the District's buildings and grounds. Inventories of capital assets shall be maintained to protect the School District in the event of losses from fire, theft, or any other causes. All District-owned assets shall be utilized for the maximum benefit of District operations.

ADMINISTRATIVE PROCEDURES EB

BUSINESS MANAGEMENT **NOVEMBER 25, 2019**
BUILDINGS AND GROUNDS – Keys and Proximity Cards

Introduction

Livonia Public Schools considers the safety of all students and staff to be a priority. This procedure is designed to control access to District buildings, as well as in the buildings, and thereby enhance overall security as well as promote accountability and prevent loss of property.

In conjunction with the key and proximity card procedure, a replacement cost will be established for all lost keys and proximity cards.

The following is a list of costs for lost keys and proximity cards.

1st time - $15.00
2nd time - $30.00, within a 12-month period
3rd time - $50.00, within an 18-month period

Distribution of Keys

1. Issuing Authority for Keys – Director of Operations or Designee
   Issuing Authority for Proximity Cards – Administrator of Public Safety or Designee
   With the advice of the building principal and other supervisory and administrative personnel, we will authorize the issuance of individual key(s) to school personnel where a need for access to the area in question can be demonstrated.

2. Authorization for Keys and Proximity Cards
   Access will be given only to the areas where need can be demonstrated. Justification could include but not be limited to the following: work necessities, assigned office, assigned laboratory, and/or areas of responsibility. Requests for keys and/or proximity cards will be submitted by the administrator, principal, or supervisor to the Office of Human Resources. The information shall be kept on file under the supervision of the administrator of public safety or designee.

3. Keys and Proximity Cards May Not Be Left Unattended
   All keys and proximity cards issued should be retained at all times by the person to whom they are issued. Practices such as leaving keys and proximity cards on a desk, loaning to student aides, etc., shall not be allowed.

4. Lost or Stolen Keys and Proximity Cards
   Any person losing a key or proximity card must notify the administrator of public safety or building administrator immediately to ensure against any compromise in the system. Notification should be made by phone, email, or in person.

5. Keys and Proximity Cards Are Not to Be Loaned to Unauthorized Personnel
   To protect the integrity of assigned areas, no issued key or proximity card may be loaned or signed out to anyone. Authorization may be granted to persons who can demonstrate a need for access.

Keys shall be as follows:
1. Grand Master (external)
2. Grand Master (internal)
3. Building Master (external)
4. Building Master (internal)
5. Department Master
6. Individual Room Keys

Proximity Cards shall be as follows:
1. Single Function Card
2. Dual Function Card/Alarm Deactivation

Keys and Proximity Cards - Requests, Inventory, and Audit

All key and proximity card requests shall be made to the administrator of public safety and/or the director of human resources. The building/department administrator must make all requests in writing. All requests should be made two weeks in advance of the date an individual would need a key or proximity card.

Each building administrator shall maintain a key and proximity inventory for their building in a key/proximity logbook. All keys and proximity cards shall be lettered, numbered, and identified. All keys and proximity cards (upon approval) shall be issued from this logbook.

Each building administrator shall perform a key and proximity card audit for their building at the beginning of the school year and the end of the school year. All personnel, if requested by their principal, shall surrender their key(s) and proximity card during the summer months, and may be reissued the same key(s) and proximity card at the beginning of the next school year.

Alarm Policy

All personnel requesting a grand master key/proximity card, building entrance grand master key, or building entrance and building master key/proximity card will be held accountable for the use of the alarm and security of the building during non-school days, weekends, and other times when maintenance and custodial staff are not on duty.

Suspended/Terminated Employees

Any person suspended or terminating employment with the District will immediately turn in all key(s) and proximity cards to their immediate supervisor or designee for submission to Human Resources.

Violation of Administrative Procedure

Any person who violates this procedure will be subject to disciplinary action.

BOARD POLICY

EBA

BUSINESS MANAGEMENT **JULY 24, 2017**
DISPOSITION OF REAL PROPERTY

The Board of Education believes that it is in the interest of the Livonia Public Schools School District to preserve, maintain and retain ownership of its lands and buildings that have current or future educational value. The Board will analyze any unsolicited or solicited requests for the sale and permanent dispossession of its real property to determine whether there is an interest for the district to sell or dispossess assets. Disposition will require an independent appraisal or broker's opinion of value.

The Superintendent, or his/her designee, may identify any School District real property or buildings no longer required for School District purposes and recommend to the Board the procedure(s) to be followed for the sale or disposition of such real property in each particular instance. Board approval is required for the process to be followed as well as for the ultimate sale or other manner of disposition. In any event, the Board reserves, in its sole and absolute discretion, the right to accept or reject any and all offers.

Employees of the school district with knowledge of the property value and members of the Board of Education with knowledge of the property value shall be prohibited from purchasing directly or indirectly any real estate offered by the district.

ADMINISTRATIVE PROCEDURE

EBA

BUSINESS MANAGEMENT **JULY 24, 2017**
DISPOSITION OF REAL PROPERTY

If any school-owned real estate is determined as no longer needed for public school purposes, the Board may choose to dispose of it and will follow the manner prescribed by state law.

The Board may authorize the School District's Administration to use a qualified consultant(s) who has expertise in land sale/development matters on an hourly basis to assist the Board with such disposition. The compensation paid to consultants cannot be based upon percentage or commission formulas unless approved by the Board, in which case the Board would seek a payment formula which allows the District to opt for the lesser of either a fixed payment schedule or a percentage on a commission formula.

Proceeds derived from the sale of real property, other than that encumbered with bonded debt, shall be held in a separate capital projects fund which shall be used solely for capital project purposes, i.e., purchasing other real property for the School District or constructing, repairing, improving, renovating, or developing other School District real property or buildings. However, if the School District's General Operating Fund balance is less than the amount recommended by the guidelines set by the Michigan School Business Officials (MSBO), the Board of Education may agree to place such proceeds in the General Operating Fund or any other fund/account of the District as so designated by the Board.

CROSS REF: DFG - Fees, Payments and Rentals; EBH - Leasing and Renting;
KG - Use of School Facilities

BOARD POLICY

EBB

BUSINESS MANAGEMENT
SAFETY PROTOCOL

NOVEMBER 25, 2019

The administration shall attempt to prevent accidents from occurring by taking reasonable precautions to protect the safety of all students, employees, visitors and others present on District property or at school-sponsored events.

It is the responsibility of the administrative staff to assure the safety of children while under the supervision of School District employees.

The staff shall adhere to recommended safety practices as they pertain to the school buildings and grounds, special areas of instruction, student transportation, school activities, occupational safety, etc.

Each school's principal or designated leading administrator shall be responsible for the supervision of a safety program for his/her school, including adherence to the safety drill requirements per state law. The superintendent or superintendent's designee shall have overall responsibility for the safety program of the District. The superintendent or superintendent's designee shall inform appropriate staff members of current state and local requirements relating to safety protocols.

CROSS REF.: EBBC - Emergency Drills
LEGAL REF.: MCL 257.961, 380.1288

ADMINISTRATIVE PROCEDURES EBB

BUSINESS MANAGEMENT **NOVEMBER 25, 2019**
SAFETY PROTOCOL – Liability Prevention

1. **Preventative Maintenance** - Building supervisors, in coordination with the principal/designated leading administrator, the custodial team, and instructional staff, shall conduct a safety program of preventative maintenance for their schools. Playground equipment should receive a daily safety inspection to check for parts showing wear and which have become potentially dangerous, along with a general inspection of the grounds around the play equipment for hazards, trash, debris, etc. The "Playground Safety Checklist," published by the Department of Operations, should be used for this purpose.

2. **State and Local Requirements** - The safety program should also include compliance with all current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

3. **Potentially Prohibited Items** – The following items may pose a risk to the District in the form of safety, liability and/or health. Please consult with your building administrator and/or building supervisor as to the appropriateness of any listed item or any other related personal item(s).
    - Additional lighting, unless required for learning environment as approved by building administration
    - Space heaters
    - Personal microwaves, coffee makers, refrigerators, grills, hot plates, and similar
    - Residential or used furniture, rugs, carpets, and similar
    - Personal bookcases or shelving units
    - Drapes, curtains, fabrics
    - Scent warmers, scented candles, and similar
    - Holiday string lights, Edison lights, and similar
    - Paints, chemicals, cleaners
    - Animals

BOARD POLICY

EBBC

BUSINESS MANAGEMENT
EMERGENCY DRILLS

NOVEMBER 25, 2019

The superintendent or the superintendent's designee shall develop and implement, in cooperation with appropriate local agencies, any drills, plans or other arrangements to meet such emergencies as fires, tornadoes, lockdowns or other such events, natural or man-made, which require special measures for protecting the safety and welfare of students and staff in accordance with law.

LEGAL REF.: MCL 29.19

ADMINISTRATIVE PROCEDURE

EBBC

BUSINESS MANAGEMENT **NOVEMBER 25, 2019**
EMERGENCY DRILLS

SCHEDULING:

1. Pursuant to the Michigan Fire Prevention Code 29.19, the following emergency drills shall be conducted each school year:

    a. A minimum of five (5) fire evacuation drills (three of which must occur by December 1).
    b. A minimum of two (2) tornado safety drills (one must be held during March).
    c. A minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building is secured (i.e. lockdown, shelter in place, etc.). At least one of these drills shall occur BEFORE December 1 and at least one shall occur AFTER January 1.

2. At least one of these emergency drills (fire, tornado or lockdown) shall be conducted during lunch, recess, passing time, or at another time when a significant number of students are gathered, but not in a classroom.

3. The procedures related to safety drills must be reviewed with staff and students at least once per year. The review of the procedures and a minimum of one (1) fire drill, one (1) tornado drill, and one (1) lockdown drill must be conducted prior to October 1 of each school year.

4. To aid in the review of procedures and the conduct of emergency drills, an “Emergency Drill Checklist” is posted on the Livonia Public Schools “Staff Central” site (click “Resources” then click “Classroom Safety Information.”) These checklists are designed to help classroom staff deliver consistent instructions and are considered the minimum best practice for conducting an emergency drill.

REPORTING:

Each school is responsible to schedule and conduct their emergency drills. The superintendent or the superintendent’s designee is responsible to notify the Wayne County emergency manager of the scheduled drills by September 15 of each school year.

1. No drill should be scheduled or conducted during a time that would interfere with the administration of a state-mandated assessment.

2. To facilitate scheduling and reporting, use the current year **Safety Drill Log** to schedule your emergency drills. All drills need to be scheduled by September 1.

3. The District's Administrator of Public Safety will report this information to the Wayne County emergency management coordinator.

4. Every completed safety drill is required to be posted on the District website within 30 school days of completion. To facilitate this, information regarding drills conducted during the current school year will be recorded on the current year **Safety Drill Log**. The current year **Safety Drill Log** will be an active document, visible to the public on the district website.

5. When a drill is completed, enter the date in the "Completed" box on the **Safety Drill Log**. If the drill cannot be completed as scheduled, re-schedule the drill to occur within the next ten (10) school days. Enter the reason for the re-scheduling in the "Comments" field on the **Safety Drill Log** (e.g. "severe storm, epidemics, power unavailability, etc.").

6. At the end of the school year, a paper copy of the **Safety Drill Log** will be sent from the administrator of public safety to each principal. The Principal will sign it and return it to the Administrator of Public Safety. The LPS Administrator of Public Safety will have the signed **Safety Drill Logs** posted on the public portion of the Livonia Public Schools website for a minimum of three (3) years after completion.

CPR/AED DRILL:

1. Administrators are also encouraged to include a drill that involves the deployment of the school's Automated External Defibrillator (AED) unit and other medical equipment to a drill/medical emergency site.

2. The drill should simulate a likely medical emergency response within that particular building. It may be suited to the most likely medical emergency scenario after consideration of the Individual Health Care Plans for that school year.

3. The drill should be evaluated using the Medical Emergency Response Evaluation form, which can be found in each school's main office. Steps and procedures that will streamline the process and are identified during post-event reviews will be evaluated and incorporated into the District Medical Emergency Response Plan by the District's administrator of public safety.

4. If a CPR/AED Safety Drill is conducted, it should be recorded on the LPS **Safety Drill Log**.

BOARD POLICY

EBBCA

BUSINESS MANAGEMENT **JULY 24, 2019**

BOMB THREATS, SUSPICIOUS DEVICES, AND THREATS OF VIOLENCE

The Board of Education authorizes the administration to take precautions and steps as deemed necessary to respond to a bomb threat, a suspicious device, and/or other threats of violence against the District, its properties, or any of its occupants, to ensure the safety of all staff and students in the immediate and surrounding areas.

ADMINISTRATIVE PROCEDURE

EBBCA

BUSINESS MANAGEMENT **July 24, 2019**
BOMB THREATS, SUSPICIOUS DEVICES, AND THREATS OF VIOLENCE

*A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. When in doubt, treat the communication or behavior as a threat and conduct a threat assessment. Threats that are not easily recognized as harmless (e.g., an obvious joke that worries no one) should be reported to the school administrator or other team members. The administrator or another team member makes a preliminary determination of the seriousness of the threat. The suspected perpetrator, targets of the threat, and other witnesses should be interviewed to obtain information using this protocol.

The personnel of the District shall cooperate fully with the police or other appropriate agencies in both planning and carrying out procedures for dealing with bomb threats, suspicious devices, and other threats of violence. Key personnel, including office staff and custodians, shall be given instructions for carrying out their responsibilities in the event of such situations.

The following procedures shall be used as guidelines for all types of threats:

1. The safety of students and personnel shall be of primary concern.
2. Immediate reporting of any incident to the superintendent's office and police must be made.
3. Identification of the person or persons making the threat is of prime importance.

BOMB THREATS AND SUSPICIOUS DEVICES

A. The school administrator or designee will make the initial decision to evacuate, partially evacuate, shelter-in-place, or continue with instruction. The principal shall comply with any direction given by the superintendent or any direction given for evacuation by the police, fire department, or other appropriate agencies.
B. The principal or police will establish staff responsibilities for searching the building or grounds.
C. If the decision to evacuate is made, evacuation routes should be searched or cleared prior to evacuation.
D. If suspicious packages or devices are located, they should be treated as an actual explosive device.
E. Do NOT handle, touch, move, or inspect the device.
F. Staff and students MUST NOT use cell phones, electronic devices, or two-way radios near the device. They may trigger the device.
G. Before evacuating, classroom teachers should notify students to refrain from using cell phones and other electronic devices until clear of the building.

H. If evacuated, staff and students should bring any readily accessible personal belongings (backpacks and purses) UNLESS the items are already contained in a locker.
I. Follow fire/evacuation procedures. Alternative evacuation routes may be necessary to avoid exposure to the device.
J. If evacuated, students shall remain in designated areas until the principal and the police are satisfied that no danger exists. Staff shall remain with students and be responsible for them.

THREATS OF VIOLENCE

*A ***transient*** threat means there is no sustained intent to harm and a ***substantive*** threat means the intent is present (or not clear) and therefore requires protective action. The School Threat Assessment Decision Tree is a guide for conducting a threat assessment, but each case may have unique features that require some modification.

*A threat assessment is not a crisis response. If there is indication that violence is imminent (e.g., a person has a firearm at the school or is on the way to school to attack someone), a crisis response is appropriate. Take immediate action including calling 911 and follow the school/district crisis response plan, which has been established.

*The School Threat Assessment Decision Tree and its overview were created by Dewey G. Cornell, Ph.D., University of Virginia and the Comprehensive School Threat Assessment Guidelines (CSTAG).

BOARD POLICY

EBBCB

BUSINESS MANAGEMENT **APRIL 27, 2020**
WEAPONS ON DISTRICT PROPERTY

The Livonia Public Schools School District prohibits firearms and other weapons on District premises, in District vehicles, and at District-related functions. The term 'weapon' means any object which, in the manner in which it is used, is intended or represented to be used, is capable of inflicting bodily harm, property damage, or endangering the health and safety of any person(s).

Exceptions can be made for persons with written approval from the District's current superintendent; weapons in the possession and under the control of law enforcement; and weapons in the possession of LPS authorized security personnel. Additionally, a parent or legal guardian (of an LPS student) who is a properly licensed concealed weapon carrier is not precluded from carrying a concealed pistol on school property while remaining in their vehicle as they drop off their student at school or pick up their student from school. This policy does not prevent the appropriate use of starter pistols in sporting events.

Staff members and students shall immediately report to administration any knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to a school or to the District. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

District employees and students who violate this policy are subject to discipline, including permanent termination or expulsion. Others who violate this policy are subject to being banned from District premises and District-related functions. The superintendent or superintendent's designee shall refer a person who knowingly violates this policy to law enforcement officials.

Note: Weapon includes, but is not limited to, firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three inches in length; pocket knife opened by a mechanical device; iron bar; brass knuckles; or other devices designed to or likely to inflict bodily harm.

REF: MCL 28.425o, 123.1101, 750.222

BOARD POLICY

EBD

BUSINESS MANAGEMENT
ENERGY MANAGEMENT CONSERVATION

April 22, 2024

The Board of Education supports a culture of energy conservation. It is our responsibility to ensure that every effort is made to conserve energy and natural resources with realistic goals while maintaining a comfortable educational environment and exercising sound financial management.

All district personnel are expected to contribute to energy efficiency in our district. Every person is expected to be an energy saver as well as an energy consumer.

It is the responsibility of the school district to educate users on energy consumption and conservation.

BOARD POLICY

EBH

BUSINESS MANAGEMENT
LEASING AND RENTING

JUNE 13, 2022

The Board of Education may enter into agreements to:

1. Lease school property or buildings to outside agencies and organizations; or
2. Lease buildings or real property for use by the District

CROSS REF.: DFG – Fees, Payments, and Rentals
KG – Community Use of School Facilities

ADMINISTRATIVE PROCEDURE

EBH

BUSINESS MANAGEMENT
LEASING AND RENTING

June 13, 2022

This procedure pertains to the leasing and rental of school district property on a regular basis, administration of leases, and the handling of rent monies and fees charged to those organizations, businesses, etc. outside of the District for use of school facilities. See Board Policy KG, Community Use of School Facilities, for policies and regulations on whether and how community groups may use school facilities on a short-term basis or for special occasions.

Leasing and rentals of School District real property will be approved by the Board. School District real property may be leased as a portion of the property or in totality. All leasing and rental arrangements will preserve the right of the District to redeem the property for school purposes, if necessary.

In entering into leasing and rental transactions, the Board seeks revenue for the purpose of advancing the educational opportunities for District students. All such transactions will be carried out in accordance with state law.

BOARD POLICY

ECA

BUSINESS MANAGEMENT
INSURANCE PROGRAM

JUNE 13, 2022

The Superintendent is directed to make recommendations to the Board of Education for insurance program(s) as needed.

CROSS REF.: Master Agreements: AFSCME; LCEA; LEA; LEADS; LPA; LSA, SEALS
EG-Insurance Management Section
LEGAL REF.: MCL 380.1269; 691.1405; et seq.

BOARD POLICY

EDDA

BUSINESS MANAGEMENT **JUNE 13, 2022**
SPECIAL USE OF SCHOOL BUSES

The Board will maintain a fleet of school buses. Use of these buses is limited to the following:

1. Transporting students to the various educational programs of the Livonia Public Schools School District

2. Transportation of non-public school students as required by law

3. Transportation in support of field trips, activity programs, athletic programs, or other school related or school sponsored activities

4. Transportation for other school districts or local governmental agencies on emergency basis as approved by the Superintendent

Loaning, renting, leasing or otherwise making the District's school buses available to the general public or other agencies is not permitted.

LEGAL REF.: MCL 380.1324

ADMINISTRATIVE PROCEDURES EDDA(1)

STUDENT TRANSPORTATION **March 11, 2024**
PRIVATE VEHICLES

Transporting of Students

For reasons of personal liability as well as other consideration, it is inadvisable for school personnel to transport students in their own vehicles. If the function of a staff member, such as the sponsor of school cheerleaders, does require transportation to be provided by the staff member, consent should be obtained from the parents of each student, and approval should be obtained from the principal making it official school business. (Parent consent may be required by the principal to be in writing.)

In emergency situations in which parents cannot be reached, the judgment of the principal or a designated representative will prevail.

Whenever possible, buses should be arranged for school-sponsored activities requiring the transportation of groups of students. In other school-related activities deemed desirable and involving few students, parents may provide the transportation; in such cases written permission should be obtained in advance from parents of students involved.

Teachers or other school personnel who provide transportation to students, or arrange social or instructional activities outside of the procedures identified as appropriate or necessary, do so as independent agents unrelated to official school sanction or endorsement.

ADMINISTRATIVE PROCEDURES EDDA(2)

STUDENTS **March 11, 2024**
TRANSPORTATION

Bus Rules - The following rules will be followed by all students who wish to continue to enjoy the privilege of riding the bus.

1. Follow the bus driver's directions without argument or discussion.
2. While the bus is in motion, remain seated and stay out of the aisleway.
3. No yelling or swearing.
4. Keep hands, arms, legs, and objects to yourself.
5. No fighting or throwing things.
6. No eating, drinking, smoking, or vaping.
7. No video recording or picture taking.

Consequences for Breaking Bus Rules

Step 1 - The driver warns the student.
Step 2 - The driver gives a second warning and moves the student temporarily to a nearby seat.
Step 3 - The driver assigns the student a permanent seat.
Step 4 - The driver refers the student to the principal or assistant principal. The bus referral form available from transportation should be used unless immediate action is required.
Step 5 - The principal should take appropriate action, which may include the suspension of the student's bus riding privileges for a period of time.

In severe situations, the driver may skip to Step 4 immediately.

Exceptions to Transportation Eligibility

1. **Mixed Block** - The area eligible for transportation will be enlarged to the first street intersection toward the school if the transportation eligibility line does not fall at an existing street intersection causing a "mixed block."

2. **Mixed Court** - The area eligible for transportation will be enlarged to include the entire area of a "court," regardless of its size, if the transportation eligibility line splits the area into a "mixed court."

3. **No Sidewalks** - No student will be expected to walk along a main mile road if there are no sidewalks.

4. **Unsafe Crossing** - No elementary student will be expected to cross a main mile road without the aid of an official crossing guard.

5. **Health** - Parents are expected to provide transportation to students with health problems if they live in the walking area.

6. **Transfers** - Students who attend a school beyond their normal attendance area as a result of the approval of a transfer request are not eligible for bus transportation.

7. **Special Education** - Special education students will be transported according to the state mandatory special education laws.

8. **Nonpublic Students** - Transportation services will be provided according to current state law and Department of Education administrative guidelines.

BOARD POLICY

EDDB

BUSINESS MANAGEMENT **APRIL 4, 2022**
STUDENT TRANSPORTATION – WALKERS AND RIDERS

Bus transportation is a privilege and not a right and shall be administered in accordance with law. Eligibility for transportation is based on a student's home address. Bus pick up and drop off is to and from the bus stop assigned based upon the student's home address, unless otherwise determined by a student's Individualized Education Program (IEP).

Transportation shall be provided for secondary students living more than one and one-half miles from the school of designated attendance and elementary students living more than one mile from their school of designated attendance. Exceptions may be made for safety and health reasons of students.

LEGAL REF.: MCL, 380.1321 et seq.

BOARD POLICY

EE

BUSINESS MANAGEMENT
FOOD SERVICES MANAGEMENT AND
FREE AND REDUCED PRICE MEALS

April 22, 2024

The district shall operate a school food service program in its schools as required by law. The supervisor of food services shall cooperate with each school principal in matters essential to the proper functioning of the food service program.

The Board of Education recognizes its responsibility to provide free and reduced price meals to eligible students.

All students are eligible for free meals as long as:

1. The district participates in the U.S. Department of Agriculture (USDA) National School Lunch Program and National School Breakfast Program; and
2. The district chooses to participate in the "Michigan School Meal Program."

LEGAL REF.: MCL 3.542; 380.1272; 380.1273; *et seq.;* 7 CFR Parts 210, 215, and 220

BOARD POLICY

EEB

BUSINESS MANAGEMENT **May 20, 2024**
WELLNESS FOR STUDENTS

The District is committed to promoting a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

District Wellness Committee
The District will convene a representative District Wellness Committee to establish goals for and oversee school health and safety policies and programs; including development, implementation, periodic review, and update of this district-level wellness policy.

Nutrition Education
Every year, all students, Pre-K-12, shall receive nutrition education that is aligned with the ***Michigan Health Education Content Standards and Benchmarks***. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus.

Nutrition Standards
The District shall ensure that reimbursable school meals meet the program requirements and nutrition standards identified in federal regulations. The District shall encourage students to make nutritious food choices.

The District shall monitor food and beverages sold or served to students, including those available outside the federally regulated child nutrition programs.

The Superintendent, or designee, shall annually evaluate Livonia Public Schools vending policies and contracts as necessary and required by law. Vending contracts that do not meet the intent and purpose of this policy shall be modified accordingly or not renewed.

Fundraising
Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrient standards may be sold through fundraisers on the school campus during the school day. The District will make available to teachers, club leaders, and coaches information on fundraising as well as tracking of the individual fundraisers by the principal.

Physical Education and Physical Activity Opportunities
The District's Physical Education instruction is aligned with the K-12 Michigan Physical Education Content Standards and Benchmarks. The District shall offer Physical Education opportunities that include the components of a quality physical education program. Physical Education shall equip students with the knowledge, skills, and values necessary for lifelong physical activity.

Every year all students, Pre-K--12, shall have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and to understand the short and long term benefits of a physically active and healthy lifestyle.

Other School-Based Activities Designed to Promote Student-Wellness

The District may implement other appropriate programs that help promote a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity.

The District will integrate wellness activities across the school setting. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work toward the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Implementation and Measurement

The District Wellness Committee shall develop and implement an annual progress report or a triennial progress report. These reports will be placed on the District website available for public review. The District Wellness Committee will make recommendations to the Board of Education to update or modify the Wellness Policy based on the results.

LEGAL REF: Section 204 of Public Law 111-296 (Healthy, Hunger-Free Kids Act of 2010)

ADMINISTRATIVE PROCEDURE

EEB

BUSINESS MANAGEMENT
WELLNESS FOR STUDENTS

MAY 20, 2024

District Wellness Preamble

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

This procedure outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this procedure establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available throughout the school campus, in accordance with Federal and State nutrition standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during, and after school;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits.

1. District Wellness Committee

A. Committee Role and Membership

The District will convene a representative District Wellness Committee to establish goals for and oversee school health and safety policies and programs; including development, implementation, periodic review and update of this district-level wellness policy.

The District Wellness Committee membership is open to all school employees and include ~~(~~to the extent possible~~)~~, but not be limited to: parents and guardians, representative(s) of the District food service program; physical education teachers; health education teachers; school board members; health professionals (ex., dietitians, doctors, nurses); and the general public. The Director of Secondary Programs will have oversight of this committee.

B. Wellness Policy Implementation

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy.

C. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy. Documentation will include:

1. The written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements.
3. Documentation of the annual policy progress report.
4. Documentation of the triennial assessment of the policy.
5. Documentation demonstrating compliance with public notification requirements, including;
    - Method by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
    - Efforts to notify families about the availability of the wellness policy.

2. Nutrition Education

Nutrition promotion and education positively influence lifelong eating behaviors and encourage healthy nutrition choices.

The District aims to teach, model, encourage, and support healthy eating to students. Schools will provide nutrition education and engage in nutrition promotion.

Every year, all students, pre-K-12, shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the School District.

3. Nutrition Standards

A. School Meals

The District is committed to serving healthy meals to children in compliance with the USDA Guidelines of the National School Lunch and School Breakfast Programs.

B. Competitive Food and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards.

C. Food Service Guidelines for Livonia Public Schools

The District shall provide cafeteria facilities in all schools and will provide food service for the purchase and consumption of breakfast, lunch, and snacks for all students.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages.

4. Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day.

The District will permit student fundraising by students in school, on school property or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. For any fundraisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/ or beverages to be sold shall comply with the current nutrition standards, and also be consistent with requirements set forth. If the item being sold is a nonfood item it can be sold at any time, if approved by the school principal.

5. Physical Education and Physical Activity Opportunities

A. Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes.

All district elementary students in each grade will receive physical education instruction weekly throughout the school year.

All district middle school students will be required to take two 10 week periods of Physical Education and one 10 week period of Health.

All district 9-12th grade students will be required to take one semester of Personal Fitness and one semester of Health.

The District physical education program will promote student physical fitness through individualized fitness and activity as outlined in the criterion referenced program of the *FItnessgram.*

1. Recess (Elementary)

All elementary schools will offer recess daily. Recess will complement, not substitute, physical education classes.

2. Before and After School Activities

The District will notify families of opportunities for students to participate in physical activity either before and/or after the school.

3. Active Transport

The District will encourage walking or riding bikes to and from school.

6. Other School-Based Activities Designed to Promote Student Wellness

The District will integrate wellness activities across the entire school setting. The School will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary and work towards the same set of goals.

A. Community Health Promotion and Engagement

The District will provide information to parents/guardians, and families about the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school- sponsored activities and will receive information about health promotion efforts.

7. Implementation and Measurement

A. Annual Progress Reports

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools. This annual report will include information from each school within the District. This report will include, but is not limited to:

1. The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy.
2. A description of each school's progress in meeting the wellness policy goals.
3. A summary of each school's events or activities related to wellness policy implementation.
4. Information on how individuals and the public can get involved with the District Wellness Committee.

The District Wellness Committee will establish and monitor goals and objectives for the schools.

B. Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

1. The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy.
2. The District Wellness Committee will provide a description of the progress made in attaining the goals of the District's wellness policy.

The District Wellness Committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

C. Revisions and Updating the Policy

The District Wellness Committee will recommend to the Superintendent updates and modifications to the Wellness Policy based on the results of the annual progress reports and triennial assessments, and /or as District priorities change; wellness goals are met; and new Federal or State guidance or standards are issued.

D. Community Involvement, Outreach, and Communications

The District is committed to being responsive to community input, which begins with awareness of the Wellness Policy. The District will actively communicate ways in which representatives of the District Wellness Committee and others can participate in the development, implementation, and periodic review and update of the Wellness Policy through a variety of means appropriate for the district.

BOARD POLICY

EF

BUSINESS MANAGEMENT **FEBRUARY 12, 2018**
ACCESSIBILITY OF ONLINE CONTENT

The District recognizes the importance of making its digital content available to the largest possible audience and has attempted to design its website, including its web pages available under www.livoniapublicschools.org and/or any domain name through which the District provides online content, to be accessible by everyone. To that end content on the District's website will maintain compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. In order to ensure compliance, the District will:

a) Adopt specific technical standard(s) that the District will use to determine whether online content is accessible. (see associated Administrative Procedure).
b) Designate Web Accessibility Coordinator charged with the implementation of this policy and associated rules and procedures.
c) Implement procedures to ensure that online content and information obtained through third parties does not create a barrier to access to the District's online educational benefits and opportunities for persons with disabilities.
d) Provide annual training for staff responsible for creating or distributing information with online content. Training will occur by an individual with sufficient knowledge, skill, and experience to understand and employ technical standard(s) adopted by the District (Communication and Video Broadcast Specialist). These trainings will include "Alt-Texts" and "Tooltips" for images and links, editing title headers and assuring all tables and paragraphs are organized and labeled properly.
e) Perform an accessibility audit at regular intervals to access whether information provided by the District through its online content complies with the technical standards adopted by the District (see (a) above) and will remediate issues identified by the audit within a reasonable period of time.
f) Notify employees, guests, visitors, students, and prospective students that they may report violations of the technical standard(s) used by the District, file a formal complaint through its Section 504 and Title II grievance procedure, and/or contact the Web Accessibility Coordinator with any accessibility concerns. The Web Accessibility Coordinator can be contacted at:

Livonia Public Schools
Web Accessibility Coordinator
15125 Farmington Road
Livonia, MI 48154
jtaiario@livoniapublicschools.org
Or by calling 734-744-2525 x 42138

ADMINISTRATIVE PROCEDURE EF

BUSINESS MANAGEMENT **FEBRUARY 12, 2018**
ACCESSIBILITY OF ONLINE CONTENT

The District will implement the following procedures to support its policy ensuring accessibility of online content.

1. The technical standards to determine whether online content is accessible will be the Web Content Accessibility Guidelines (WCAG 2.0) Level AA.
2. The Director of Student Services, Web Accessibility Coordinator for Livonia Public Schools, is responsible for ensuring that any District acquisition or use of online content provided by third parties will provide equal opportunity to educational benefits and opportunities and for the procedures outlined herein.
3. A web accessibility audit will be conducted at least quarterly using recognized online tools. The findings and corrective action plans for such audits will be archived. The District will remediate issues identified by the audit within 30 days.
4. Online content obtained through third parties will be subject to the same technical standards and audits noted in items 1 and 3 above. All requests for proposals, and contracts for the provision of such content will include requirements to meet the technical standards.
5. The District's website shall contain information as to the process for any user (employees, guests, visitors, students, and prospective students) to report violations of the technical standards or file any complaints with regard to accessibility.
6. The District's website shall contain guidance in order for users to access documents posted on its website (e.g., instructions on downloading Adobe Reader to view PDFs).
7. The District has identified the Director of Student Services as the Web Accessibility Coordinator, with the functional responsibility to add, delete, or change online content and provide appropriate initial and ongoing training related to the accessibility standards it has adopted.

BOARD POLICY

EG

BUSINESS MANAGEMENT
INSURANCE MANAGEMENT

JULY 15, 2024

The District will purchase insurance (such as property and casualty insurance) as required by law. The District may purchase other insurance or participate in pools and other forms of risk management as the Board deems appropriate to provide indemnity and defense for the District, Board members, employees, and volunteers. The superintendent or designee shall be responsible for the management of all school insurance programs and the safekeeping of insurance policies.

LEGAL REF.: MCL 380.1269; 380.1332; 691.1406; 691.1409

BOARD POLICY

EGAA

BUSINESS MANAGEMENT
WORKERS' COMPENSATION

JUNE 20, 1988
Reviewed 2/2014

The school district operates its workers' compensation in accordance with state law.

BOARD POLICY

EGAE

BUSINESS MANAGEMENT
ANNUITIES

July 15, 2024

Public school employee are automatically enrolled in the Michigan Public School Employees' Retirement System (MPSERS). In addition to retirement savings through MPSERS, the district will provide employees the additional option to have payroll deductions taken for 403(b) and 457(b) retirement savings plans outside of MPSERS.

For additional information, see individual Master Agreements:

- AFSCME (American Federation of State, County & Municipal Employees)
- LEA (Livonia Education Association)
- LEADS (Livonia Educational Administrators)
- LPA (Livonia Paraprofessionals' Association)
- LSA (Livonia Secretarial Association)
- SEALS (Supervisory Employees' Association)

BOARD POLICY

EGB

INSURANCE PROGRAM
STUDENT INSURANCE

July 15, 2024

As the District is not a guarantor or insurer as it relates to coverage for student health or safety, parents/guardians are encouraged to secure insurance for their students' healthcare needs, including coverage for injuries that may occur while at school and while participating in athletics and other school activities.

The District, in its sole discretion, may provide information about insurance policies available for purchase by parents/guardians for their students from third-party vendors. Providing that information does not imply District endorsement of any insurance policy, nor is it a guarantee or warranty that coverage will be provided by the vendor in any specific instance.

LEGAL REF.: MCL 380.1332(3); 691.1405

ADMINISTRATIVE PROCEDURES EGB

INSURANCE PROGRAM **March 1, 1990**
STUDENT INSURANCE

Student Insurance

At the time of registration at the beginning of each school year, students are provided information regarding a student insurance policy. The insurance company is selected by the administrator in charge of insurance and claims are processed directly with the company. Claim forms may be obtained from the school business office. The annual premium is nominal, and the policy includes optional dental coverage at an additional cost. This insurance program is entirely voluntary and is supplemental to the family insurance program.

Medical and Athletic Insurance Program

The purpose of the athletic insurance is to help cover those medical expenses not covered by a family plan. The individual family plan is the primary policy. Student athletes whose family plans are marginal or who have no medical coverage, are encouraged to look at the student policy.

Students, athletes, and parents must show proof of medical coverage or sign a "hold harmless" agreement before they will be permitted to participate in the athletic program.

All injuries, no matter how minor, must be immediately reported to the coach.

Student athletes who purchase insurance and sustain an injury are responsible for obtaining and filing the insurance claims form. Claim forms are available in the main school office or in the athletic director's office.

LEGAL REF.: MCL 380.1332(3); 691.1405

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BOARD POLICY

FDB

FACILITY EXPANSION PROGRAM
LONG-RANGE NEEDS DETERMINATION

MAY 23, 2022

The Board of Education authorizes the Superintendent to gather information as to long-range facility needs of the District. The Superintendent or his/her designee may utilize the services of those consultants, such as city, county or regional planners, or private consulting firms, as deemed necessary.

BOARD POLICY

FDC

FACILITY EXPANSION PROGRAM **MAY 23, 2022**
NAMING FACILITIES

The renaming of any current school and the naming of all new schools shall be designated by the Board of Education. In general, the name used shall be that of a deceased American person.

Elementary Schools: Presidents, justices of the United States Supreme Court, and United States secretaries of state

Middle Schools: Poets

High Schools: Poets, statesmen, philosophers, scientists

A portion of a school facility may be named for a deceased person with the approval of the Superintendent or his/her designee.

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BOARD POLICY

GA

PERSONNEL **OCTOBER 28, 2019**
GENERAL PERSONNEL SECTION

The School District depends upon all of its employees, both certificated and non-certificated, to achieve the aims and goals of the school system. All employees shall be individually competent and shall be motivated by the Shared Vision and Collective Commitments of the District. Employees' actions, attitudes, and decisions shall lend themselves to the accomplishment of the goals and priorities established for the District.

The superintendent or superintendent's designee shall continuously maintain a comprehensive, coordinated set of job descriptions for positions so as to promote efficiency and effectiveness in the staff's operation.

CROSS REF: Shared Vision and Collective Commitments

BOARD POLICY

GAA

PERSONNEL
GOALS AND OBJECTIVES

June 17, 2024

The overall quality of the educational and social-emotional experience offered to students and families is dependent upon well-trained, skillful, compassionate, enthusiastic, and dedicated staff members serving in every role across the district. The District supports staff members as people and professionals, embracing its responsibility to promote general wellness.

The District's specific personnel goals are:

1. To seek, attract, recruit, and employ the best available personnel to staff the school district
2. To provide competitive compensation and quality benefits for staff
3. To promote collaborative efforts among staff to positively impact student learning through the improvement of instruction, and support of general wellness among both staff and students
4. To develop, adopt, and implement personnel evaluation processes that prioritize professional growth, provide focus for staff to systematically enhance skills and knowledge, establish accountability for job performance, and contribute to the continuous improvement of the district's learning programs
5. To enhance employee capacity through training and meaningful opportunities for professional growth
6. To assign personnel in a manner that best fits the needs of students and the operation of the District while also considering the position that affords the staff member the best possible opportunity for their success
7. To promote staff morale through the development of positive environments that are welcoming, safe, and encouraging for staff to engage, excel, and experience satisfaction in their roles

BOARD POLICY

GAAA

PERSONNEL
NONDISCRIMINATION
CIVIL RIGHTS AND TITLE IX

October 20, 2025

Livonia Public Schools will not discriminate against any person on the basis of sex (including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national origin, religion, height, weight, marital status, age, handicap, or disability. The District reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

Civil Rights Complaints

The Director of Student Services is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs, and activities. The Director of Human Resources is appointed the Civil Rights Coordinator regarding all other complaints of discrimination.

The Civil Rights Coordinator is designated to receive and resolve complaints from any person who believes that he/she may have been discriminated against in violation of this policy. Any person who believes he/she has been discriminated against in violation of this policy should promptly file an oral or written complaint with the Civil Rights Coordinator The Civil Rights Coordinator will then be responsible for coordinating the District's response in a fair and equitable manner, consistent with relevant laws, District policies and administrative procedures.

If the Coordinator determines that a violation has occurred, the Coordinator shall make a determination in writing, propose a fair resolution of the complaint, and deliver the determination to the complainant, respondent, and the Superintendent. The complainant may appeal the Civil Rights Coordinator's determination to the Superintendent by so notifying the Superintendent in writing within ten (10) calendar days of receiving the determination. The Superintendent may conduct additional investigation of the facts and circumstances surrounding the complaint. The Superintendent shall affirm or reverse the Civil Rights Coordinator's decision and, if warranted, implement the Civil Rights Coordinator's proposed resolution or a modification thereof. The Superintendent's decision shall be final.

A person is not required to use the procedure outlined above and may instead file a complaint directly with the U.S. Department of Education Office for Civil Rights.

Title IX Sex Discrimination Complaints

Livonia Public Schools prohibits sex discrimination in all programs and activities that the District operates as required by Title IX and the Title IX regulations. Sex-based harassment is a form of sex discrimination, which means harassment on the basis of sex (including harassment on the

basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity) that falls within one of the following categories:

(1) ***Quid pro quo harassment***: an employee, agent, or other person with authority to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) ***Hostile environment harassment***: unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment).

(3) ***Specific offenses, including***: sexual assault, dating or domestic violence, and stalking.

Sex discrimination, including sex-based harassment, is covered by this Policy when it occurs under the District's education program or activities in the United States. Conduct occurs under the District's education program or activity when it is subject to the District's disciplinary authority. This includes conduct that occurs on school property; through use of school property (e.g., during online learning or when using the District's network or computer systems); at school-sponsored events or activities (e.g., field trips, athletic events, extracurricular activities); and in off-campus settings if the conduct is sufficiently serious or severe that it could contribute to a hostile environment within the District's education program or activities.

Livonia Public Schools encourages anyone who believes they have been subjected to sex discrimination (or has knowledge of another person being subjected to sex discrimination) in connection with the District's programs or activities to promptly report their concerns directly to the LPS Title IX Coordinator. If an alleged Title IX violation has been first reported to a school administrator, or any other staff member in the District, the allegation must then be reported directly to the LPS Title IX Coordinator. When the Title IX Coordinator receives a report about conduct that may reasonably constitute sex discrimination, the Title IX Coordinator will be responsible for coordinating the District's response in a fair and equitable manner, consistent with Title IX and its regulations.

LEGAL REF.: Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, et seq., and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq., Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 et seq.; Age Discrimination in Employment Act, 29 U.S.C. §§ 621 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C §§ 12101, et seq., the Handicappers' Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

BOARD POLICY

GAB

PERSONNEL **AUGUST 17, 2020**
NON-DISCRIMINATORY EMPLOYMENT PRACTICES **(Reviewed January, 2025)**

The Board of Education recognizes that discrimination is an institutional and societal problem which must be addressed by creating and maintaining an educational employment environment free of bias and prejudice. The school district shall continually review its educational programs and employment practices and decisions toward the goal of eliminating discrimination. The school district shall strive to create in the educational community an awareness of bias and prejudice and shall actively promote understanding and respect for all persons regardless of race, color, national origin, age, religion, sex, handicap, disability, height, weight, marital status, sexual orientation, sexual identity, or transgender status. Any employee who has notice of discrimination or harassment on the basis of sex of an employee or applicant shall immediately notify the LPS Title IX Coordinators.

LEGAL REF.: Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d, et seq., and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq., Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; the Americans with Disabilities Act of 1990, 42 U.S.C §§ 12101, et seq., the Handicappers' Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

BOARD POLICY

GAC

PERSONNEL **MAY 19, 2025**

STAFF JOB-RELATED ACCIDENT/INJURY/ASSAULT

For the safety and well-being of our staff, the District shall follow established administrative procedures regarding the medical treatment and reporting of job-related injury, illness, or accident, including assault on employees.

The District directs its employees to promptly report to their supervisor all school-related incidents involving injury, illness, accident, damage to property, or threatening behavior against an employee. The administration or staff is directed to immediately investigate the incident. All such incidents and the findings of related investigations shall be promptly reported to the Human Resources Department.

ADMINISTRATIVE PROCEDURES

GAC

PERSONNEL **NOVEMBER 26, 2018**
STAFF JOB-RELATED ACCIDENT/INJURY

Job-Related Accidents and Injuries
All administrators are requested to review the following procedures with their staff at the start of the school year. You may incorporate the following information in your presentation.

Job-Related Injuries and Illnesses
All employees are required to report all job-related injuries and illness to their immediate supervisor and complete an Employee Injury Report Form. If medical treatment is required, employees have the option of seeking treatment at one of the approved medical facilities listed below. **Any injury involving an employee's head, neck, or back requires immediate medical attention.**

APPROVED CLINICS

PROVIDENCE CORPORATE HEALTH
37595 Seven Mile Road
Livonia, MI 48152
(734) 432-6668
Monday-Friday 7:30 a.m.-4:00 p.m.

After 4:00 p.m. for Providence:
Monday-Friday and on weekends, employees may use the Urgent Care Department located next to Providence's Corporate Health Department.

Urgent Care hours are:
Monday-Friday 4:00 p.m.-10:00 p.m.
Saturday & Sunday 8:00 a.m.-10:00 p.m.

CONCENTRA MEDICAL CENTERS
28196 Schoolcraft Road
Livonia, MI 48150
(734) 425-4600
Monday-Friday 7:00 a.m.-11:00 p.m.

34095 Plymouth Road, Livonia
(734) 513-2000
Monday-Friday 8:00 a.m.-5:00 p.m.

Life Threatening/Emergency Treatment

OR AFTER CLINIC HOURS
St. Mary Mercy Hospital
36475 Five Mile Road
Livonia, MI 48154
(734) 464-4800
Follow-up treatment must be with one of the other approved clinics shown above.

Supervisors are asked to contact the Human Resources office at (734) 744-2568 when sending an employee to one of the approved clinics. You will need to provide HR with the employee's name, date of injury, and brief details of the injury.

If medical treatment is required on weekends or after our regular office hours, these clinics are instructed to treat our employees and obtain authorization on the next working day. Any employee seeking medical care outside of these approved medical facilities without prior written approval will be personally responsible for any expenses incurred.

Return to work slips from the clinic are to be given to the Human Resources office for approval to return to work. Supervisors should forward the Employee Injury Report Form and clinic slip to the Human Resources office. The District will attempt to accommodate restricted work duty, if possible. Each case will have to be evaluated by the Director of Human Resources.

Your cooperation in administering the District's workers' compensation program is needed and appreciated.

BOARD POLICY

GAD

PERSONNEL
PROFESSIONAL GROWTH

JUNE 20, 1988
Reviewed 9/2019

The Board of Education believes it desirable that all members of the professional staff continue to improve their competence through participation in in-service programs, attendance at professional institutes, and graduate studies.

CROSS REF.: Master Agreements: AFSCME, LCEA, LEA, LEADS, LPA, LSA, SEALS

BOARD POLICY

GAE

PERSONNEL
COMPLAINTS AND GRIEVANCES

JUNE 20, 1988
Reviewed 9/2019

Grievance procedures are provided in the individual master agreements.

CROSS REF.: Master Agreements: AFSCME, LCEA, LEA, LEADS, LPA, LSA, SEALS

BOARD POLICY

GAEA

PERSONNEL
DISCRIMINATORY HARASSMENT OF EMPLOYEES OR APPLICANTS FOR EMPLOYMENT

SEPTEMBER 22, 2025

Discriminatory harassment of employees or applicants for employment by School District employees, Board members, vendors, contractors, students, parents, invitees, guests, volunteers, or others doing business with the School District, etc., will not be tolerated. "Discriminatory harassment" means unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex (including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national origin, age, religion, height, weight, marital status, or disability, when (a) submission to the conduct is made a condition of obtaining employment; (b) submission to, or rejection of, the conduct is used as a factor in decisions affecting the individual's employment; or (c) such conduct or communication has the purpose or effect of substantially interfering with the individual's employment, or creates an intimidating, hostile, or offensive work environment.

Any employee or applicant who believes that he or she has suffered discriminatory harassment should promptly report the incident(s) to the Director of Human Resources. In the event the employee or applicant cannot report to the Director of Human Resources, the employee should promptly report the incident(s) to the Superintendent. In the event that the employee or applicant is charging the Superintendent or a Board member with discriminatory harassment, he or she should promptly report the incident(s) to the Board President. In the event that the employee or applicant is charging the Board President with such harassment, he or she should promptly report the incident to the Vice President of the Board. In the event that the applicant or employee are charging both the Board President and Vice President with such harassment, he or she should promptly report the incident to the Title IX Coordinator. Any employee who has notice of discrimination or harassment on the basis of sex of an employee or applicant should promptly notify the Title IX Coordinator. Any member of administration who becomes aware of discriminatory harassment of an employee or applicant on the basis of a protected class other than sex should promptly notify the Director of Human Resources. Reports of discriminatory harassment may be made orally or in writing.

In determining whether the alleged conduct constitutes discriminatory harassment, the totality of their circumstances, the nature of the conduct, and the context in which the alleged incident(s) occurred will be investigated. The School District has the responsibility of investigating and resolving complaints of discriminatory harassment. The School District shall first determine whether the complaint concerns allegations of (a) discrimination on the basis of sex in the educational programs and activities which it operates~~,~~ (including employment, admissions, recruitment, referrals, and collective bargaining), or (b) sexual harassment. If the allegations concern either of these matters, the Title IX Coordinator shall resolve the complaint in accordance with the Title IX grievance procedures of Administrative Procedure JAA. If the

Title IX grievance procedures are not applicable based upon the conduct alleged, the allegations will be investigated in accordance with the procedures set forth Policy GAAA.

In cases where the alleged discriminatory harassment was committed by the Superintendent or a member of the Board of Education, the School District will appoint outside legal counsel to investigate the alleged incident(s). The results of an investigation and any action taken thereon will be communicated to the complainant.

The School District considers discriminatory harassment to be a major offense which will result in corrective action~~,~~ regardless of the offender's position with the School District. Corrective action of a School District employee may include disciplinary action~~,~~ up to and including~~,~~ termination of employment. Corrective action of a student may include disciplinary action~~,~~ up to and including~~,~~ expulsion.

The School District will not tolerate any form of reprisal toward a complainant, and any such allegation should be immediately reported to the Director of Human Resources for investigation and appropriate action, if necessary.

LEGAL REF.: Civil Rights Act and Faragher v. City of Boca Raton, 524 US 775, 118 SCt 2275 141 LEd2d 662 (1998), Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.

BOARD POLICY

GAEAA

PERSONNEL
DISCRIMINATORY HARASSMENT OF STUDENTS

DECEMBER 3, 2001
Reviewed 7/2020

Discriminatory harassment of students will not be tolerated. The Board of Education policy on discriminatory harassment of students is set forth in Policy JCED.

CROSS REF.: GAAA, GAEA, JCED
LEGAL REF.: *Gebser v. Lago Vista Independent School District,* 524 US 274,(1998); *Davis v. Monroe County Board of Education,* 526 US 629 (1999)

EXHIBIT

GAEB

Please Type or Print

Livonia Public Schools
Employee Incident Report Form

Date of Report ____/____/____

Victim's Name _____ Position _____ Case No. _____

DATE & TIME OF INCIDENT:

Date _____

Time _____ AM ☐ PM ☐

LOCATION OF INCIDENT:

_____

_____

_____

DIRECTIONS: This form is only to be used for the purpose of reporting all school-related incidents involving any person causing any injury, damage to property or threatening behavior against an employee of the Livonia Public Schools School District *(See definitions on reverse side).*

TYPE OF INCIDENT:

☐ Harassment ☐ Assault ☐ Theft ☐ Battery

☐ Destruction of property ☐ Weapon possession ☐ Other _____

DESCRIPTION OF INCIDENT: _____

_____

_____

_____

_____

(Use reverse side if additional space is required.)

WITNESSES: (Include name, address, phone) _____

_____

_____

_____

_____

_____

EXTENT OF INJURIES OR DAMAGE:

_____

_____

_____

MEDICAL ATTENTION, IF ANY: (Attach copy of Employee Accident or Injury Report)

_____

_____

POLICE CALLED? ☐ YES ☐ NO

Officers Name _____

Complaint No. _____

Any Action Taken: _____

ALLEGED PERPETRATOR(S):

Name _____

Address _____

Sex _____ Age _____ Phone _____

(Use reverse side if more than one perpetrator.)

ACTION TAKEN AT THE SCENE BY PERSON REPORTING: _____

_____

_____

_____ _____

Person Reporting ***(PLEASE PRINT)*** *Signature*

_____ _____

Signature (Administrator/Supervisor) *Date*

(The administrator/supervisor should immediately report incident by phone to the appropriate director.)

• • • • •

THIS FORM SHOULD BE FILED WITHIN 48 HOURS OF INCIDENT WITH THE PERSONNEL DEPARTMENT. COPIES WILL BE MADE AND DISTRIBUTED BY PERSONNEL.

EXHIBIT (Cont.)

DEFINITIONS

Alleged perpetrator: The person who caused the incident or participated in the incident against the employee.

Assault: The placing of employee in reasonable fear of physical harm.

Battery: Use of force against an employee.

Harassment: Extremely obnoxious behavior against an employee.

Weapon possession: Any evidence that a weapon or any item used as a weapon was involved in the incident.

(ADDITIONAL SPACE, IF NEEDED)

BOARD POLICY

GAF

PERSONNEL **MAY 19, 2025**
WORKPLACE VIOLENCE

Livonia Public Schools is committed to providing students, employees, volunteers, and visitors a safe environment. Accordingly, the school district prohibits acts of violence or threats of violence on school property, at school-sponsored events, or involving school vehicles.

Workplace violence is defined as an act or threat of violence against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions or to create a hostile, abusive, or intimidating work environment for employees. Workplace violence includes, but is not limited to, threats, physical attack, or property damage.

Specific examples of conduct prohibited under this policy include, but are not limited to, the following:

- Physical attack such as hitting, fighting, pushing or shoving another, or throwing objects at an individual.
- Threatening to harm an individual or their family, friends, associates, or their property.
- The intentional destruction or threat of destruction of property owned, operated, or controlled by the district.
- Threatening statements by any means including, but not limited to, phone calls, letters, or other forms of written or electronic communications, including social media.
- Intimidating or attempting to coerce an employee to do wrongful acts.
- Possession or use of firearms, weapons, or other dangerous devices on school property including, but not limited to, parking lots.

Any employee, applicant for employment, student, or board member who has observed or believes that they been the victim of such action(s), must promptly report the incident(s) to the applicable School Administrator or the Administrator of Public Safety. If, for any reason, the individual does not feel that they can report to the applicable School Administrator or the Administrator of Public Safety, they shall promptly report to the Director(s) of Human Resources or Superintendent. The School District has the responsibility for investigating and addressing such complaints.

All employees are prohibited from possessing on district property or vehicles any item to be deemed a dangerous weapon. For the purposes of this policy, dangerous weapons include, but are not limited to, firearms, explosives, knives (with a blade over 3 inches in length), clubs, sticks, martial arts implements or other items which are intended to be used to cause death or inflict bodily harm. All district property, including buildings, grounds, office areas, classrooms,

desks, file cabinets, or storage containers are for official district use and employees can have no expectation of privacy in these areas. All district property is at all times subject to examination and inspection by district officials in the discharge of their duty and enforcement of the district's policies.

Violations of this policy will result in disciplinary action up to and including discharge.

LEGAL REF.: *Collins v. Blue Cross Blue Shield of Michigan,* 228 Mich App 560, 579 NW2d 435 (1998)

BOARD POLICY

GAG

PERSONNEL
EMPLOYEE CONFLICT OF INTEREST

JANUARY 1996
Reviewed 2/2014

The objective of this conflict of interest policy is to prescribe standards of conduct for employees in order to maintain an impartial administration of the business of the school district and to maintain public confidence in the Livonia Public Schools.

Employees shall use personnel, resources, property, and funds under the employees' control judiciously and in accordance with good business practices and Livonia Public Schools' administration procedures and not for personal gain or benefit.

Employees shall not divulge to unauthorized persons, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public. In addition, employees shall not benefit financially from confidential information obtained by reason of their positions.

Employees shall not make personal sales for profit of supplies, materials, or equipment to students or use their positions to influence such sales.

The superintendent or designee must approve any solicitation of students to attend non-school district sponsored camps, travel trips, special schools, tutoring, or other activities through which an employee will realize a financial gain or advantage. A written "Disclaimer Statement" to the student and parent(s) stating that Livonia Public Schools is not sponsoring, endorsing, or otherwise participating in the student activity is required with the approval of the superintendent or designee.

No employees shall have personal work done for them by students or other employees during the work day. District approved on-campus educational programs, such as restaurant or auto repairs, may be used by employees when authorized by the superintendent or designee.

LEGAL REF.: MCL 15.401, *et seq;* 169.201, *et seq.*; 388.1769b

ADMINISTRATIVE PROCEDURE GAG(1)

STUDENT FEES/CHAPERON COSTS MAY 10, 1999

Students should not be charged fees for mandatory educational activities. Approved optional school activities may charge a fee to help defray costs.

Any fees charged to students for school sponsored travel, photographs, clothing, equipment or other activities cannot contain an add on or pass through charge that covers expenses for staff or chaperons. The expenses incurred by staff or chaperons may not come from tour agencies or other business enterprises that provide “free rooms, meal, travel, etc.,” based upon obtaining a certain number of paying students. The purpose of this procedure is to prevent students being charged more for an event or purchase of goods in order to cover the costs of adult supervision.

The costs for staff and chaperons may be paid out of appropriate budget codes, approved fund raising activities, or from approved donations from parent organizations that support school activities. Any exception to this procedure must be approved in advance by the superintendent or designee.

ADMINISTRATIVE PROCEDURE GAG(2)

UNAUTHORIZED RELEASE OF INFORMATION **MAY 10, 1999**

The Livonia Public Schools School District shall train and designate employees to be authorized to access information under the Memorandum of Understanding for Electronic Access to Driver, Vehicle, and Related Records with the Michigan Department of State. Employees shall not disclose personal and confidential information obtained from the Department of State to unauthorized persons or entities. Employees shall not seek out or use personal or confidential information obtained from the Department of State relating to others for their own interest or advantage. Employees responsible for the maintenance of these records shall take all necessary precautions to assure that proper administrative, technical, and physical safeguards are established and followed in order to protect the confidentiality of these records. Employees who fail to adhere to this policy will be subject to discipline up to and including discharge.

EXHIBIT

GAG(2)

FOR ELECTRONIC ACCESS TO DRIVER, VEHICLE, AND RELATED RECORDS

September 1, 1999

MEMORANDUM OF UNDERSTANDING

Between the:

MICHIGAN DEPARTMENT OF STATE
7064 Crowner Drive
Lansing, MI 48918-1900
Voice: 517-322-5784
Fax: 517-322-5458

&

LIVONIA PUBLIC SCHOOLS
15125 Farmington Road
Livonia, MI 48154

Fax: 734-523-0519

PURPOSE: The purpose of this Memorandum of Understanding (MoU) is to document the terms and conditions under which the above-named governmental agency (the AGENCY) will obtain electronic access to specified driver, vehicle, and/or related records maintained by the Michigan Department of State (the DEPARTMENT), for the purpose of carrying out the AGENCY's functions.

ACCESS AND USE: Pursuant to the terms and condition of this MoU, the DEPARTMENT agrees to furnish the AGENCY with records and information from the DEPARTMENT's driver, vehicle, and related databases, and to permit the AGENCY, either directly or through a data processing Subcontractor, to have electronic access to electronically maintained, specified driver, vehicle, and related records. The AGENCY agrees to use the records and information obtained under this MoU solely for the purpose of carrying out the AGENCY's functions.

AVAILABILITY OF SERVICE: The DEPARTMENT reserves the right to schedule the hours and duration of the availability of electronic inquiry access for the AGENCY. However, the DEPARTMENT cannot guarantee (and is not guaranteeing) continuous availability during scheduled times, due to the possibility of hardware, software, or other system-related failures.

DISCLAIMERS: It is understood that the DEPARTMENT cannot guarantee (and is not guaranteeing) the accuracy of the data in its electronic files. It is further understood that the DEPARTMENT cannot guarantee (and is not guaranteeing) the accuracy of any data transmitted over common carrier lines. It is also understood and agreed that the DEPARTMENT is not indemnifying the AGENCY, nor will it be liable to the AGENCY, for any data, computer programs, job streams, or other similar items which have become delayed, lost, damaged, or destroyed as a result of an electronic exchange or transmission of data under this MoU.

METHOD OF ACCESS: The AGENCY agrees to access the DEPARTMENT's electronic driver, vehicle, and related records only via a method or in a manner approved by the DEPARTMENT. From time to time, the DEPARTMENT will specify exact procedures to be followed by the AGENCY in all phases of inquiry and related operations.

SUBCONTRACTING OF DATA PROCESSING SERVICES: It is understood that the AGENCY may perform its own data processing services or may subcontract with a private firm or another governmental agency for the performance of any data processing required to implement this MoU. If the AGENCY uses the services of a data processing Subcontractor, then the AGENCY agrees to execute a written agreement with the firm or other governmental agency which serves as its data processing Subcontractor. The agreement shall prescribe the Subcontractor's responsibilities with respect to furnishing information to the AGENCY and shall also include

the provisions set forth in the Employee Competence, Security of Data, Employee Discipline Policy, Use Restrictions, and Driver Privacy Compliance paragraphs of this MoU. The AGENCY shall furnish a copy of the agreement to the DEPARTMENT, at no cost to the DEPARTMENT, within 30 days after the agreement takes effect, or prior to the effective date of the MoU if an agreement is already in effect. Failure to comply with this paragraph is grounds for termination of this MoU.

YEAR 2000 COMPLIANCE: The AGENCY warrants that all software used by the AGENCY, or the AGENCY's data processing Subcontractor, includes (or shall include) sufficient design and performance capability so that the DEPARTMENT will not, due to date-oriented processing, experience any software abnormality and/or the generation of incorrect results from the use of the software in connection with the business of the DEPARTMENT.

INSTALLATION, USE, AND RELATED FEES: The AGENCY agrees to pay all installation and use fees, if any. The AGENCY further agrees to purchase or be responsible for obtaining the terminal(s) or PC(s) utilized in accessing the DEPARTMENT's data files, to acquire any software deemed necessary by the DEPARTMENT, and to reimburse the DEPARTMENT for any necessary and reasonable start-up programming expenses associated solely with the AGENCY's accessing of driver, vehicle, and related records.

LOOK-UP AND SERVICE FEES: Inasmuch as the AGENCY is a public body, the DEPARTMENT agrees not to charge the AGENCY the standard record look-up fee of $6.55 per record which is billed to the DEPARTMENT's private commercial customers; provided that the AGENCY does not assess the DEPARTMENT for receiving copies of the AGENCY's records. Nevertheless, the AGENCY accepts responsibility for paying all service fees imposed by the Michigan Department of Management and Budget, Michigan Information Processing Center (MIPC), in connection with receiving records accessed by the AGENCY under this MoU.

EMPLOYEE COMPETENCE: The AGENCY agrees that any AGENCY employee or data processing Subcontractor employee who is authorized to access driver, vehicle, and related records under this MoU will be adequately trained to access such records, is competent to perform that task, and will conduct each record inquiry in accordance with the standards of technical competency that are generally recognized in the data service industry.

SECURITY OF DATA: The AGENCY agrees to implement the following security requirements whenever and wherever records and/or information obtained under this MoU is accessed, stored, or disseminated:

1. Use software and hardware which is technologically adequate to prevent unauthorized access to the information.
2. Establish operational programs to prohibit unauthorized inquiries from any terminal or other access site.
3. Institute operational programs to detect unauthorized attempts to penetrate the DEPARTMENT's system of electronic records.
4. Provide for the physical security of the AGENCY's computer system, with procedures and devices designed to protect against the theft of records and information.
5. Furnish the DEPARTMENT with a separate MISOS System Access Request form (or other equivalent form) for each AGENCY employee or Subcontractor employee who directly accesses driver, vehicle, or related records under the provisions of this MoU.

EMPLOYEE DISCIPLINE POLICY: The AGENCY agrees to adopt and enforce a written personnel policy which provides for the disciplining of any AGENCY employee who uses or releases a driver, vehicle, or related record obtained under this MoU for personal reasons or private gain. The AGENCY's policy shall be the equivalent of, or more severe than, the DEPARTMENT's Unauthorized Release of Information Policy, which is attached as Rider A. The AGENCY also agrees to furnish copy of its policy to the DEPARTMENT, at no cost to the DEPARTMENT, within 90 days after execution of this MoU. The AGENCY further agrees to require its data processing Subcontractor, if any, to also adopt a similar policy. Failure to adopt and enforce an appropriate policy of employee discipline is grounds for termination of this MoU.

date of cancellation.

TERMINATION: In the event of a material breach of this MoU, the DEPARTMENT may immediately terminate this MoU by giving the AGENCY written notice of termination. It is expressly understood that any violation of the paragraphs on Employee Competence, Security of Data, Employee Discipline Policy, Use Restrictions, and Driver Privacy Compliance are material breaches of this MoU and are grounds for termination. Termination will be effective upon the AGENCY's receipt of the written notice of termination.

ENTIRE AGREEMENT: This MoU and its rider, along with any written notices, notifications, and amendments executed later and pursuant to this MoU, constitute the entirety of the terms and conditions of this MoU. It is further understood that no oral representation made by any employee, officer or agent of the DEPARTMENT shall have any force or effect whatsoever as a term or condition of this MoU.

EFFECTIVE DATE: This MoU is effective as of the second date written below.

TERM OF AGREEMENT: This MoU shall remain in effect until canceled or terminated.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have affixed their signatures hereto on the date(s) written below.

DEPARTMENT Representative	AGENCY Representative
Jeffrey Villaire, Director Customer Services Division, B.D.V.R. Name (Printed) and Title	Edward F. Navoy Acting Assistant Supt/Personnel Name (Printed) and Title
March 29, 1999 Date	March 8, 1999 Date

Attachment: Rider A

Rider A

UNAUTHORIZED RELEASE OF INFORMATION POLICY

Employees of the Department of State have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. Much of the information processed by Department of State employees is confidential, and its release is governed by law; for example, driver record and vehicle registration information. Employees must not divulge information contained in the records and files of this department, except to other employees who may need such information in connection with their duties and to authorized parties in accordance with proper departmental procedures.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, or refer the requestor to the employee's immediate supervisor.

It is a very serious offense (with a penalty as severe as dismissal), for an employee to release or use for personal purposes, confidential information obtained in the course of employment. Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

BOARD POLICY

GAGA

THEFT, MISAPPROPRIATION, REMOVAL OR MISUSE OF PROPERTY

OCTOBER 15, 2001
Reviewed 2/2014

The school district will not tolerate, and specifically prohibits, the theft, misappropriation, removal or misuse of property belonging to the school district, an employee, student, supplier, vendor, or guest of the school district.

Employees engaging in such conduct will be disciplined, up to and including discharge, as in accordance with any applicable collective bargaining agreement.

BOARD POLICY

GAH

PERSONNEL
STAFF-COMMUNITY RELATIONS

JUNE 20, 1988
Reviewed 2/2014

School district personnel must be constantly aware of their responsibility to promote a favorable attitude toward the schools. Courteous treatment of the public is always expected.

BOARD POLICY

GAHA

PERSONNEL **MARCH 16, 2015**
STAFF INVOLVEMENT IN COMMUNITY ACTIVITIES

Recognizing that community activities are highly desirable supplements to school work, employees of the Livonia Public Schools School District are urged to take an active part in community life. The extent to which school personnel are known and accepted as citizens of the community has a direct relationship with the degree of understanding and good will between the schools and the community.

Administrators are encouraged to identify personally with the many facets of community life, providing opportunities for all citizens, including non-parents, to experience a relationship with the school district.

All personnel are encouraged to participate in local service clubs and civic organizations. School personnel may upon approval participate in civic or service club activities during the school day provided they do not conflict with scheduled responsibilities.

Cooperative relationships should be maintained between the school system and civic, service, and business associations such as the Chamber of Commerce. Visitations between business and industrial leaders and teachers and other personnel shall be encouraged.

BOARD POLICY

GAHB

PERSONNEL
STAFF/STUDENT RELATIONS **June 17, 2024**

Appropriate professional relationships are paramount to the success of our students, and staff members must uphold the highest ethical standards in all interactions with students, specifically maintaining appropriate physical, verbal, emotional, and social boundaries both within and outside of school. Further, staff must understand that even the appearance of inappropriate relationships with students will adversely impact their effectiveness in the school environment, which in turn could result in a formal District investigation and potential disciplinary action. All staff members are encouraged to discuss issues with their site administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Staff members are prohibited from engaging in any of the following conduct, regardless of whether the conduct occurs on or off school property, or before, during, or after school hours. The following examples of prohibited conduct do not, and are not intended to, constitute an exhaustive list of conduct for which discipline may be imposed:

(a) Engaging in any romantic or sexual interactions or relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students;

(b) Fostering, encouraging, or participating in emotionally or socially intimate relationships with students through communication, in-person interaction, or gift-giving;

(c) Initiating or continuing communications with students for reasons unrelated to any direct educational purpose, including oral or written communication, telephone calls, or electronic communication such as texting, instant messaging, email, chat rooms, social networking apps, webcams, or exchange of photographs;

(d) Providing alcohol or drugs (regardless of age) to students – either prescription or illegal (except for those provided in accordance with district policy on medication administration); and

(e) Transporting individual students for any purpose unrelated to a school function or event, when not related to a staff member's job duties, and without the permission of a parent/guardian and administration.

All staff members are directed to consult their supervisor(s), and/or the LPS Human Resources Department, if they require clarification of these requirements as they apply to student relationships.

The District will take appropriate disciplinary action, up to and including dismissal, against any staff member found to have violated this policy in accordance with District policies, regulations, applicable collective bargaining agreements, and state/federal laws. A violation of this policy may also subject staff members to referral for criminal and/or civil sanctions as required by law.

BOARD POLICY

GAHC

PERSONNEL
DIGITAL COMMUNICATIONS **June 17, 2024**

Personal Use

Digital communication (including social networking) that occurs on District premises or involves the use of District equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off District premises and/or using non-District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board of Education expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

Positive interactions, digital or otherwise, are encouraged among employees of Livonia Public Schools, recognizing that unprofessional communications may reflect poorly upon, and negatively impact the reputations of staff members, individual school communities, or the District as a whole. Staff members must be conscious of the public nature of their positions in the District and mindful of how their communications may be perceived by others. As they relate to students, parents, families, colleagues, community members, and/or the District generally, staff members' comments made online (including those posted to personal social media accounts) that are harassing, defamatory, inclusive of confidential student information, or disruptive to the educational environment, and are not otherwise protected by law, may be addressed directly by the District as an employment action ranging from consultation to disciplinary action.

Public Use

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

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

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

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

BOARD POLICY

GAJA

PERSONNEL
GIFTS TO BOARD MEMBERS

JUNE, 1993
Reviewed 9/2019

Board members shall not accept gifts of any kind from students, parents, or those doing or interested in doing business with the school district, except as set forth in this policy.

Board members may accept items of nominal value presented to the entire Board.

Under no circumstances may a Board member solicit, directly or indirectly, any gift, favor, or invitation from any student, employee, parent, volunteer, or those doing business with the School District.

Board members may, in the course of their duties, accept an invitation to lunch, dinner, or other function to discuss school district business or operations. When such invitations to lunch, dinner, or other functions are accepted, and exceed $40 in value, they must be immediately disclosed, in writing, to the secretary to the Superintendent/Board of Education.

BOARD POLICY

GAJB

PERSONNEL **JULY 21, 2014**
GIFTS TO STAFF MEMBERS

Employees shall not accept gifts of any kind from students, parents, or those doing or interested in doing business with the school district, except as set forth in this policy.

It is recognized that students, parents, and those doing or interested in doing business with the school district may, as an expression of appreciation and goodwill, offer occasional or seasonal gifts or invitations to be entertained. Such gifts or invitations may be accepted only on an occasional basis. When such gifts or invitations are accepted, and exceed $75 in value, they must be immediately disclosed, in writing, to the superintendent or designee. The written disclosure must identify (a) the gift, favor, or invitation, (b) its value, (c) the individual and organization from whom it was received, and (d) the date it was received and must be signed by the employee(s) receiving the gift, favor, or invitation.

Employees are prohibited under any circumstances from accepting a gift, favor, or invitation which tends to influence the manner in which the employee performs his/her official duties.

Under no circumstances may an employee solicit, directly or indirectly, any gift, favor, or invitation from any student, parent, volunteer, or those doing or interested in doing business with the school district.

Employees may, in the course of their duties, accept an invitation to lunch, dinner, or other functions to discuss school district business or operations. When such invitations to lunch, dinner, or other functions are accepted, and exceed $40 in value, they must be immediately disclosed, in writing, to the superintendent or designee.

The Board always welcomes appropriate letters of appreciation to staff members.

LEGAL REF.: MCL 750.125

ADMINISTRATIVE PROCEDURES

GAJB

PERSONNEL
GIFTS/ITEMS OF VALUE **JUNE 1993**

1. Employees may not accept expensive or inappropriate gifts, however well intended, from students, parents, or those interested in doing business with the school district. Any items of value (cash, materials, equipment, etc.) that are accepted become the property of the school district.

2. There shall be no buying of gifts for individual students by teachers. An inexpensive token to all students in the teacher's class is permissible but not encouraged.

3. Teachers may encourage, if they wish, class and student projects for the truly needy. Such activities should be planned well to assure that it will have instructional value to the givers. It should be acceptable to the needy person or persons and/or any institution involved.

4. The value of gifts exchanged by students in school, if it is decided to exchange them, shall be nominal.

LEGAL REF: MCLA 750.125

BOARD POLICY

GAKL

PERSONNEL
SOCIAL SECURITY NUMBER PRIVACY

JANUARY 16, 2006
Reviewed 5/2014

It is the policy of this school district to protect the confidentiality of social security numbers. No person shall knowingly disclose, transfer, or unlawfully use the social security number of any employee, student, or other individual.

The Superintendent shall establish rules and regulations to implement this policy. The Superintendent shall ensure that:

1. The confidentiality of social security numbers is maintained to the extent practicable

2. The unlawful disclosure of social security numbers is prohibited

3. Access to information or documents containing social security numbers is limited

4. Documents containing social security numbers are disposed of properly

This policy and its rules shall be published in appropriate documents, which may be made available electronically.

Persons who violate this policy, or the rules that implement it, may be subject to disciplinary action up to, and including, suspension or expulsion for students and termination for employees.

LEGAL REF: MCL 445.81 *et seq.;* 18 USC 1028; 5 USC 552a

ADMINISTRATIVE PROCEDURE GAKL(1)

PERSONNEL
SOCIAL SECURITY NUMBER PRIVACY ACT JANUARY 16, 2006

A. Practices

1. Freedom of Information Act
Where a social security number is contained within a document subject to FOIA release, the social security number shall be redacted.

2. Information Collected
Social security numbers should only be collected where required by federal or state law. If a unique personal identifier is needed, then a substitute for the social security number shall be used such as a district-created student identification number not using the social security number.

3. Access to Social Security Numbers
Only those persons authorized by the Superintendent or building principal shall have access to social security numbers or other sensitive information. Under no circumstances will any student have access to social security number information for either students or staff.

4. Storage and Disposal

a. All documents or files that contain social security numbers shall be stored in a physically secure manner.

b. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

c. Documents or other materials that contain social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

d. When erasing social security numbers from computers, it shall be ensured that the information is erased completely.

B. Prohibited Acts

1. Identification Numbers
More than four (4) sequential digits of the social security number shall not be used as the primary account or identification number for any employee, staff, student, or other individual. However, more than four (4) sequential digits of a social security number

may be used as a primary account number if the use began before March 1, 2005 and is ongoing, continuous, and in the ordinary course of business. If the use is stopped for any reason, it may not be resumed.

2. Cards or Badges
More than four (4) sequential digits of a social security number shall not be printed on any identification badge or card, membership card, or permit, or license.

3. Electronic Transmission

   a. No employee, student, staff member or other individual shall be required to use or transmit more than four (4) sequential digits of his or her social security number over the internet or a computer system or network unless the connection is secure or the transmission in encrypted.

   b. No employee, student, staff member or other individual shall be required to use or transmit more than four (4) sequential digits of his or her social security number to gain access to an internet Web site or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet Web site or computer system or network.

4. Mailed Documents
Documents or information containing more than four (4) sequential digits of a social security number shall only be sent through the mail where:

   a. State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document or information.

   b. The document or information is sent as part of an application or enrollment process initiated by the individual.

   c. The document or information is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.

   d. The document or information is a public record and is mailed in compliance with the Freedom Of Information Act or is a vital record as provided by law and is mailed to a person entitled to receive that record.

   e. The document or information is mailed by, or at the request of, an individual whose social security number appears in the document or information or his or her parent or legal guardian.

   f. The document or information is mailed in a manner or for a purpose consistent with subtitle A of title V of the Gramm-Leach-Bliley Act, 15 USC 6801 *et seq.;* with the health insurance portability and accountability act of 1996, Public Law 104-191; or with section 537 or 539 of the insurance code of 1956, 1956 PA 218, MCL 500.537 and 500.539.

5. Documents or Information Sent to Others
More than four (4) sequential digits of the social security number shall not be in or on any document or information mailed or otherwise sent to an individual if it is visible on or, without manipulation, from outside of the envelope or packaging.

6. Public Display
More than four (4) sequential digits of the social security number shall not be publically displayed. Documents, materials, or computer screens that display more than four (4) sequential digits of social security numbers or other sensitive information shall be kept out of public view at all times.

7. Telephonic Communications
District employees shall not disclose any social security number over the telephone or leave a voice mail message disclosing any social security number. If a social security number must be faxed, the fax message shall be accompanied by a transmittal sheet, which includes the district's name, a "Confidential Notice" stating that the information included is intended to be privileged and confidential, and that it is only intended for the use of the individual or entity named on the transmittal sheet.

8. Exceptions

a. It is not a violation of the Social Security Number Collection Policy or these regulations to use more than four (4) sequential digits of a social security number where such use is authorized or required by state or federal statute, rule, or regulation, by court order or rule, or pursuant to legal discovery or process.

b. It is not a violation of the Social Security Number Collection Policy or these regulations to use more than four (4) sequential digits of a social security number by a title IV-D agency[1], law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution, or providing more than four (4) sequential digits of a social security number to a title IV-D agency, law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

c. It is not a violation of sections (B)(1) or (B)(4) of these regulations to use more than four (4) sequential digits of a social security number if the use is an administrative use of more than four (4) sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:

i. Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transaction, product, service, or employment or proposed account, transaction, product, service, or employment;

ii. Investigate an individual's claim, credit, criminal, or driving history;

[1]A Title IV-D agency is, as defined in section 2 of the support and parenting time enforcement act 1982, PA 295, MCL §552.602, an agency in the state of Michigan performing the functions under title IV-D of the Social Security Act and includes a person performing those functions under contract including an office of the Friend of the Court or a prosecuting attorney.

iii. Detect, prevent, or deter identity theft or another crime; or

iv. Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account;

v. Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability; or

vi. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

C. Improper Disclosures

Any individual who suspects that an improper disclosure of more than four (4) sequential digits of a social security number has been made shall inform the Superintendent.

BOARD POLICY

GAM

PERSONNEL **APRIL 4, 2022**
STAFF RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of employees are covered in Board policies, applicable master agreements, non-affiliated employee contracts, and/or appropriate laws.

ADMINISTRATIVE PROCEDURES GAM(1)

PERSONNEL **OCTOBER 21, 2003**

STAFF RIGHTS AND RESPONSIBILITIES
CHANGING TEACHERS' GRADES INCLUDING CITIZENSHIP

A grade/citizenship given to a pupil by a teacher shall not be changed by another staff member unless one of the following occurs:

1. The teacher who gave a grade/citizenship to a pupil is informed of one or more reasons why the grade/citizenship should be changed and the teacher concurs in the grade/citizenship change.

2. A parent/guardian may request a review panel to consider the requested change. The panel shall consist of three (3) teachers selected by the bargaining unit and four (4) administrators. Any decision to change the grade/citizenship requires a majority vote of the review panel.

The teacher or parent/guardian may appeal within five (5) days the decision of the review panel to the Superintendent. The Superintendent's decision shall be final. The teacher and parent/guardian will be informed of all final decisions.

ADMINISTRATIVE PROCEDURES GAM(2)

PERSONNEL **OCTOBER 31, 2003**
STAFF RIGHTS AND RESPONSIBILITIES

The School District expects its employees to operate vehicles within the scope of their employment and to operate District-owned vehicles in a safe manner. Parent/guardian/adult volunteers who drive students on field trips and the like must also operate vehicles in a safe manner while transporting students.

School buses are equipped with radios to provide School District employees assigned to duties on those buses with the ability to communicate with other School District personnel in the scope of their employment. Those radios are to be utilized only in situations where their use does not jeopardize the safety of others.

Other than those radios, and except in emergency situations, electronic communication devices (cell phones, pagers, etc.) are not to be used (a) when employees are transporting students, (b) when parent/guardian/adult volunteers are transporting students on field trips and the like, or (c) on school buses.

In other situations, employees may use such devices while operating vehicles within the scope of their employment or when operating District-owned vehicles only in situations where the use of such devices does not adversely effect the safe operation of the vehicle. Except in emergency situations, the use of electronic communication devices should occur only after the driver has stopped the vehicle in a safe location. Normally, it is expected that a driver may acknowledge receipt of a message while driving, but will engage in further discussion only after having stopped the vehicle in a safe location. When it is necessary to use cellular phones while such a vehicle is in motion, a “hands-free” device should be used. Upon request, any employee who has been issued a district-owned cellular phone may obtain a “hands-free” device for that phone from the School District at district expense.

BOARD POLICY

GAMA

PERSONNEL **FEBRUARY 4, 2019**
ALCOHOL AND DRUG ABUSE

Our most important resource is our children. These children spend a significant portion of their lives in a school setting. Their education is of paramount concern. The Board of Education and the School District are, therefore, committed to creating an optimal learning environment for the students. Employees who abuse alcohol and/or drugs prevent the School District from achieving this environment. In addition, the School District has a vital interest in maintaining a safe and healthy working environment for all its employees, and efficiency and productivity in all of its operations.

Because of the growing concerns regarding the use of alcohol and drugs, and their potential impact with respect to the educational process, student safety and employee safety, health, efficiency, and productivity, this Board policy regarding use of alcohol and drugs has been adopted and is based on several important principles:

- The use, possession, sale or other activities involving illegal drugs and abuse of other controlled substances, alcohol, or marijuana is inconsistent with law abiding behavior expected of all citizens.

- School District employees are role models for students and, as such, employees should demonstrate exemplary behavior.

- All employees must be alert and in full possession of all faculties whenever they are on School District property or while serving in any capacity as a School District employee.

- While individual employees may make choices regarding the use of alcohol and drugs, they must accept responsibility for these choices and they are subject to disciplinary action, including discharge, for violation of this policy.

- Employees should seek treatment, counseling, and/or rehabilitation for abuse of alcohol or drugs or use of unlawful drugs before their performance deteriorates to a point where discipline may be required.

The Board of Education encourages employees who are experiencing problems with alcohol and/or drug abuse to voluntarily seek assistance for such problems through available treatment, counseling, and/or rehabilitation programs. The Board and the employee unions have established an Employee Assistance Program, and alcohol and substance abuse counseling are offered through that program. The confidentiality of all records for any employees who seek assistance through such programs will be maintained.

The Board of Education has established the following regarding the use, possession, concealment, manufacture, distribution, dispensation, and sale of alcohol and drugs:

- As a condition of employment, all employees must be free from unlawful drugs, and the effects of unlawful drugs, alcohol, or marijuana during scheduled working hours and when they report for work. Employees may not bring alcohol, marijuana, or unlawful drugs into school buildings or onto work sites at any time; use, consume, or be under the influence of alcohol, marijuana, or unlawful drugs while on school property during their work hours or while serving in any capacity as a school district employee.

- To the extent permitted by state and federal law, the manufacture, distribution, dispensation, possession, concealment, use or sale of unlawful drugs, or other controlled substances, is strictly prohibited and grounds for disciplinary action, up to and including discharge, and the employee may be referred to prosecution. The unlawful possession, use, sale, manufacture, distribution, or dispensation of alcohol, marijuana, or other drugs while on the School District's premises is strictly prohibited and grounds for disciplinary action, up to and including discharge and the employee may also be referred for prosecution. Conviction on any criminal drug statute is also grounds for disciplinary action, up to and including discharge.

  As a condition of employment, all employees shall report any convictions under a criminal drug statute for a violation occurring in the work place within five (5) days after such conviction.

- If an employee, who is not otherwise subject to disciplinary action, voluntarily admits that he/she has a drug and/or alcohol abuse problem, the Administration will meet with the employee to discuss the various treatments, counseling, and rehabilitation options that are available. These options may include, with the approval of the Superintendent of Schools, allowing the employee to continue working while he/she is receiving out-patient treatment, counseling, or rehabilitation in a recognized out-patient drug and/or alcohol abuse program; or placing an employee on a leave of absence while he/she is receiving treatment, counseling or rehabilitation in an in-patient, out-patient drug and/or alcohol abuse program.

A violation of this policy is grounds for disciplinary action, up to and including discharge and the employee may also be referred for prosecution. This policy and notice shall not be construed as being a drug testing policy.

LEGAL REF.: 41 USC 701, et. seq.

ADMINISTRATIVE PROCEDURE GAMA

PERSONNEL
NON-ALCOHOL EVENTS **JANUARY 1996**

Extra-curricular activities are an important aspect of the educational program for a great number of students. While engaging in such activities, it is imperative that students be afforded with an example from adults which promotes the school district's objectives of encouraging students to reject the use of alcohol and the illegal use of drugs.

In accordance with this objective, students may not be present at any school-related event or activity at which, or in connection with which, alcohol is served or which are organized by alcohol producers. Exceptions to this policy may be made only in advance of the activity or event by the superintendent or designee.

Employees, parents, or other adults who accompany students as chaperons, volunteers, drivers, or supervisors to, from, or during any school-related activity or event must refrain from the use of alcohol and from the illegal use of drugs at **all** times while serving as a chaperon, driver, volunteer, or supervisor whether or not any student is present during such use. This prohibition applies from the time the employee, parent, or other adult departs for the event or activity to the time he/she has completed all duties related to the event or activity.

BOARD POLICY

GAMB

PERSONNEL
INVENTIONS AND WORKS OF AUTHORSHIP

JUNE 20, 1988
Reviewed 5/2014

It is the policy of the Livonia Public Schools School District that all inventions and works of authorship made by persons while acting as employees of the School District shall, without additional compensation, become the property of the school district.

Inventions and works of authorship covered by this policy include all ideas, designs, discoveries, inventions and works of authorship (including, but not limited to, the development of educational and athletic aids, devices, equipment, textbooks, instructional materials, articles, contributions to publications, computer programs, computer software, and processes) which are related to the objectives, activities or interests of the school district or which result from or relate to the subject matter of any work which may be performed by an employee for, on the premises of, at the expense of, or on behalf of the school district and which are or have been made, conceived, reduced to practice or authored by the employee, alone or jointly with others, during or after usual business hours either on or off the job, while employed by the school district.

The intent of this policy is to protect the rights of the school district to ideas, designs, discoveries, inventions and works of authorship including applying for, obtaining and enforcing patents, copyrights, and software copyrights. It is not intended to discourage creative efforts of the employee.

In the event the district chooses to share its rights with employees, an individual contract will be made with the individual(s) involved, detailing the rights relinquished by the school district.

CROSS REF.: GBT - Professional Publishing
LEGAL REF.: 17 USC 101, *et seq.*

ADMINISTRATIVE PROCEDURE GAMB

PERSONNEL **March 1, 1990**
COPYRIGHT LAWS

Since we are able to copy so many items so easily with modern equipment, we must know what we can or cannot do under the Copyright Law. Since we do not want to break the law, a copy of it is available in the office so we can review it if we have doubts about what we are doing.

A summary of the Copyright Law for educational uses and some guidelines are included for handy reference. They have been prepared for us by the IMC coordinator. They are as follows:

SUMMARY OF THE COPYRIGHT LAW FOR EDUCATIONAL USES

Exemption from liability include:

1. Personal use
2. Face-to-face performance between students and teachers
3. Transmission to the handicapped of nondramatic materials only
4. Audio presentation to the blind
5. Visual transmission to the deaf
6. Transmission to a classroom for instruction or assistance in instruction of nondramatic materials only
7. Fair use provisions

Fair use:

1. Defined as copies made for purposes such as:

    a. Criticism
    b. Comment
    c. News reporting
    d. Teaching, which will include multiple copies for classroom use
    e. Scholarship
    f. Research

2. In determining whether the use made of a work is fair, the following four factors need to be considered:

    a. Purpose and character of the use of the materials
        (1) If we have a profit motive, we cannot do it.
        (2) If it is for nonprofit educational use, we can do it.
        (3) If it is a spontaneous idea, we can do it.
        (4) If it is systematic copying, we cannot do it.
        (5) Students can copy most things under the fair use provision.

(6) Collections cannot be made.

b. The nature of the copyrighted work
   (1) Performance materials cannot be done.
   (2) If it is possible to buy the materials, they cannot be copied.
   (3) Consumable materials cannot be done.

c. The amount and substantiality of the work to be copied
   (1) You cannot do the whole or entire work.
   (2) You can only do part of a work.

d. The effect on the potential market value
   (1) If it is feasible to buy it, you cannot copy it.
   (2) But if it is unavailable, you can do it.

GUIDELINES

The following statements of guidelines are not intended to limit the types of copying permitted under the standards of the fair use provision but only what it is clear we can or cannot do. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

A. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or in preparation to teach a class:

1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, short essay or short poem, whether or not from a collective work
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

B. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The copying meets the tests of brevity and spontaneity as defined below; and
2. Meets the cumulative effect test as defined below; and
3. Each copy includes a notice of copyright

Definitions

Brevity

(i) Poetry: (a) a complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words

(ii) Prose: (a) either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words

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

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue

(iv) "Special works": Certain words in poetry, prose or in "poetic prose" which often combine language with illustration and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph ii above notwithstanding, such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the amount of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two experts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

The limitations stated in ii and iii above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

C. Prohibitions as to A and B Above

Notwithstanding any of the above, the following shall be prohibited:

1. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

2. There shall be no copying of or from works intended to be "consumable" in the course

of study or of teaching. These include workbooks, exercises, standardized tests and text booklets and answer sheets and like consumable material.

3. Copying shall not:

   (a) Substitute for the purchase of books, publishers' reprints or periodicals;
   (b) Be directed by higher authority;
   (c) Be repeated with respect to the same item by the same teacher from term to term.

4. No charge shall be made to the student beyond the actual cost of the photocopying.

GUIDELINES FOR THE EDUCATIONAL USES OF MUSIC

A. Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance, provided purchased replacement copies shall be substituted in due course.

2. (a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.

   (b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.

3. Printed copies which have been purchased may be edited or simplified, provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

4. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

5. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

B. Prohibitions

1. Copying to create or replace or substitute for anthologies, compilations or collective works

2. Copying of or from works intended to be "Consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material

3. Copying for the purpose of performance, except as in A(1) above

4. Copying for the purpose of substituting for the purchase of music, except as in A(1) and A(2) above

5. Copying without inclusion of the copyright notice which appears on the printed copy.

LEGAL REF.: P.L. 94-533, as amended 1980

BOARD POLICY

GAN

PERSONNEL **SEPTEMBER 23, 2019**

PROHIBITION OF FAMILY PLANNING AND ABORTION REFERRAL

The Board acknowledges the legal requirements of MCL 388.1766 and MCL 380.1507. This policy is meant to comply with these statutory provisions to the extent required by law.

All District employees involved in sex education instruction must adhere to the requirements of MCL 380.1507 of the Revised School Code. In addition, pursuant to MCL 388.1766, all District employees, Board members, school officials, individuals contracted through a third party, and volunteers, while in a school, on school property, or acting within the scope of their respective duties, are prohibited from dispensing or distributing family planning drugs or devices, or referring a student for abortion or assisting a student in obtaining an abortion.

Any fine(s) assessed for violation of this policy will be in accordance with applicable state law.

BOARD POLICY

GBRGB

PROFESSIONAL PERSONNEL
TUTORING

JULY 21, 2014
Reviewed 9/2019

Teachers and other professional employees shall not tutor or give private lessons for pay, or provide other professional services (e.g., social workers, psychologists) to students for pay for whom they have responsibilities as part of their regular assignments.

Before committing themselves to any assignment of tutoring, private lessons, or other professional services, employees should make certain there is no conflict with this board policy.

The principal, or the director of human resources in the case of teachers not assigned to a particular school, should be informed of such arrangements.

Any deviation from the above must be approved by the superintendent and/or the superintendent's designee.

BOARD POLICY

GBC

PERSONNEL **MAY 17, 2021**
SELECTION & RECRUITMENT OF PROFESSIONAL PERSONNEL

The Board of Education desires candidates who have outstanding personal/professional qualities and will perform at the very highest level for our students.

Teachers and other professional staff must be qualified for full state approval in the area of their specialty. Only teachers who have a valid teaching certificate or authorization will be considered for positions in the Livonia Public Schools School District.

All teaching candidates and other professional staff recommended to the Board of Education for positions with the school district will have been personally interviewed. The superintendent or designee is authorized to make a commitment for the school district subject to the approval of the Board of Education after a complete review of the qualifications and other pertinent data.

LEGAL REF.: MCL 380.1233b, 380.1237

BOARD POLICY

GBD

PERSONNEL **OCTOBER 28, 2019**
PROFESSIONAL PERSONNEL APPOINTMENT

All members of Cabinet, LEADS, and LEA shall be appointed only upon the recommendation of the superintendent and approval by the Board of Education. Should a nominee of the superintendent fail to be approved by the Board, it shall be the duty of the superintendent to make another nomination.

It shall be the duty of the superintendent or the superintendent's designee to see that persons recommended for employment shall meet all qualifications established by law, by contractual agreement, and by the Board for that type of position.

It shall be the duty of the superintendent or the superintendent's designee to hire employees for positions which do not fall into one of the aforementioned categories.

CROSS REF.: BBABE - Duties of the Treasurer; BBE – Board Attorney;
DID – Audit/Published Statement; Master Agreements: LEA, LEADS
LEGAL REF.: MCL 380.1246; 380.1231

BOARD POLICY

GBE

PERSONNEL **APRIL 4, 2022**
CONFLICT OF INTEREST - ADMINISTRATION

No Livonia Public Schools administrator shall be involved in the hiring, selection, direct supervision, or evaluation of a family member. Any family member of the aforementioned positions must disclose a familial relationship on his/her application to the District.

As used in this section, a “family member” is defined as a person's spouse, spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; a person's parent or parent's spouse; and includes these relationships as created by adoption or marriage.

BOARD POLICY

GBF

PERSONNEL **JANUARY 29, 2024**
TEACHER PLACEMENT

Teacher placement is the determination of the classroom teaching assignment for a teacher. The decisions regarding teacher placement will be at the sole discretion of the Superintendent or designee. In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent or designee, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate Michigan Department of Education permit.

LEGAL REF.: MCL 380.1233, 380.1233b, 380.1237, 423.215

ADMINISTRATIVE PROCEDURES GBF

PERSONNEL **JANUARY 29, 2024**
TEACHER PLACEMENT

Between qualified candidates, teacher placement will be based on the following criteria:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher;
- The school schedule;
- The prior year Effectiveness Rating of teachers qualified for the assignment;
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The recency or relevance of a teacher's experience in a grade level or subject area;
- The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area may be made up of two components:
    - Current length of service in the assignment, and;
    - Lifetime length of service in the assignment.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates.

The School District respects and values individual staff opinion regarding their placement. Staff members may request placement preference for District consideration by May 1. The School District will make an effort to notify staff of their placement in a prompt manner.

BOARD POLICY

GBG

PERSONNEL **JANUARY 29, 2024**
STAFFING, LAYOFF, AND RECALL OF TEACHERS

This policy relates to all teachers working for the School District as defined by the Michigan Teachers´ Tenure Act, MCL 38.71, et seq. As used in this policy, the term "personnel decision" refers to any situation where the School District is:

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

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

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

- The prior year Effectiveness Rating of teachers qualified for the assignment;
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- The teacher’s length of service in a grade level or subject area;
- The teacher’s disciplinary record, and;
- Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.

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

LEGAL REF.: MCL 380.1248, 380.1249, 423.215

ADMINISTRATIVE PROCEDURES GBG

PERSONNEL **JANUARY 29, 2024**
STAFFING, LAYOFF, AND RECALL OF TEACHERS

Teacher Vacancies

A teacher vacancy does not exist unless all the following criteria are met:

- The position is subject to Section 1249 of the Revised School Code;
- The position is posted by the School District in a manner which invites applicants.

A teacher vacancy may be created by the following, subject to approval by the Superintendent or designee:

- Transfer of an internal teaching candidate to a vacant position;
- A leave of absence;
- Retirement, resignation, or other departure at the end of a school year or immediately prior to the start of a school year.
- A mid-year retirement, resignation, or other departure that will require a long-term substitute;
- The addition of a new classroom section.

No vacancy will be created when a position is first unfilled beginning in the second half of the school year, unless approved by the Superintendent or designee. The Superintendent or designee may close any vacancy in their sole discretion at any time.

Selection Process to Fill a Vacancy

- The Superintendent's or designee's most highly rated and qualified candidate will be selected for any vacancy.
- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent or designee, may be provided an opportunity to interview for any vacancy.
- The Superintendent or designee shall consider the likelihood of filling any vacancy created by the selection of the internal candidate and the impact such vacancy will have on the instructional program.

In the absence of a qualified candidate, the Superintendent or designee may select a candidate who is able to obtain temporary or alternative credentialing to be qualified for the position, has demonstrated an exemplary commitment to a school community and its students, and possesses relevant knowledge and skills for the position.

Staffing Reductions

A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers. The Superintendent or designee has the sole authority to determine and conduct a staffing reduction.

The Superintendent or designee will conduct any staffing reduction based on the department and location, using following criteria:

- The District shall reduce staff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department, unless such reduction will result in a classroom section not having a certified teacher.
    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.
- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in a grade level or subject area. The School District will only consider a teacher's continuous and current length of service in a grade level or subject area.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of a staffing reduction and will only be considered for such placement if there are no other qualified candidates.

Program Reductions

A program reduction is the decision to eliminate curricular courses or courses of study. The Superintendent or designee has the sole authority to determine and conduct a program reduction.

Upon the decision to implement a program reduction, the Superintendent or designee will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective. ("*Highly Effective*" will remain a legal rating until July 1, 2024.)

Recall Process

A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall.

The right to recall is different based on the teacher's most recent evaluation rating:

- *Effective*: Teacher will be offered the opportunity to return to a vacancy for which they are qualified. ("*Highly Effective*" will remain the legal rating until July 1, 2024.)

- *Developing*: Teacher will be offered the opportunity to interview for a vacancy for which they are qualified. ("*Minimally Effective"* will remain the legal rating until July 1, 2024.*)*

- *Needing Support*: Teacher will be notified of a vacancy for which they are qualified and the teacher may submit application materials for consideration by the Superintendent or designee. ("*Ineffective*" will remain the legal rating until July 1, 2024.)

Eligibility for recall will be determined based on the following criteria:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating;

    - Evaluators of performance, as measured using the performance evaluation system required by law, will consider factors including, but not limited to, the following as prescribed by the evaluation tool: demonstrated pedagogical skills and content area knowledge, evidence of ability to successfully plan and deliver rigorous lessons, implementation of effective strategies for building higher-level thinking and differentiated instruction, classroom management, collaboration with colleagues, and other attributes/skills relevant to the teaching assignment.

- If two teachers are being considered and share the same Effectiveness Rating, then the Superintendent or designee must compare the potential individuals using each of the elements of the standards as set out below, subject to Section 1248 of the Revised School Code. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or designee move to the next level.

- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in the grade level or subject area where the vacancy exists.

BOARD POLICY

GBIA

PERSONNEL
TEACHER EVALUATIONS

MAY 17, 2021

The Board of Education delegates to the Superintendent, or his/her designee, the function of adopting and implementing an evaluation tool for teachers that is consistent with the requirements of the law.

LEGAL REF.: MCL 380.1249, 423.215

ADMINISTRATIVE PROCEDURES

PERSONNEL **MAY 17, 2021**
TEACHER EVALUATIONS

A. The performance evaluation system will include at least an annual year-end evaluation.

1. The annual year-end performance evaluation will be based in part on student growth and assessment data. The percentage of the annual year-end evaluation based on the student growth and assessment data will be equal to the percentage established by law. If student growth and assessment data is available for a teacher for at least three school years, the annual year-end evaluation shall be based on student growth and assessment data for the most recent three-consecutive-school-year period. If not, the annual year-end evaluation shall be based on all student growth and assessment data that is available for the teacher.
2. The annual year-end performance evaluation shall include specific performance goals. Specific performance goals will assist in improving effectiveness for the next school year and are developed by the school administrator or his or her designee conducting the evaluation, in consultation with the teacher, and any recommended training identified by the school administrator or designee, in consultation with the teacher, that would assist the teacher in meeting the goals. For a first year probationary teacher or a teacher who received a rating of ineffective or minimally effective on his or her most recent annual year-end evaluation, the school administrator or designee shall develop, in consultation with the teacher, an individualized development plan that includes these goals and training and is designed to assist the teacher to improve his or her effectiveness.

B. The performance evaluation system will include a mid-year progress report for a teacher who is in the first year of the probationary period, or who received a rating of minimally effective or ineffective in his or her most recent annual year-end evaluation. The mid-year progress report shall be used as a supplemental tool to gauge a teacher's improvement from the preceding school year and to assist a teacher to improve.

The mid-year progress report shall:

1. Be based at least in part on student achievement;
2. Be aligned with the teacher’s individualized development plan under subdivision A.2. above;
3. Include specific performance goals for the remainder of the school year that are developed by the school administrator conducting the annual year-end evaluation or his/her designee and any recommended training identified by the school administrator or designee that would assist the teacher in meeting these goals;
4. Include a written improvement plan developed by the school administrator or designee, in consultation with the teacher, that includes these goals and training and is designed to assist the teacher to improve his or her rating; and

5. Be developed in addition to an annual year-end evaluation.

C. The performance evaluation system will include classroom observations. All of the following apply to these classroom observations:
   1. The manner in which a classroom observation is conducted shall be consistent with the selected state evaluation tool.
   2. A classroom observation shall include a review of the teacher's lesson plan and the state curriculum standard being used in the lesson and a review of pupil engagement in the lesson.
   3. A classroom observation does not have to be for an entire class period.
   4. Unless a teacher has received a rating of effective or highly effective on his or her two most recent annual year-end evaluations, there shall be multiple classroom observations of the teacher each school year.

D. The performance evaluation system may allow an exemption of student growth data for a particular pupil for a school year upon the recommendation of the school administrator conducting the annual year-end evaluation or his or her designee and approval of the school district superintendent or his or her designee.

E. The performance evaluation system shall assign an effectiveness rating to each teacher of highly effective, effective, minimally effective, or ineffective.

F. The performance evaluation system shall provide that if a teacher is rated as ineffective on three consecutive annual year-end evaluations, the teacher will be dismissed from his or her employment.

G. The performance evaluation system shall provide that if a teacher is rated as highly effective on three consecutive annual year-end evaluations, the school district may choose to conduct a year-end evaluation biennially instead of annually. However, if a teacher is not rated as highly effective on one of these biennial year-end evaluations, the teacher shall again be provided with annual year-end evaluations.

H. The performance evaluation system shall permit a teacher who is not in a probationary period and is rated as ineffective on the annual year-end evaluation, to request a review of the evaluation and the rating by the school district superintendent. The request for a review must be submitted in writing within 20 days after the teacher is informed of the rating. Upon receipt of the request, the school district superintendent or designee shall review the evaluation and rating and may make any modifications as appropriate based on his or her review. However, a review as described in this paragraph may only occur twice in a three school year period.

BOARD POLICY

GBIB

PERSONNEL
ADMINISTRATIVE EVALUATIONS

APRIL 15, 2013
Reviewed 5/2014

The Board of Education delegates to the superintendent the function of adopting and implementing the state evaluation tool for administrators or with the involvement of school administrators, establishing and implementing a performance evaluation system that is consistent with the requirements of this law.

The administration is charged with the development of administrative procedures consistent with this policy and applicable law.

This policy, and the administrative procedures developed under this policy, shall take effect upon the expiration of the applicable collective bargaining agreement currently in effect, or on the date that a successor collective bargaining agreement takes effect, whichever is sooner.

LEGAL REF.: MCL 380.1249; 423.215

ADMINISTRATIVE PROCEDURES

GBIB

PERSONNEL
ADMINISTRATIVE EVALUATIONS

April 15, 2013
Reviewed 5/2014

A. The performance evaluation system will include at least an annual year-end evaluation.

   1. The annual year-end evaluation will be based on student growth and assessment data. For the 2013-2014 school year, at least 25% of the performance evaluation will be based on student growth and assessment data; for the 2014-2015 school year, at least 40% of the performance evaluation will be based on student growth and assessment data; and for the 2015-2016 school year and beyond, at least 50% of the performance evaluation will be based on student growth and assessment data. The student growth and assessment data to be used for the school administrator annual year-end evaluation are the aggregate student growth and assessment data that are used in teacher annual year-end evaluations in each school in which the school administrator works as an administrator or, for a central-office level school administrator, for the entire school district.

   2. The annual year-end evaluation will also be based on the following for each school in which the school administrator works as an administrator or, for a central-office level school administrator, for the entire school district:

      a) If conducting teacher evaluations, the school administrator's training and proficiency in using the evaluation tool, including a random sampling of his or her teacher performance evaluations to assess the quality of the school administrator's input in the teacher performance evaluation system. If the school administrator designates another person to conduct teacher performance evaluations, the evaluation of the school administrator on this factor shall be based on the designee's training and proficiency in using the evaluation tool for teachers, including a random sampling of the designee's teacher performance evaluations to assess the quality of the designee's input in the teacher performance evaluation system, with the designee's performance to be counted as if it were the school administrator personally conducting the teacher performance evaluations.

      b) The progress made by the school or school district in meeting the goals set forth in the school's school improvement plan or the school district's school improvement plans.

      c) Pupil attendance in the school or school district.

      d) Student, parent, and teacher feedback, and other information considered pertinent by the superintendent or other school administrator conducting the performance evaluation or the board or board of directors.

B. The performance evaluation system shall assign an effectiveness rating for each school administrator of: (1) highly effective, (2) effective, (3) minimally effective, and (4) ineffective, based on his or her score on the evaluation tool.

C. The performance evaluation system shall ensure that if a school administrator is rated as minimally effective or ineffective, the person or persons conducting the evaluation shall develop and require the school administrator to implement an improvement plan to correct the deficiencies and recommend professional development opportunities and other measures designed to improve the rating of the school administrator on his or her next annual year-end evaluation.

D. The performance evaluation system shall provide that if a school administrator is rated as ineffective on three consecutive annual year-end evaluations, the school district shall dismiss the school administrator from his or her employment. However, this subdivision applies only if the three consecutive annual year-end evaluations are conducted using the same evaluation tool and under the same performance evaluation system.

E. The performance evaluation system shall provide that if a school administrator is rated as highly effective on three consecutive annual year-end evaluations, the school district may choose to conduct a year-end evaluation biennially instead of annually. However, if a school administrator is not rated as highly effective on one of these biennial year-end evaluations, the school administrator shall again be provided with annual year-end evaluations.

BOARD POLICY

GBK

PERSONNEL
TOBACCO-FREE SCHOOLS **NOVEMBER 17, 2014**

The use of tobacco products and e-cigarettes on school district property of the Livonia Public Schools School District is strictly prohibited.

LEGAL REF.: MCL 750.473

BOARD POLICY

GBL

PROFESSIONAL PERSONNEL
TENURE

APRIL 4, 2022

The Board of Education will recognize the achievement of tenure status per the Michigan Teacher Tenure Act for all probationary teachers who have been recommended by district administration upon verification that they have successfully met all LPS standards, including years of service, effective evaluations, overall performance, and documentation of student growth.

LEGAL REF.: MCL 38.71; 38.131

BOARD POLICY

GBN

PROFESSIONAL PERSONNEL **JUNE 17, 2024**
EMPLOYMENT STATUS OF CERTIFICATED PERSONNEL

The decision on the employment status of certificated personnel shall include consideration of the Superintendent or designee's recommendations for reemployment, separation, or an additional year of probation. All procedures shall be in conformance with the tenure act, any individual written contracts, appropriate collective bargaining agreements, and law. The District will notify probationary and tenured personnel of their employment status no later than the date established by state law and contractual agreements.

CROSS REF.: GBI - Professional Personnel Evaluation, Master Agreements: LEADS, LEA
LEGAL REF.: MCLA 38.101 *et seq.* ~~(Legal References Updated 3/12/07)~~

BOARD POLICY

GBQ

PERSONNEL
RETIREMENT SYSTEM **JUNE 17, 2024**

The Michigan Public School Employees Retirement System (MPSERS) was established by Public Act 136 of 1945 to provide a system of uniform retirement benefits for employees of local school districts in the State of Michigan. Health care benefits were added by legislators in 1975. The provisions governing MPSERS were later recodified as Public Act 300 of 1980, the Public School Employees' Retirement Act. That act, as amended, governs the retirement system and includes provisions related to the retirement system's board, benefit vesting, eligibility age and years of service, the calculation of service credit and purchase of credit rules, employee contributions, and the determination of benefit levels.

MPSERS is administered by the Office of Retirement Services (ORS) in the Department of Technology Management and Budget. ORS administers a Defined Benefit Plan, a Defined Contribution Plan, and two hybrid plans for public school employees. ORS also administers two retiree healthcare plans: the premium subsidy benefit and the Personal Healthcare Fund. Employees of Livonia Public Schools are automatically enrolled into MPSERS. The date an employee first works for a Michigan public school determines the plans an employee is eligible to participate in. All retirement plans require an employee contribution. The District shall make the required employer contributions.

CROSS REF.: Master Agreements: LEADS, LEA, SEALS, AFSCME, LSA, LPA
LEGAL REF.: MCLA, 38.1301 *et seq.*

BOARD POLICY

GBRA

PERSONNEL **JUNE 17, 2024**
MEDICAL EXAMINATION OF EMPLOYEES

The Superintendent or his/her designee may require an employee to submit to a medical examination when:

- Required or permitted by federal or state law.
- Required or permitted by the employee's contract of employment or collective bargaining agreement and permitted by federal or state law.
- Information suggests that a health condition may be negatively affecting the employee's ability to perform the essential functions of his or her job.
- Information suggests that the employee has a health condition which may endanger the health of students, the employee or other employees.
- An employee has provided medical documentation as the basis for a health leave or in return from a health leave and the School District believes that a second medical opinion is appropriate.

When the Superintendent or designee has required an employee to submit to a medical examination, all costs will be borne by the School District. The employee will be required to sign releases authorizing his or her physicians to release related information to the School District's physician. The physician of the District's choosing will submit a copy of the report of the examination directly to the Superintendent or his/her designee.

CROSS REF.: Master Agreements: LEA, LEADS, SEALS, AFSCME, LSA, LPA
LEGAL REF.: 42 USC 12101 *et seq.;* MCLA, 37.1101 *et seq.*

BOARD POLICY

GBRB

PERSONNEL **MARCH 17, 2014**
CRIMINAL HISTORY RECORD CHECK

Prior to employing any individual, either full-time or part-time, or permitting an individual to continuously and regularly work in the schools under contract, the District shall request and obtain a criminal history records check of the individual in accordance with applicable state and federal laws. As used in this policy, the phrase "continuously and regularly work under contract" shall apply to individuals, including owners and employees of entities, that contract directly with the District to provide instructional services to students or related and auxiliary services to special education students, custodial services, transportation services, counseling services, food services, administrative services, or any other services on more than an intermittent or sporadic basis.

The District may determine it necessary to conditionally hire an individual or to conditionally allow an individual to continuously and regularly work under contract, prior to receiving an individual's criminal history records check, provided that:

- The criminal history records check has been requested prior to conditionally employing the individual or conditionally allowing the individual to continuously and regularly work under contract;
- The individual signs a statement disclosing all crimes for which he or she has been convicted, if any, and acknowledges that his or her employment contract or assignment with the District may be terminated if there are discrepancies between the individual's disclosure and the criminal history records check; and
- The individual is hired or allowed to continuously and regularly work under contract for a particular school year during that school year or not more than 30 days before the beginning of that school year.

An applicant for employment with the District shall give written consent at the time of application for the criminal history records check. The applicant must submit his or her fingerprints to the Michigan State Police for the purpose of the criminal history records checks at the time the applicant initially applies for employment with the District or is initially employed by the District or is initially assigned to continuously and regularly work under contract.

The District shall ensure that criminal history checks have been completed as to each individual assigned to provide continuous and regular services, including substitute teachers, by contract.

For individuals working in more than one school district, either through direct employment by the school districts or by continuously and regularly working under contract in the school districts, the District may, in lieu of requesting a criminal history records check, use a records check previously obtained by another school district, provided that the individual has agreed in writing to allow the other school district to share the results of the records check.

If an individual's criminal history records check has already been completed by and reported to another school district, intermediate school district, public school academy or nonpublic school, the District need not obtain another records check for the individual, provided that the individual remains employed or remains continuously and regularly working under contract with the same employer, with no separation from service by any school district, intermediate school district, public school academy, or nonpublic school in this state. Upon receipt of an individual's criminal history records check from another school district, intermediate school district, public school academy or nonpublic school, the District must confirm that the records check belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex, and date of birth through the Internet Criminal History Access Tool (ICHAT).

For purposes of the preceding paragraph, the phrase "no separation from service" means:

- The employee was laid off or placed on a leave of absence and returned to active employment with the same employer within one year; or
- The employee transferred without a break in service to another school district, intermediate school district, public school academy, or nonpublic school and remains continuously employed.

When the District receives a criminal history records check that discloses that an individual has been convicted of a listed offense, as defined under MCL 28.722, or any felony, as defined under MCL 761.1, the District shall take steps to verify that information using public records. If the District verifies that an individual was convicted of a listed offense, as defined under MCL 28.722, the District shall not employ the individual in any capacity and shall not allow the individual to regularly and continuously work under contract in any of its schools. If the District verifies that an individual was convicted of a felony, as defined under MCL 761.1, other than a listed offense, the District shall not employ the individual in any capacity and shall not allow the individual to continuously and regularly work under contract in any of its schools, unless the Superintendent and Board of Education each specifically approve the employment or work assignment of the individual in writing.

Within 60 days of receiving a criminal history records check that discloses a conviction as described in the preceding paragraph, the District shall submit to the Michigan Department of Education a report detailing the information and any action taken as a result by the District.

Upon receipt of an individual's criminal history records check, the District shall retain the records check in the individual's employment records. Information obtained through a criminal history records check, and the records check itself, are confidential. With the exception of certain circumstances enumerated herein, employees of the District and members of the Board of Education are prohibited from disclosing or disseminating information obtained through a criminal history records check or the records check itself to any person who is not directly involved in evaluating the applicant's qualifications for employment or assignment. Employees and Board members may, however, disclose the following:

- A misdemeanor conviction involving sexual or physical abuse;
- Any felony conviction;
- A District employee or Board member may confirm to an employee of another school district either that a criminal history records check has revealed that an individual does not have any criminal history or that no criminal history records check was received for the individual;

- A District employee or Board member may provide a copy of the criminal history records check obtained for an individual to a representative of another school district, provided that the individual has agreed, in writing, to share the results of the criminal history records check.

Any criminal history records check received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days after receipt of the records check. If the information is determined to be inaccurate during the first fifteen (15) days, the information is exempt from disclosure under FOIA. If the information is determined to be accurate during the first fifteen (15) days, the District must disclose the information in accordance with applicable state laws. Criminal history records checks may be released with the written authorization of the individual.

The District may only use information received through a criminal history records check for the purpose of evaluating an individual's qualifications for employment or assignment in the position for which he or she has applied or been assigned.

All individuals who, as of December 1, 2005, were employed by the District, either full-time or part-time, or were assigned to continuously and regularly work under contract, must undergo a criminal history records check by July 1, 2008 under the policies and procedures described herein. Such individuals shall give written consent for the criminal history records check and shall submit his or her fingerprints to the Michigan State Police for the purpose of the records check. Individuals who fail to consent to the criminal history records check, fail to submit his or her fingerprints, or otherwise fail to cooperate with the District's attempt to obtain the individual's criminal history record check shall have their employment terminated or their work assignment ended.

The District need not obtain a criminal history records check for individuals that the District directly employs or individuals that are assigned to continuously and regularly work under contract, provided that:

- The individual is 19 years of age or younger and is enrolled as a general education student of a school district, intermediate school district, public school academy or non public school;
- The individual is 26 years of age or younger and is enrolled in special education programs or services in a school district, intermediate school district, public school academy, or nonpublic school.

Before employing such individuals or assigning them to continuously and regularly work under contract, the District shall perform a criminal history check on that individual using the Internet Criminal History Access Tool (ICHAT). If the ICHAT search discloses that an individual has been convicted of a listed offense, as defined under MCL 28.722, or any felony, as defined under MCL 761.1, the District shall take steps to verify that information using public records. If the District verifies that an individual was convicted of a listed offense, as defined under MCL 28.722, the District shall not employ the individual in any capacity and shall not allow the individual to continuously and regularly work under contract in any of its schools. If the District verifies that an individual was convicted of a felony, as defined under MCL 761.1, other than a listed offense, the District shall not employ the individual in any capacity and shall not allow the individual to regularly and continuously work under contract in any of its schools, unless the

Superintendent and Board of Education each specifically approve the employment or work assignment of the individual in writing.

The District shall establish the necessary administrative procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police and the Federal Bureau of Investigations. In addition, the District shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

LEGAL REF.: MCL 380.1230; 28.722; 380.1236a

ADMINISTRATIVE PROCEDURES GBRB

PERSONNEL
CRIMINAL HISTORY RECORD CHECK March 17, 2014

The following procedures apply to obtain criminal history background checks prior to making any offer of employment to a new applicant or upon notice that any individual has been assigned to work continuously and regularly under contract within the schools.

1. The applicant will be directed to obtain a set of his or her fingerprints from an entity acceptable to the Michigan State Police.
2. The District shall provide the applicant with an RI-030 form designating the purpose for which the criminal history records check is needed, and other pertinent information. The applicant will be directed to provide the RI-030 form to the entity performing fingerprinting.
3. The applicant will bear the costs of the fingerprinting.
4. The entity performing the fingerprinting will transmit the applicant's fingerprints and other personal information to the Michigan State Police.
5. The Michigan State Police will perform the criminal history records check and will request a criminal history records check be performed on the applicant by the FBI.
6. The Michigan State Police will forward the results of the criminal history records check to the District.
7. If the criminal history records check reveals a conviction, the Human Resources Department, in consultation with the District's legal counsel, shall determine whether the conviction bars the applicant's employment with the District. If it is determined that the applicant was convicted of an offense described in MCLS 380.1230 or MCL 380.1230a, the Human Resources Department will report the conviction to the Michigan Department of Education within 60 days.
8. Any information obtained through an applicant's criminal history records check must only be used to evaluate the applicant's qualifications for employment.
9. Any information obtained through an applicant's criminal history records check, and the records check itself, must be kept confidential and retained in the individual's employment file.

The following procedures apply to requests to share the results of an employee's criminal history records check:

1. Upon receipt of a request to share the results of an employee's criminal history records check, the Human Resources Department shall verify that the request comes from an acceptable source: another school district, intermediate school district, public school academy, or non-public school within the state of Michigan.

2. The Human Resources department shall also verify that the employee whose criminal history records check has been requested has given written consent to the District to permit the sharing of his or her records check. If no written consent was obtained, the District may not share the employee's criminal history records check.
3. If written consent was obtained, the District may share the employee's criminal history records check.
4. Copies of the employee's criminal history records check should be marked "copy." A copy of the original request to share the employee's criminal history records check must be retained.
5. When sharing criminal history records check, the Human Resources department shall maintain a dissemination log with the following information:
    - the date
    - who made the request (name and agency)
    - whose record is being shared
    - who sent the shared copy
    - how the request was fulfilled (in-person, fax, mail, e-mail)
6. The dissemination log shall be maintained for 365 days.

BOARD POLICY

GBRF

PERSONNEL
EXPENSES

JUNE 20, 1988
Reviewed 5/2014

The school district may pay the actual and necessary expenses incurred by its Board members and employees in the discharge of official duties or in the performance of functions authorized by the Board. The expenditures shall be a public record and shall be made available upon request.

CROSS REF.: Board Policy DJD – Expense Reimbursement
LEGAL REF.: MCL, 380.1254

ADMINISTRATIVE PROCEDURE

GBRF

PERSONNEL
EXPENSES

JANUARY 1996

Only proper and necessary expenses will be reimbursed by the school district based upon the following guidelines:

1. Any approved traveling out of state will be paid by the school district at the most cost effective mode of transportation. If an individual wants to drive his/her personal vehicle instead of going by common carrier and this has been approved by the supervisor, the maximum mileage reimbursement will not exceed the cost of the common carrier charges.

2. The cost of lodging is not to exceed the lowest available single room rates charged by the hotel.

3. No alcoholic beverages, night club cover charges, or costs for entertainment will be paid by the school district.

4. Employees will be reimbursed for necessary taxicab fares. Where possible, taxicab rides should be shared when more than one individual from the district attends the same conference.

5. The district will not reimburse an employee for meals where meals are provided for during the conference but the employee chooses to eat elsewhere.

6. The district will not reimburse an employee for expenses incurred by a spouse.

7. In order to be reimbursed for a business meal where the employee picks up the meal expenses of another, the employee must obtain authorization by the supervisor.

8. All expense vouchers must be signed by the appropriate supervisor and be approved by the superintendent or the designee. All appropriate written documentation including all receipts must be attached to the voucher.

9. In order to be reimbursed for business meal expenses, an employee must properly document the expense in accordance with the policy. The employee should record the date, item (lunch, dinner), persons, place, and business purpose. In order to be reimbursed, original receipts for all expenses must be attached to the requisition. The requirement for receipts will be waived only for expense items where receipts are generally not available, such as tips, tolls, etc. Gratuities, where appropriate, should not exceed 15%.

10. Any expense which does not meet the criteria for reimbursement will be at the staff

member's personal expense.

Employees who incur expenses in the discharge of official duties or in the performance of functions authorized in advance by the school district will be reimbursed, provided that such purchases are supported by original receipts and the employee completes all required forms.

On occasion, an employee may receive school district funds in advance for the authorized purchase of goods or services for the school district which contribute to educational or extra-curricular program(s) or may be authorized to charge such goods or services on the school district's credit account(s). School district funds are to be used solely for their intended purpose. Employees are never to use school district funds or credit to purchase goods or services for personal advantage or benefit of themselves or others, even if they later reimburse, or intend to reimburse, the school district.

In the event an employee receives school district funds in advance, the employee must as soon as possible upon making the authorized purchase(s), submit to the school district all original receipts to support the purchase(s), return to the school district any funds in excess of those appropriately expended and supported by original receipts, and complete all required forms.

In the event an employee is authorized to charge goods or services on the school district's credit account(s), the employee must as soon as possible upon making the authorized purchase(s), submit to the school district all original receipts to support the purchase(s) and complete all required forms.

BOARD POLICY

GBRG

PERSONNEL
NON-SCHOOL EMPLOYMENT

OCTOBER 28, 2019

Employees have a primary obligation to the job for which they are employed and assigned. Other employment or outside interests shall not conflict or compete with job responsibilities.

BOARD POLICY

GBRGB

PERSONNEL
PROFESSIONAL PERSONNEL - TUTORING

JULY 21, 2014
Reviewed 9/2019

Teachers and other professional employees shall not tutor or give private lessons for pay, or provide other professional services (e.g., social workers, psychologists) to students for pay for whom they have responsibilities as part of their regular assignments.

Before committing themselves to any assignment of tutoring, private lessons, or other professional services, employees should make certain there is no conflict with this board policy.

The principal, or the director of human resources in the case of teachers not assigned to a particular school, should be informed of such arrangements.

Any deviation from the above must be approved by the superintendent and/or the superintendent's designee.

ADMINISTRATIVE PROCEDURE

GBRGB

PERSONNEL **SEPTEMBER 23, 2019**
PROFESSIONAL PERSONNEL - TUTORING

Any arrangement for tutoring service shall be a private matter between the parents and/or student and the tutor. The District shall not be involved in establishing qualifications, pay rates, or in other related matters. The District may, as a public service, compile and make available a list of those interested in providing tutoring services. Presence on the list shall not be construed to be a recommendation, however.

Those interested in obtaining the services of a tutor should be referred to the office of the director of human resources, where the previously mentioned list shall be maintained.

BOARD POLICY

GBT

PERSONNEL
PROFESSIONAL PUBLISHING

OCTOBER 28, 2019

Prior to submitting any article for publication in which the Livonia Public Schools School District is mentioned, staff members are requested to consult with the Communications Department administrator.

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BOARD POLICY IB

INSTRUCTIONAL PROGRAMS
GOALS AND OBJECTIVES FEBRUARY 18, 2025

Our instruction programming is rooted in providing students with the skills, characteristics and qualities to be successful in the world beyond our doors. Beginning with preschool through post-secondary our students will be provided with the educational experiences to:

- Meet or exceed the state standards for each grade and content area to pursue their educational or career pathway.
- Understand the timeless values and universal principles of our Community with Character so that they develop the life skills and habits of mind that they need to thrive academically, socially and personally, now and in the future.
- Read, write, and think at high levels, feel confident working with others and have a sense of purpose in themselves.
- Have access to learning that is engaging, flexible, thoughtful, critical and collaborative, and supports their individualized needs.
- Be empowered to utilize a variety of tools to build their understanding and demonstrate their achievement.
- Contribute to their communities through active citizenship.

BOARD POLICY

IC

INSTRUCTIONAL PROGRAM
CURRICULUM DEVELOPMENT

FEBRUARY 18, 2025

The district curriculum is a carefully planned sequence of instruction, designed to achieve specific learning goals based on State of Michigan standards. It outlines the subjects, skills, and knowledge that students are expected to acquire at each grade level. The District will provide teachers with the necessary time, resources, and professional development opportunities to: conduct curriculum research and evaluation, pilot and implement new instructional strategies and programs, and continuously improve the curriculum based on student needs and best practices, within the allocated budget approved by the Board of Education.

LEGAL REF.: MCL 380.1277; 380.1282

BOARD POLICY

ICC

INSTRUCTIONAL PROGRAM
RESEARCH AND PILOT STUDIES

MAY 26, 2026

The Board of Education recognizes that, in order for the educational program to maintain necessary relevance to the rapidly changing society which it serves, provision must be made for the stimulation and development of awareness of changing needs; for time and opportunity to appraise the existing program; for planning needed changes; and for offering and/or requiring continuing in-service education of key personnel in the educational process.

The Board of Education encourages the professional staff to participate in research and pilot studies that carefully assess the program to identify improved instructional opportunities for students. Such improvements should relate to the changes in their interest and needs, as reflected in college and career readiness.

For studies which significantly diverge from or exceed curricular and instructional limits, proposals will be developed and submitted to the superintendent, or their designee, for approval prior to implementation.

ADMINISTRATIVE PROCEDURES ICC

INSTRUCTIONAL PROGRAM
RESEARCH AND PILOT STUDIES **May 26, 2026**

Research and pilot studies are a necessary component in all curricular areas and assist in monitoring and evaluating programs, teaching strategies and attitudes. The Livonia Public Schools will support studies to further knowledge and train professionals in research skills, provided requests for such studies follow district guidelines, are properly processed, and, if approved, are conducted in a manner which is consistent with Board of Education policy.

1. Applicants requesting approval to conduct a study must provide to the appropriate office a written abstract of the study, a copy of any instrument to be used, an estimate of time demands upon staff and students, a description of the data treatment procedures, the manner of how the study is to be used, and the name of the sponsoring institution and advisor.

2. The appropriate department is determined by these considerations:

    a. Studies for outside sources which are conducted by a staff member as a part of their graduate studies within his/her building are subject to approval by the principal and their director.
    b. Studies for outside sources which are conducted by a staff member and involve a building other than his/her own are subject to approval by the appropriate director, who may refer the decision to the Assistant Superintendent for Instruction.
    c. Studies which originate from nonstaff members are subject to approval by the appropriate director and the Assistant Superintendent for Instruction.
    d. The approving office will be responsible for coordination of the study.

3. Studies must meet these requirements:

    a. Be appropriate in design, instrumentation, and data treatment.
    b. Must justify intrusion into student and staff time.
    c. Must be pertinent to the interest of the Livonia Public Schools.
    d. Must understand participation by staff and students is voluntary.
    e. Must notify parents of involved students if the content of a study is a departure from accepted learning material or procedure.
    f. Require written parental permission and student anonymity of response if the study is one of values, attitudes or feelings.
    g. May require written parental permission and will require study anonymity if the study is one of social issues or interpersonal relationships.
    h. Requires consultation with the district about the results of the study prior to publication.
    i. At the conclusion of the study, a copy of the final publication or a summary statement is submitted to the approving administrator.

BOARD POLICY ICFA

INSTRUCTIONAL PROGRAM
CURRICULUM GUIDES AND COURSE OUTLINES June 17, 2024

The Board of Education delegates to the professional staff the responsibility for developing and writing curriculum guides, courses of study, syllabi, and other such materials describing the nature of the instructional program in detail. Curriculum guides will include the state standards taught instructional strategies and techniques, materials, resources, and technology to meet the diverse needs of students. Guides will include the priority standards that will be assessed on the district common assessments.

In recognition of the needs of students and teaching styles and techniques of teachers, it is expected that these instructional guides will provide an outline with a recommended pacing in order for students to be prepared for the end of marking period assessments All teachers will exercise sensitivity and creativity in their planning and in their instruction and management of individual students and student groups.

The administration shall keep a file of current curriculum guides, courses of study, syllabi, and list of course materials in the Academic Services Department, where they may be accessible to members of the Board of Education, to parents, and to citizens of the community in general. Such materials shall be regularly reviewed and revised so that they represent current best practices, state standards and updated resources.

The school district’s curriculum will be consistent with requirements of the state and federal government.

BOARD POLICY IDA

INSTRUCTIONAL PROGRAM
EDUCATIONAL PROGRAMMING JUNE 17, 2024

The educational programming is designed for preschool through post-secondary students in Livonia Public Schools. The educational programming will meet the academic, social emotional, and career and college needs of the students entrusted to the district through meeting state standards, accrediting requirements, and current laws.

The Board of Education, or their designee, shall establish and enforce policies and standards for school operation to ensure equitable education programs, curricula, offerings, and opportunities.

BOARD POLICY

IDAA

INSTRUCTIONAL PROGRAM

CAREER TECHNICAL EDUCATION AND ENROLLMENT MAY 26, 2026

The District will offer high school students opportunities to take Career Technical Education (CTE) courses. The District is dedicated to fostering an inclusive environment where every student has the opportunity to thrive and succeed in CTE pathways. Enrollment in CTE programs will be open to all students based on program availability, and student interest. The District will actively support participation and success for all learners regardless of race, color, national origin, ethnicity, gender, age, disability, sexual orientation, socioeconomic status, language proficiency, or family background. English Language Learners and students receiving Special Education services will be fully supported and will not encounter barriers to enrollment or participation in any CTE program.

CTE courses provide students with the skills and knowledge they need for post-secondary education and careers. CTE programs will be offered at each high school and at the Livonia Career Technical Center. All CTE courses shall be organized in accordance with Michigan Department of Education Career and Technical Education Standards and Perkins Core Performance Areas.

LEGAL REF.: MCL, 380,684.

ADMINISTRATIVE PROCEDURES IDAA

INSTRUCTIONAL PROGRAM
CAREER TECHNICAL EDUCATION **May 26, 2026**

Carrer Technical Education (CTE) programs shall be organized and conducted in accordance with the Michigan Department of Education Career and Technical Education Standards and Perkins Core Performance Areas. Career Technical Education programs are designed to provide career-ready learning opportunities, students are empowered to explore their interests and achieve their personal, educational, and career goals.

An annual plan for Carrer Technical Education shall be submitted in accordance with the Michigan Department of Education requirements.

PROVISION OF SERVICE TO "CUSTOMERS"

Auto Shops
The operation of auto shops in both vocational and nonvocational programs has instruction as its fundamental purpose. Although the cars of students, staff members and, occasionally, others may provide the vehicles to be serviced or repaired, and although supervision of students shall be given by a certified instructor, no liability shall be accepted by school personnel or students for any damage to such cars while being moved to or from the auto shop, or as a result of the work done in the shop. All work must receive prior approval in writing by the instructor.

Costs of all parts and materials must be defrayed by the "customer." Any service or fee schedule for services must be approved in advance by the office of the superintendent. "Customers" will be provided with and must sign a waiver before work has begun on the vehicle.

Home Construction and Other Building or Maintenance Programs
The Board of Education establishes new home construction as a component of the home construction program. The administration shall review the new home construction on an annual basis, taking into consideration such factors as economic climate, interest rates and the job market.

Any and all work performed for "customers" at any off-site setting in any construction or maintenance vocational program requires the collaboration with the City of Livonia Housing Commission.

BOARD POLICY IDAC

INSTRUCTIONAL PROGRAM OCTOBER 20, 2025
KINDERGARTEN

The Board of Education recognizes the importance of providing a Kindergarten education to students, even though it is not required by the State of Michigan. The School District shall offer a full-day kindergarten program to all eligible children residing within the District. The program will be designed to provide developmentally appropriate learning experiences that support students' social, emotional, and academic growth, and will align with state standards and requirements.

LEGAL REF.: MCL 380.1147

BOARD POLICY

IDB

INSTRUCTIONAL PROGRAM
HEALTH EDUCATION

OCTOBER 20, 2025

The Board of Education establishes that the providing of consultative and preventive health services, e.g. vision screening, is generally the responsibility of county government, and that the treatment of individual children is a parental responsibility. Wayne County Health and Human Services is a resource the school district will utilize to provide support to staff, families and students, as needed. The school district will provide health education based on content standards and expectations from the Michigan Department of Education.

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LEGAL REF.: MCL 380.1502
MCL 380.1170, 1170a, 1170b

ADMINISTRATIVE PROCEDURES IDB

INSTRUCTIONAL PROGRAM
PHYSICAL EDUCATION **March 1, 1990**

Participation in Physical Education Classes and Recesses

Physical education classes and recesses are integral parts of the instructional program and as such should be regularly participated in by all students in a manner appropriate to their needs and abilities.

Specific exceptions to this policy may be approved by the school principal, if in his/her judgment it would be detrimental to the health and well-being of the pupil. Parents may request such exclusion for a period of up to and including three consecutive days for a given illness or injury. Extension beyond this time requires a physician's request, including a reference to cause and probable duration.

Pupils not participating in physical education and/or recesses should be given alternative, supervised assignments.

Physical Education

Every student graduating from high school will be required to complete successfully one semester of health and one semester of physical education.

The procedures pertaining to this requirement are as follows:

1. P.E. should be taken in the ninth or tenth grade.

2. No student will be excused from physical education to participate in band or athletics.

3. The physical education requirement may be waived by the building principal for the student with a permanent physical handicap, certified by a physician. This handicap verification must be renewed on a yearly basis. The one-semester health class is still required for any student with a physical education waiver.

4. A student may be excused for one day by the teacher. Longer absences may be excused as follows:

    a. Each student, in order to be excused from physical education, shall present a physician's certificate indicating that this pupil should not take part in this activity.

    b. Students who have been ill or injured should not return to physical education classes until they have recuperated or until a doctor's note permitting such participation is presented.

5. Special or unusual requests will be evaluated by the assistant principal, guidance counselor, and chairperson of the physical education department.

6. Uniforms: For both boys and girls the primary consideration in uniform equipment is health. Health demands that the clothing worn during more than ordinary bodily exertion be comfortable and contribute in every way to better bodily performance. That means freedom of action with minimum restrictions. Health also demands sanitary clothing conditions.

   Exertion generally causes perspiration; hence the necessity for a change of clothing for physical education class, readily washable gymnasium apparel and a shower bath before dressing in street clothes.

   A white T-shirt or blouse and blue shorts is the official uniform. Any color of shorts from middle schools or another school uniform is acceptable. All students must have tennis shoes.

   Definite procedures are established for determining family needs when uniforms cannot be purchased. Please contact your counselor.

   It is the responsibility of each student to have his/her uniform and towel washed at home on a regular basis.

BOARD POLICY

IDBB

INSTRUCTIONAL PROGRAM
SUBSTANCE ABUSE EDUCATION

OCTOBER 20, 2025

The Board of Education recognizes that many health problems caused by substance abuse may be reduced through a comprehensive health education program dealing with the effects of addictive substances, such as nicotine, alcohol and narcotics.

The school district shall provide educational opportunities through Physical Education, Health and other courses at appropriate levels of schooling for learning about the physiological, hygienic and psychological effects of substance abuse.

LEGAL REF.: MCL 380.1170
MCL 380.1170a

BOARD POLICY

IDCA

INSTRUCTIONAL PROGRAM
SUMMER SCHOOL PROGRAM

APRIL 20, 2026

Summer school programs which comply with state and accrediting agency requirements may be offered in accordance with student needs and interests. The Division of Instruction team will determine appropriate summer school programs with approval by the Superintendent.

Tuition may be charged as approved by the Superintendent and/or designee.

BOARD POLICY IDD

INSTRUCTIONAL PROGRAM

FAMILY ENGAGEMENT September 23, 2024

The Board strongly encourages and welcomes the engagement of families in all of the District's educational programs. It is recognized and appreciated that family members are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. The administration shall design a program/plan that will encourage family engagement that may include, but not be limited to: the review of instructional materials; input on the ways that the District may better provide family members with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to guide family members on how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent, or his/her designee, shall provide a copy of the District's Family Engagement plan to all families.

Reference: Sec. 1112, 1118 ESEA, M.C.L. 380.1294

ADMINISTRATIVE PROCEDURES IDD

INSTRUCTIONAL PROGRAM **September 23, 2024**
FAMILY ENGAGEMENT

Livonia Public Schools recognizes and agrees to implement the following statutory requirements in accordance with the Elementary and Secondary Education Act of 1965 (ESEA), and as amended by the Every Student Succeeds Act of 2015 (ESSA).

All schools will develop a Family Engagement Plan.

- The district will work with each school to develop a Family Engagement Plan jointly with parent and family members. The Plan will be updated periodically to meet the changing needs of parents and the school. (1116b1)

Additionally, the Family Engagement Plan for Title I schools will include the following components.

- An Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved. (1116c1)
- Timely information about the Title I Program, including a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the achievement levels students are expected to meet. (1116c4a-b)
- A flexible number of meetings at times convenient to family members with transportation and/or childcare provided as needed, or home visits as it relates to family involvement. (1116c2)
- Organized, ongoing, and timely family involvement in planning, reviewing, and improving Title I programs, including the development, review, and improvement of the Parent and Family Engagement Plan and the Schoolwide Program Plan. (1116c3)
- Opportunities for family members of participating Title I students to engage in regular meetings to formulate suggestions and/or participate in decision-making as it relates to their child's education, and to respond to any suggestions as soon as possible. (1116c4c)
- Opportunities for family members to submit comments on the School Improvement Plan if the Plan is not satisfactory to parents of participating students. (1116c5)

All schools will develop a School-Family Compact.

- The district will work with schools to jointly, with family members, develop a School-Parent Compact that outlines how the entire school staff, family members, and students will share the responsibility for improved student academic achievement. (1116d)
- The School-Family Compact will:
    - Clearly explain district and school goals for students to meet the challenging State academic standards.
    - Describe ways that teachers are responsible for supporting students' learning and providing high quality curriculum and instruction.

    - Describe specific ways parents will be responsible for supporting their children's learning.
    - Describe specific ways students will be responsible for their learning.
    - Describe school activities to build partnerships with parents, including chances for parents to volunteer, take part in, and observe classroom activities, and communicate with teachers.
    - Describe how family members are involved in developing and revising the compact.
    - Ensure regular two-way meaningful communication between family members and school staff throughout the school year, so that parents are kept up to date on their students' progress and get regular tips on home learning.
    - Communicate information using family friendly language and format.

All schools will provide staff and family with learning to support family engagement.

- Provide assistance to family members of students served by the school in understanding the State's academic content standards, the State and Local assessments, and how to monitor their child's progress and work with educators to improve the achievement of their children. (1116e1)
- Provide materials and training to help family members work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (1116e2)
- Educate staff in the value and utility of family member contributions, in how to reach out to, and communicate with, and work with family members as equal partners, to coordinate and implement family engagement programs, and to build relationships between the family members and the school. (1116e3)
- Coordinate and integrate family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as family resource centers, that encourage and support parents in more fully participating in the education of their children.
- Ensure information is shared with parents in a language and format they can understand. (1116e5)

All schools will provide additional support for family engagement as needed.

- Provide other reasonable support for family engagement activities as parents may request.
- Provide full opportunities for participation of family members with limited English proficiency, parents with disabilities, and parents of migratory children.

EXHIBIT

IDD

INSTRUCTIONAL PROGRAM
FAMILY ENGAGEMENT PLAN

September 23, 2024

The Livonia Public Schools believes that the education of all students should be a partnership between the school and the parent community. Both the District and the parent community play an essential role in the success of all students.

The District, in collaboration with family members in the community, will develop a family engagement plan that reflects practices that enhance family and community engagement and reflect the specific needs of each school within the district.

1. Communication: Schools and the parent community will communicate regularly in person and/or virtually and clearly about academic opportunities, school performance, student progress and family activities.

   Communication Activities:

   - Parent Teacher Conferences
   - District, School, and Classroom Newsletters
   - District and School Annual Education Reports
   - E-News (Electronic communications sent from school and district staff)
   - School, District and Teacher Websites
   - District's streaming platform
   - Parent Connect
   - Coffee with the Principal
   - Teleparent (Telephone communication sent from school and district staff)

2. Parenting: Schools and the parent community will work together to support parenting skills and activities that prepare children for school and support ongoing achievement

   Parenting Activities:

   - Curriculum/Open House Nights
   - PTSA Programs
   - District Parent Workshops/Evenings
   - School Parent Workshops/Evenings
   - Parent Orientation Presentations
   - Parent Transition Meetings
   - Family Activity Nights

3. Student Learning: Schools will encourage family members to support the academic achievement of their children.

   Student Learning Activities:

   - Continuous communication on academic progress

- Parent Workshops
- Curriculum Nights
- Student orientation/transition experiences

4. Volunteerism: Schools will encourage family and community members to volunteer in schools to support school improvement and student success

   Volunteer Activities:

   - PTA and other parent support groups
   - Room Parents
   - Flexible Assistance for School and Classroom Programs/Events (beyond the school day)
   - Mentoring/Tutoring Students
   - Local business partners
   - District and School Committees
   - Chaperoning Activities
   - Clubs/events/activities

5. School Decision Making: Schools will encourage family and community members to collaborate on education decisions that affect students and schools.

   Decision Making Activities:

   - School Improvement Process
   - School Advisory Groups
   - Parent Advisory Boards
   - Parent feedback/input on current/new programs, initiatives, and practices
   - District School Improvement Team

6. Community Collaboration: The District will encourage collaboration with local community organizations, local governments, businesses, members of the community, and other agencies to improve the academic achievement of all students.

   Community Collaboration Activities:

   - Facilitate Community members as volunteers in the schools.
   - Collaborate with local business to co-sponsor events and programs.
   - Promote governmental service activities and programs for students.
   - Encourage business partnerships with schools.
   - Co-sponsor academic support programs for students and their parents.
   - Host Community Forums
   - Facilitate District Communication Team
   - Diversity, Equity, Inclusion, and Belonging
   - Livonia Education Foundation
   - Healthy Livonia

BOARD POLICY

IDDA

INSTRUCTIONAL PROGRAM
SPECIAL EDUCATION PROGRAMS

JANUARY 30, 2023

The School District will provide eligible students with Individualized Education Plans (IEP) programming and services to meet their needs. These programs and services will be coordinated by the Department of Student Services and its staff. The District will abide by all applicable laws, including State and Federal laws such as Michigan Administrative Rules for Special Education (MARSE) and Individuals with Disability Education Act (IDEA).

LEGAL REF.: 20 USC 1400 *et seq.;* 34 CFR Part 300; 29 USC 705(20), 794-794b; 34 CFR Part 104; MCL 380.4 *et seq.* 380.1311; 380.1703; 380.1751 to 380.1766; 388.1009a; 388.1651a, 388.1652; 388.1653a; 388.1654; 388.1656; R340.1701 *et seq.*

BOARD POLICY IDDB

INSTRUCTIONAL PROGRAM
MULTI-TIERED SYSTEM OF SUPPORTS June 17, 2024

The Livonia Public Schools School District will provide a multi-tiered system of supports that provides instructional and behavioral supports to students who need additional time, instruction or guidance to meet grade level standards. The school district will abide by federal and state laws when providing interventions and supports.

LEGAL REF.: MCL, 388.1631, Section 31a, Michigan State School Code Act of 1979 (updated 2023)

BOARD POLICY

IDDD

INSTRUCTIONAL PROGRAM **JANUARY 30, 2023**
PROGRAMS FOR THE ACADEMICALLY TALENTED

The School District will provide academically talented students access to learning opportunities both in general education classrooms and in magnet programs, to meet their needs. These programs and services will be coordinated by the directors of elementary and secondary education with the support of the Academic Services Department.

Staff may conduct studies and research to ascertain appropriate curricular and instructional opportunities and programming for academically talented students.

ADMINISTRATIVE PROCEDURES IDDD

INSTRUCTIONAL PROGRAM
PROGRAMS FOR THE ACADEMICALLY TALENTED April 7, 2025

Livonia Public Schools has a goal of nurturing the potential in all students. To that end many there is a commitment to provide enriched and accelerated opportunities for K-12 students that are academically talented. Students shall have opportunities at a level reflecting their abilities. Recognizing that these needs require special programs, Livonia Public Schools has adopted the following goals:

A. Programs that provide appropriate education experiences for students that are academically talented.
B. Students will learn advanced and/or diverse subject matter.
C. Programs that provide flexibility, with time spent in areas of strength and/or high interest.
D. Programs that provide learning opportunities designed to develop complex thinking skills. The students will learn and apply models for solving real, meaningful problems.
E. Programs that provide opportunities designed to develop self-actualization. The students will develop a positive view of themselves and their abilities and demonstrate awareness and acceptance of differences and similarities between self and others.
F. Programs that provide opportunities designed to develop global awareness, so students will become positive contributors to society.

Enriched and Accelerated Opportunities for Students

Opportunities for students that are academically talented may be offered through specific magnet programs or through enrichment in K-12 schools and may include, but are not limited to the following:

Ability groups-organizing students based on their knowledge and skills
Interest groups-organizing students on the basis of particular knowledge or curiosity about a topic
Acceleration-allowing acceleration or progression in the school grades at a rate faster than others including early school entrance, contact area acceleration, grade skipping, and early graduation
Advanced Placement-College-level courses provided at a secondary level for which students may receive college credit by an examination administered by the Advanced Placement Program of the College Board
Advanced/Accelerated Courses-courses usually at the secondary level that are designed for able students
Concurrent Enrollment-usually refers to high school students taking some college courses at a nearby college or university before they graduate from high school, but may also refer to students at any level who are allowed to take some classes at the next school level: e.g., elementary/middle school/high school
Career Internships-students are placed in a professional setting for a specified period to learn skills of that profession

Programs for Identified Academically Talented Students

Academically Talented Classrooms at elementary (ACAT) and middle schools (MACAT) are

designed so that students may experience success at a level reflecting their abilities and may receive the opportunity and encouragement to attain excellence commensurate with their potential. These classrooms serve students who have high ability and are achieving across all subject areas.

Following district philosophy, the developmental levels of the students are addressed; physical, social, emotional, and cognitive. Curriculum is differentiated, meaning pace, depth, and methodology are adjusted to meet the accelerated abilities of these students. Enrichment and broadening of the curriculum allow for horizontal extension of their learnings. Content focuses on major themes that integrate knowledge within and across disciplines. Teaching is process oriented, and product development is emphasized at higher grade levels. Team teaching allows for an inter-disciplinary approach to be used.

Programs for Identified Specific Academic or Creative Abilities

The Math, Science, Computer (MSC) program is designed for students who have exceptional ability, are high achievers in math and science, and have an expressed interest in these fields. Students participate in extensive ability achievement and aptitude testing in order to be accepted to this four year, half day program beginning at the ninth grade. The accelerated, integrated curriculum in math, science, and computers is composed of accelerated courses, and advanced placement courses.

The Creative And Performing Arts (CAPA) program is designed to provide an intensive education within the disciplines of the fine arts including dance, theatre, and vocal music. Students are accepted into the program using portfolio/audition, interviews and recommendations. Students are accepted into the program at any level based on the above criteria. Students have intensive experiences in their chosen field and opportunities for inter-disciplinary exposures to other fine arts forms. Students may be placed in professional positions within their field in the community.

BOARD POLICY IDDE

INSTRUCTIONAL PROGRAM **OCTOBER 21, 2024**
POSTSECONDARY CREDIT OPPORTUNITIES

The Board of Education supports and shall provide opportunities for students to receive postsecondary credit while attending high school. The school district is required to pay the lesser of: a) the actual charge for tuition, mandatory course fees, materials fees and registration fees or b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. Students enrolled in a dual enrollment course but do not earn credit must repay the district.

LEGAL REF.: Postsecondary Enrollment Options Act 160 of 1996, Imd. Eff. Apr. 8, 1996; Am. 2012, Act 134, Eff. July 1, 2012. Career and Technical Preparation Act 258 of 2000, Eff. Apr. 1, 2001;Am. 2012, Act 133, Eff. July 1, 2012.

ADMINISTRATIVE PROCEDURES IDDE

INSTRUCTIONAL PROGRAM **OCTOBER 21, 2024**
POSTSECONDARY CREDIT OPPORTUNITIES

Public Act 160 of 1996 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. PA 160 was amended by SB 622 effective July 1, 2012. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 9, 10, 11, or 12.
   - If the student first dually enrolls in 9th grade, that student may take not more than 2 dual enrollment courses per year in the student's 9th, 10th, and 11th grade years and not more than 4 dual enrollment courses in the student's 12th grade year.
   - If the student first dually enrolls in 10th grade, the student may take not more than 2 dual enrollment courses in the 10th grade and not more than 4 dual enrollment courses in the 11th and 12th grade.
   - If the student first dually enrolls in grades 11 or 12, the student may not take more than 6 dual enrollment courses in either 11th or 12th grade.

   Note: A district is not permitted to pay for more than 10 total dual enrollment classes for any one student.

2. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.

3. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.

4. The college courses must be academic in nature, normally applies toward satisfaction of a degree requirement at the postsecondary institution, and cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

5. Student eligibility for dual enroll is a building principal decision that should include multiple sources of information about whether or not the student is ready for a post-secondary experience. In terms of academic readiness, student eligibility for enrollment should be informed by student performance on one or more of the following assessments: EXPLORE, PLAN, ACT, COMPASS, MME, PSAT, SAT or ACCUPLACER*. The table below lists the qualifying scores for each of these assessments.

6. School districts are required to pay the lesser of:
   a) The actual charge for tuition, mandatory course fees, materials fees and registration fees; or

b) The state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Note: Students enrolled in a dual enrollment course but do not earn credit must repay the district.

Information regarding dual enrollment will be printed in the Programs of Study and available online through the high school and district websites.

The District will consider offering other postsecondary credit opportunities.

Minimum Dual Enrollment Qualifying Score by Assessment

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500
ACCUPLACER*	Reading Comprehension	Reading	TBD
	Sentence Skills	Writing	TBD
	Mathematics	Mathematics	TBD

*Accuplacer qualifying scores are typically specific to a state or Institution of Higher Education (IHE). The Department will work with The College Board and Michigan IHEs to build consensus around Minimum Dual Enrollment Qualifying Scores on this assessment.

BOARD POLICY

IDDF

INSTRUCTIONAL PROGRAM

SEPTEMBER 23, 2024

ONLINE LEARNING

The Board of Education supports opportunities for students to experience online learning. The school district shall provide access to online instructional programs for students.

ADMINISTRATIVE PROCEDURES

IDDF

INSTRUCTIONAL PROGRAM
VIRTUAL COURSES

April 6, 2026

The District shall provide opportunities for eligible pupils to enroll in virtual courses. A "virtual course" (formerly "online instructional program") is a course of study that generates a grade or credit and is provided in an interactive, internet-connected learning environment where pupils are separated from their teachers by time, location, or both. The District will provide a Mentor to monitor the student's progress, facilitate "two-way communication" for pupil accounting purposes, and serve as the student's local advocate.

Instructional Responsibility: A Michigan-certified teacher (the "Instructor of Record") is responsible for the primary instruction, including:

- Diagnosing individual learning needs and prescribing interventions.
- Assessing student mastery of the Michigan Merit Curriculum (MMC).
- Providing regular, timely feedback and reporting final outcomes.

LEGAL REF.: MCL 380.1278a , MCL 388.1621f

BOARD POLICY

IDF

INSTRUCTIONAL PROGRAM **MAY 22, 2023**
INTERSCHOLASTIC ACTIVITIES AND ATHLETICS

The Board of Education recognizes the need for extracurricular and interscholastic activities and athletics and encourages student participation. The Board further recognizes that participating in these activities and athletics carries with it the responsibility of good behavior in and out of school and being in good academic standing. Failure on the part of any student to meet this responsibility is cause for suspension or removal from participation.

A program of interscholastic athletics shall be encouraged as an integral part of the total program of physical education. The interscholastic athletics program is designed for those students who have a particular interest, ability, and the desire to invest the time and energy required to participate in a Livonia Public Schools' athletic program.

The Board shall review and approve by resolution the School District's participation and membership in the Michigan High School Athletic Association (MHSAA). In conjunction with this review, the Board delegates to the Superintendent or designee the responsibility for adherence to MHSAA's Constitution and Bylaws, as well as the supervision of MHSAA related activities in accordance with the Code of Conduct in the school's Student Handbook.

All interscholastic activities and athletics shall be conducted in accordance with law.

CROSS REF.: JN – Awards and Scholarships
LEGAL REF.: MCL 380.1289, 380.1502; MHSAA Constitution and Bylaws

BOARD POLICY

IDG

INSTRUCTIONAL PROGRAM
ADULT EDUCATION

MAY 26, 2026

The District may offer classes to support the completion of a high school diploma through credit recovery, High School Equivalency Prep for a GED, and courses for acquiring English language and personal math skills based on the District budget.

LEGAL REF.: MCL, 380.1277; R340.311

BOARD POLICY IF

INSTRUCTIONAL PROGRAM **NOVEMBER 18, 2024**
INSTRUCTIONAL RESOURCES

The Livonia Public Schools School District shall provide materials, equipment, and other physical resources, a technology network and related resources, consultative assistance, and auxiliary supportive personnel to teachers and administrators within budget limitations where appropriate.

The Board recognizes that the United States Code makes it illegal for anyone to duplicate copyrighted materials without permission.

LEG REF.: Title 17 of the United States Code
CROSS REF.: IFA – District Technology Network and Related Resources
IFC – Instructional Materials and Equipment Selection

ADMINISTRATIVE PROCEDURE IF

INSTRUCTIONAL PROGRAM
INSTRUCTIONAL RESOURCES
COPYRIGHT LAW AND FAIR USE **NOVEMBER 18, 2024**

The Copyright Act provides several exceptions to the general rule prohibiting use of copyrighted material, including the fair use doctrine.

This administrative guideline specifically sets forth permissible educational uses of copyrighted material. These guidelines are adapted from more in-depth publications developed and/or adopted by various organizations, as cited herein. Staff members who fail to follow this policy may be held personally liable for copyright infringement.

Definition

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four (4) standards must be met for any of the foregoing purposes:

1. THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship and must be nonprofit.

2. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers in accordance with these guidelines.

3. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.

4. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Copying District Materials

Staff may make copies of copyrighted school district materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the principal.

Permitted Copies

Multiple copies, not exceeding more than one (1) per student, may be made for classroom use or discussion if the copying meets the tests of brevity, spontaneity and cumulative effect set by the following guidelines. Each copy must include a notice of copyright.

A library or archive may reproduce one (1) copy or recording of a copyrighted work and distribute it if: the reproduction or distribution is made without any purpose of direct or indirect commercial advantage; the collection of the library or archives is open to the public, or available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and if the reproduction or distribution of a work includes a notice of copyright. Libraries and their employees are not liable for unsupervised use.

Copies of materials for face-to-face teaching activities involving performances or displays made by students or instructors, religious services, live performances without commercial advantage, and the use of instructional broadcasts are permitted.

Prohibited Copies

The Act prohibits using copies to replace or substitute for anthologies, consumable works, compilations or collective works. Consumable works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Copying cannot be directed by a "higher authority" and students cannot be charged more than actual cost of photocopying.

Legal
1. 17 U.S.C. 101 et seq
Administrative Regulations - 814-AR, 814-AR-1

ADMINISTRATIVE PROCEDURE IF(A)

INSTRUCTIONAL PROGRAM
INSTRUCTIONAL RESOURCES
COPYRIGHT LAW NOVEMBER 18, 2024

Works that may be protected by copyright include literary works, musical works, dramatic works, pictures, graphics, sculptures, films, videotapes, sound recordings, and computer programs. Copyright protection does not extend to ideas, facts, slogans, symbols, procedures, methods, or systems. U.S. Government publications are not protected, unless they contain a notice stating otherwise.

This administrative guideline specifically sets forth permissible educational uses of copyrighted material. These guidelines are adapted from more in- depth publications developed and/or adopted by various organizations, as cited herein. For further information, consult these cited references.

Use Copyrighted Media

Music

Permissible Uses

A. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.

B. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than ten percent (10%) of the whole work. The number of copies shall not exceed one (1) copy per student.

C. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.

D. A single copy of recordings of performances by students may be made or evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

E. A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.)

Prohibitions

A. Copying to create or replace or substitute for anthologies, compilations or collective works.

B. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.

C. Copying for the purpose of performance, except for emergency copying, as described above.

D. Copying for the purpose of substituting for the purchase of music, except described under permissible uses A and B above.

E. Copying without inclusion of the copyright notice that appears on the printed copy.

Performance and Display

Any copyrighted work may be performed or displayed, if the performance takes place in a classroom or similar place of instruction, such as a school library; and the performance or display is directly related to the curriculum and not connected with recreation or a reward.

Performance or display of dramatic works, such as plays, movies, are prohibited unless permission is obtained from the copyright owner.

Note: Digital distance education and transmission of copyrighted works over today's digital networks is currently a very controversial area. Contact the local Copyright Officer for up-to-date guidelines.

Computer Programs

License Restrictions

If a computer program is licensed, refer to the license agreement. By installing or using a licensed software product, you are legally bound by its agreement.

Typical license restrictions include:

A. An archival (backup) copy of a copyrighted program may be made if:

1. only one (1) copy is made;

2. the archival copy is stored; and

3. copyright notice appears on the copy.

B. If only one (1) program is owned under license, **it may only be used on one machine at a time.**

C. A single program may **not** be loaded into a computer that can be accessed by several different terminals for simultaneous use.

D. If the computer is capable of being used by another to make a copy of the program, a warning should be posted on the computer, such as the following:

Many computer programs are protected by copyright. 17 U.S.C. 101. Unauthorized copying may be prohibited by law.

A Statement on Use of Copyrighted Computer Programs (Software) in Libraries -- Scenarios, adopted by the Conference on Fair Use (CONFU), illustrates many uses of computer programs.10

Digital Images and Databases

Images that are readily available in usable digital form for purchase or license at a fair price should not be digitized for addition to an institutional image collection without permission.

Exception for Spontaneous Use

If the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission, teachers and students may digitize lawfully acquired images to support the permitted educational uses described below. Images digitized for spontaneous use do not automatically become part of the institution's image collection. Permission must be sought for any reuse of such digitized images or their addition to the institution's image collection.

Time Limitations on Use of Digital Images

A. Images digitized from a **known** source and **not readily available** in usable digital form for purchase or license at a fair price may be used for one (1) academic term.

B. Where the copyright owner of an image is **unknown**, a digitized image may be used for up to three (3) years from first use, provided that a **reasonable inquiry** is conducted to identify and locate the copyright owner.

Subject to the Above Guidelines, the Following Uses are Permitted:

A. Use by Teachers in the Classroom

1. An educator may display digital images for educational purposes, including face-to-face teaching of curriculum-based courses, and research and scholarly activities at a non-profit educational institution.

2. An educator may compile digital images for display on the institution's secure electronic network to students enrolled in a course given by that educator for classroom use, after-class review, or directed study, during the semester or term in which the educator's related course is given.

B. Use by Teachers at Conferences of Their Peers

Educators, scholars, and students may use or display digital images in connection with lectures or presentations in their fields, including uses at non-commercial professional development seminars, workshops, and conferences where educators meet to discuss issues relevant to their disciplines or present works they created for educational purposes in the course of research, study, or teaching.

C. Use of Images for Publications

These guidelines do not cover reproducing and publishing images in publications, including scholarly publications in print or digital form, for which permission is generally required. Before publishing any images under fair use, even for scholarly and critical purposes, scholars and scholarly publishers should conduct the four-factor fair use analysis.

D. Use by Students

1. A student may use digital images in an academic course assignment such as a term paper or thesis, or in fulfillment of degree requirements.

2. A student may publicly display their academic work incorporating digital images in courses for which they are registered and during formal critiques at a nonprofit educational institution.

3. A student may retain their academic work in their personal portfolios for later uses such as graduate school and employment applications.

Databases

Generally, the information made available to researchers from commercial online electronic databases is copyrighted. Read the terms and conditions for a database before using or downloading.

Multimedia Projects

Caution in Downloading Material From the Internet

Access to works on the Internet does not automatically mean that these can be reproduced and reused without permission or royalty payment and, furthermore, some copyrighted works may have been posted to the Internet without authorization of the copyright holder.

Permitted Uses

Students may perform and display their own educational multimedia projects for the course for which they were created and may use them in their own portfolios as examples of academic work.

Educators may perform and display their own education multimedia projects for face-to-face instruction, assigning to students for directed self-study, peer conferences, and professional portfolios.

Libraries

In-Library Use of a Copyrighted Media

A. When media, such as videotapes or DVDs are purchase is made by the library, the vendor should be made aware of the library’s intended use of the videotape. Even if a videotape or DVD is labeled "For Home Use only," private viewing in the library should be authorized by the vendor's sale to the library if the vendor knew of the library's intended use of the videotape.

B. Permission is required for public viewing of digital media in a library unless the requirements for classroom use are met.

C. Notices should be posted on video recorders or players used in the library to educate and warn patrons about the existence of the copyright laws. An acceptable notice includes the following:

Many videotaped materials are protected by copyright. Unauthorized copying may be prohibited by law.

Library Copying Guidelines

Non-Digital Works

A. Notice

A notice of copyright should appear on each print and electronic copy reproduced. If the original work contains a notice of copyright, that notice should appear on the copy. If the original work does not contain a notice of copyright, the copy should include a legend such as "This work may be protected by copyright; further reproduction and distribution in violation of United States copyright law is prohibited."

B. Copying from the Library's Own Collection

To satisfy a user's request, a library may make a photocopy or other printed copy of a printed work such as an article, a chapter or portions of other copyrighted works.

C. Electronic Copies of Printed Works

To satisfy a user's request, a library may scan an article from a periodical issue, a chapter, or portions of other copyrighted works and provide an electronic copy to the user in lieu of a photocopy. Because the copy must become the property of the user, the library may not retain the scanned image. A copy may be faxed or otherwise transmitted electronically to the user, but the library should destroy any temporary copy made incidental to the transmission. In other words, an incidental copy made to facilitate transmission is a fair use, as long as that copy is not retained.

Digital Works

A. Printed Copies of Digital Works

To satisfy a user's request, a library may print a copy of an article, a chapter, or portions of other copyrighted works, **unless prohibited or otherwise restricted by the terms of a valid license agreement**.

B. Electronic Copies of Digital Works

To satisfy a user's request, a library may download a copy of an article, a chapter, or portions of other copyrighted works and forward it electronically to the user, **unless prohibited or otherwise restricted by the terms of a valid license agreement.**

Copies For Archival or Preservation Purposes

A. A library may make up to three (3) copies of an unpublished work for purposes of preservation, including copies in digital form, if that format is not made available to the public.

B. A library may make up to three (3) copies of a published work to replace a damaged, deteriorating, lost, or stolen work, if a replacement copy cannot be obtained at a reasonable cost.

C. A library may make up to three (3) digital copies of a published work that is an obsolete format, if that format is not made available to the public.

Interlibrary Photocopying

The **rule of five** - within any calendar year, a library may receive no more than five (5) photocopies of articles from a periodical title less than five (5) years old.

Giving Credit to Copyright Owners

Always give proper credit to authors or other copyright owners. Crediting the source must adequately identify the source of the work, giving a full bibliographic description including author, title, publisher, and place and date of publication. Copyright ownership information should include the copyright notice (©), year of first publication, and name of copyright holder.

Always include the notice of copyright present in the original work. The following is a satisfactory notice:

Notice: This material may be protected by copyright law

If alterations have been made in the copyrighted material, this should be noted in the credits.

Obtaining Permission For Use of Copyrighted Material

Employees must obtain permission for any use of copyrighted material that is not a fair use under the above guidelines. To obtain permission, the employee should contact the Copyright Clearance Center, Inc., or the Permissions Department of the copyright holder (usually the publisher).

Copyright Clearance Center, Inc.
222 Rosewood Drive
Danvers, MA 01923
(978) 750-8400
www.copyright.com

To request permission from the publisher, the request must be in writing and should be sent, together with an envelope addressed to the sender, to the permissions department of the publisher of the work. The request should include the title, author or editor, and edition of materials for which permission is sought; the exact materials to be used, with specification of amount, page numbers, chapters, including, if possible, a photocopy of the material; the number of copies to be made; the use to be made of the duplicated materials; the form of distribution; whether or not the copies will be sold; and the process by which the material will be reproduced.

A reasonable inquiry must be made to identify and locate the copyright owner. A reasonable inquiry includes, but is not limited to, conducting each of the following steps: (1) checking any information within the control of the educational institution, including slide catalogs and logs, regarding the source of the image; (2) asking relevant faculty, departmental staff, and librarians, including visual resource collections administrators, for any information regarding the source of the image; (3) consulting standard reference publications and databases for information regarding the source of the image; and (4) consulting rights reproduction collectives and/or major professional associations representing image creators in the appropriate medium.

REFERENCES

1These guidelines are adapted from H.R. Rep. No. 94-1476, 94th Cong., 2d Sess. 71-72 (1976), available at **http://www4.law.cornell.edu/uscode/17/107.notes.html**

Adapted from the Music Library Association's "Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes," available at **http://www.lib.jmu.edu/org/mla/Guidelines/**

Adapted from the American Library Association's Fact Sheet 7, "Video and Copyright," available at **http://www.ala.org/library/fact7.html**

These guidelines are adapted from H.R. Rep. No. 94-1476, 94th Cog., 2d Sess. (1976), available at **http://www4.law.cornell.edu/uscode/17/107.notes.html**

See pg. 4, In-Classroom Use of a Copyrighted Videotape

See pg. 14, Obtaining Permission for Use of Copyrighted Material

See 17 U.S.C.A. 107 (West 2002) (also known as the "Fair Use Doctrine"); 17 U.S.C.A. 117 (West 2002) (allowing an owner to make a copy of a computer program in certain limited situations); 17 U.S.C.A. 109(b)(2) (West 2002) (also known as the "First Sale Doctrine") (allowing nonprofit libraries to lend computer providing a warning of copyright is affixed to the program (37 C.F.R. 201.24, "Warning of copyright for software lending by nonprofit libraries")).

Final Report of the Conference on Fair Use, CONFU, available at **http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.pdf**

The Association of Research Libraries (ARL) provides guidelines for negotiating license agreements for computer software, available at **http://www.arl.org/scomm/licensing/index.html**

These guidelines are adapted from the Fair Use Guidelines for Digital Images, released by the Conference on Fair Use (CONFU) in 1997 with the endorsement of the U.S. Copyright Office. Portions of the CONFU Guidelines are available at **http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.pdf**

See pg. 15 for a description of what constitutes a "reasonable inquiry"

These guidelines are adapted from the Fair Use Guidelines for Educational Multimedia, released by the Conference on Fair Use (CONFU) in 1997 with the endorsement of the U.S. Copyright Office. The CONFU Guidelines are available at **http://www.uspto.gov/web/office/dcom/olia/confu/confurep.pdf**. They are currently undergoing a trial use and monitoring period.

These guidelines are adapted from the American Association of Law Libraries' "AALL Guidelines on the Fair Use of Copyrighted Works by Law Libraries," as revised in 2001, available at **http://copyright.ala.org/library.html.**

These guidelines are adapted from "AALL Guidelines on the Fair Use of Copyrighted Works by Law Libraries," as revised 2001, available at **http://www.aallnet.org/about/policy_fair.asp**

2017 U.S.C.A. 108 provides exemptions for reproduction by libraries. The 1998 Digital Millennium Copyright Act and Sonny Bono Copyright Term Extension Act significantly revised Section 108. The Digital Millennium Copyright Act (DMCA) amends Section 108 (b) & (c) to refer to **digital** copies for the first time. The Sonny Bono Copyright Extension Act amends Section 108(h) to include digital. However, revised digital wording is conspicuously absent from Section 108(a) -- the main part of the statute that covers most library copying for patrons. Therefore, a distinction should be made between digital works and non-digital works for purposes of library copying.

License restrictions can override statutory exemptions. See pg. 6 for a discussion on license restrictions.

These guidelines are adapted from the American Library Association's "Section 108 Photocopying by Libraries and Archives," available at **http://copyright.ala.org/library.html**

For more information about interlibrary photocopying, see the National Commission on New Technological Uses of Copyright Works' "CONTU Guidelines on Photocopying Under Interlibrary Loan Arrangements," available at **http://www.ifla.org/documents/libraries/policies/contu.txt**

Fair Use Guidelines for Educational Multimedia, released by the Conference on Fair Use (CONFU) in 1997 with the endorsement of the U.S. Copyright Office. Portions of the CONFU Guidelines are available at **http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.pdf**

Fair Use Guidelines for Educational Multimedia, released by the Conference on Fair Use (CONFU) in 1997 with the endorsement of the U.S. Copyright Office. Portions of the CONFU Guidelines are available at **http://www.uspto.gov/web/offices/dcom/olia/confu/confurep.pd**

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BOARD POLICY

IFA

INSTRUCTIONAL PROGRAM
DISTRICT TECHNOLOGY NETWORK
AND RELATED RESOURCES

September 28, 2026

The district will maintain a technology network and related resources to enhance student learning and communication with the community and staff. Content will relate to curriculum and instruction and the educational programs, opportunities, services, and other informational items related to Livonia Public Schools School District. All information on the technology network must conform to board policies, administrative procedures, and district guidelines.

Use of the technology network and related resources ***including artificial intelligence and other large language models*** is a privilege and subject to the policies and procedures of the district. These policies and procedures apply to all persons using the district technology network and related resources, including all students, teachers, administrators, other employees, contractors, vendors, and volunteers. Violation of these policies and procedures may result in forfeiture of use privileges, and disciplinary action for students and employees.

CROSS REF.: IFB - Student Internet Safety Policy
LEGAL REF. Children=s Online Privacy Protection Act (COPPA)
Children=s Internet Protection Act (CIPA)

ADMINISTRATIVE PROCEDURE

IFA

INSTRUCTIONAL PROGRAM **NOVEMBER 12, 2018**
SOFTWARE COPYRIGHT & USE STATEMENT

The Copyright Act was amended in 1980 to include computer software and again in 2016 to include content on the internet. Federal law makes it illegal to make or distribute copies of copyrighted material without authorization. One exception is the purchaser's right to make a single backup copy to be used only if the original version of the program is damaged.

It is a violation of federal law and district policy for unauthorized copies of copyrighted material, including computer software and related manuals, to be used, duplicated, downloaded, distributed, or retained on or obtained from any school district equipment. Any person who violates this law is subject to a lawsuit as well as a fine. The individual employee may also be legally and financially responsible for any violation the employee commits.

The School District has purchased computer software packages under specific licensing agreements with the copyright holder. In accordance with the license, the District pays a fee for any copies that are installed. These agreements vary from one program to another, depending upon the language negotiated between the District and the publisher. License agreements and purchase records for District-adopted software are maintained by the appropriate District departments. Maintenance of license agreements and purchase records for software applications purchased at the building level are the responsibility of the individual school administrator. The District reserves the right to monitor and review, at any time, any type of use or information used, stored, sent, received, or downloaded on District computers or equipment.

Any software program that employees have access to outside of school cannot be used on District owned equipment unless authorized by the Superintendent or designee. It is illegal for the District to allow unauthorized copies of copyrighted software to be used on District-owned computers.

In addition, employees are not permitted to utilize District equipment to access the internet or any other "on-line" type of service unless authorized by the Superintendent or designee.

Any misuse of LivNet may result in disciplinary action.

Any questions regarding whether it is appropriate to copy software or to load programs should be directed to the Administrator of Information and Instructional Technology or the Assistant Superintendent of Human Resources and District Services to receive clarification of the copyright policy and the legal and appropriate use of computer software and hardware.

ADMINISTRATIVE PROCEDURE

IFA(1)

INSTRUCTIONAL PROGRAM
STUDENT LIVNET ACCESS POLICY

REVIEWED 2024

Students in the Livonia Public Schools will be provided, with parent or guardian approval, access to network resources and electronic equipment and communications (hereinafter called LivNet) for educational purposes. This access to LivNet is designed to assist in the collaboration and exchange of information, to facilitate personal growth in the use of technology, and to enhance information gathering and communication skills. The use of LivNet includes limited access to the internet using their own personal device or a District device.

Students must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet at school is a privilege and may be revoked by the administrators of LivNet at any time.
2. The District reserves the right to monitor and review at any time any type of use or information accessed, used, stored, sent, received, or downloaded on District computers or equipment.
3. Any misuse of LivNet may result in disciplinary action as a violation of Board Policy JD, Prohibited Acts B[1], F[2], G[3], and I[4]. Misuse of LivNet shall include, but is not limited to, the following:
    a. Use of LivNet for discriminatory acts, hacking, or unlawful online activities, or to access, use, store, send, receive, or download material which is harmful to minors, including but not limited to, hate mail, harassment, profanity, obscenity, vulgar statements, or pornography.
    b. Illegal installation or use of copyrighted software.
    c. Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, and the unauthorized disclosure of personal identification information of minors.
    d. Disrupting the operation of LivNet through abuse of the hardware or software.
    e. Use of LivNet for any commercial-for-profit purpose.
    f. Use of LivNet for non-educational/non-district-related communications.

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1 Board Policy JD, B – A student shall not intentionally cause, or attempt to cause damage to school property or steal, or attempt to steal, school property.

2 Board Policy JD, F – A student shall not fail to comply with instructions and directions of teachers, student teachers, substitute teachers, teacher aides, principals, other school personnel, or persons acting in chaperon or supervisory capacity.

3 Board Policy JD, G – A student shall not commit, or participate in, any conduct or act defined as a crime by state law or local ordinance.

4 Board Policy JD, I – A student shall not commit, or participate in, any conduct or act prohibited by a school building's rules and regulations.

ADMINISTRATIVE PROCEDURE

IFA(2)

INSTRUCTIONAL PROGRAM
STAFF LIVNET ACCESS POLICY

REVIEWED 2024

Employees of the Livonia Public Schools will be provided access to network resources and electronic equipment and communications (hereinafter called LivNet*) for educational purposes. This access to LivNet is designed to assist in collaboration and the exchange of information, to facilitate personal and professional growth in the use of technology, and to enhance information gathering and communication skills. The use of LivNet includes limited access to the Internet using their own personal device or a District device.

Staff must comply with the following acceptable use of LivNet for Livonia Public Schools:

1. The use of LivNet is a privilege and may be revoked by the District at any time.

2. The District reserves the right to monitor and review, at any time, user practices and any information accessed, created, used, stored, sent, received, or downloaded on District computers or equipment.

3. Any misuse of LivNet may result in disciplinary action. Misuse of LivNet shall include, but is not limited to, the following:

    a. Malicious use of LivNet through hate mail, harassment, profanity, obscenity, vulgar statements, or discriminatory acts.
    b. Illegal installation or use of copyrighted software and files.
    c. Intentionally seeking information on, obtaining copies of or modifying files, data, or passwords belonging to other users.
    d. Disrupting the operation of LivNet through abuse of the hardware or software.
    e. Use of LivNet for any commercial-for-profit purpose.
    f. Use of LivNet for noneducational/nondistrict-related communications.
    g. Use of LivNet to access or process pornographic materials, inappropriate text, images or audio/video files, or files dangerous to the integrity of LivNet.

*LivNet includes, but is not limited to, personal devices used to access the internet, any of the District's computers, printers, scanners, file servers, networks, software, labs, and other technology related devices.

ADMINISTRATIVE PROCEDURE

IFA(3)

INSTRUCTIONAL PROGRAM
GUEST NETWORK

REVIEWED 2024

The Board permits employees, students, Board members, and/or guests to use their personal communication devices, hereinafter referred to as PCDs, to wirelessly access the District's guest resources while on-site at any District facility. PCDs include any privately owned networkable electronic device. Access to the guest network shall require acceptance of stated terms/conditions as set forth in this policy.

The following terms/conditions must be agreed to each time the guest network is accessed:

1. Any person using a PCD must abide by the Livonia Public Schools' LivNet Access Policy while connected to the guest network or on District property.
2. The PCD must not interfere with the normal function of Livonia Public Schools' network or other wireless devices.
3. Guest network access is provided for filtered Internet access, related web-based services, and educational purposes only.
4. The guest network is the preferred method of connectivity for PCDs on District property.
5. Illegal, destructive, harmful, or any other inappropriate activities including, but not limited to, computer hacking, harassment, accessing offensive/obscene materials, or engaging in unlawful activity are strictly prohibited.
6. Livonia Public Schools will not be held liable for any damage that may occur as a result of connecting to the guest network or any electrical power source.
7. Livonia Public Schools will not be held responsible for any damage, loss, or theft of the PCD.
8. The guest network is provided as is with no warranty as to usability for a particular purpose. Livonia Public Schools will not be held liable for any disruption of service.
9. Livonia Public Schools reserves the right to disconnect any PCD from the guest network for any reason without notice in order to protect the integrity of the Livonia Public Schools' Network.
10. No mobile device may be used as a portable Wi-Fi hotspot while on District property.
11. Livonia Public Schools is not responsible for providing technical support for PCDs.
12. Student use of PCDs in the classroom setting is at the discretion of the classroom teacher.
13. The owner of the PCD is exclusively responsible for how the device is used.
14. The owner of the PCD is responsible for the configuration and security of the device, including network configuration.
15. The owner of the PCD, or in the case of a student the parent and/or guardian, agrees to be responsible for and to reimburse Livonia Public Schools for any damage that may be caused by the PCD or use thereof while connected to the guest network.

ADMINISTRATIVE PROCEDURE

IFA(4)

INSTRUCTIONAL PROGRAM
DISTRICT WEBSITE

OCTOBER 14, 2024

I. LIVONIA PUBLIC SCHOOLS' WEB PAGES

A. All District-sponsored web pages will be published on, and restricted to, a server designated by the District.
B. Livonia Public Schools will host a District website. Schools, departments, classes, and educational programs wishing to publish individual web pages may have them hosted on a District-designated server.
C. Neither staff nor students may publish personal web pages hosted by Livonia Public Schools.
D. Sites created by staff, students, and/or school-related groups and placed outside the District server but linked to our site are required to be shared with school administration along with log-in credentials.
E. To provide a convenient form of communication, the District home page and each school web page will provide a Livonia Public Schools' email link to a designated contact person. It is recommended that the principal be the contact person in a school.

II. ADVERTISEMENTS

A. Only advertising for programs and services offered by the school/District or fund-raisers for school activities are allowed and only with approval by the principal.
B. Advertising for personal or commercial purposes is prohibited.

III. STUDENT IMAGES AND WORK

A. Authorization to use photographs, video clips, and audio clips of students, and student work in any format to post on a teacher, school, or District website, using a student's first name only, is provided each year in the electronic back to school packet. Recognizing that some parents and guardians wish to restrict their student's name, image, or work from being used on the District website, we offer an opt-out form. This form is provided to parents at registration and in the yearly back to school electronic packet and is kept on file. Parents and guardians can change the restrictions at any time by coming to the school office and revising or rescinding the opt-out form.

IV. DISTRICT WEBSITE

A. The website will be managed by the District's designee(s).
B. The District reserves the right to monitor all web pages on District-designated servers and to revise and/or remove inappropriate content.

V. DISTRICT LEVEL DEPARTMENTS

A. Before web pages are published, updated, or revised, the department's administrator is responsible for reviewing and approving the content and design.
B. Only designated persons will be authorized to access the District's web server to update a department's website.

VI. SCHOOL WEB PAGE COMMITTEE

A. Only designated persons will be authorized to access the District's web server to update a school's website.
B. A school's website includes web pages published by teachers, classes, departments, and other approved school-related groups.

VII. APPROVED SCHOOL-RELATED GROUPS

A. Web pages of approved school-related groups hosted on a District-designated server are subject to the same policies, procedures, and guidelines as all other school/District web pages.

VIII. CONTENT

A. All pages must conform to the student and staff LivNet access policies and all other Livonia Public Schools' policies, and they must adhere to copyright laws.
B. All content must relate to curriculum and instruction, school authorized activities, or information about the school/District.
C. Student work may be published anonymously or identified by first name only.
D. No personal information about a student is permitted. Examples include: home telephone numbers, home addresses, email addresses, passwords, parental information, credit card numbers, or any information that could be useful in locating a student.
E. No personal information about an employee is permitted.
F. Newsletters and other electronic communications (i.e. blogs) published on a school/District website are subject to the same restrictions as other information included on a website.
G. Links to any website outside the District must support curriculum objectives or be of informational value to our educational community.
H. School and District web pages should be reviewed regularly and kept current.
I. School and District web pages should be edited for spelling and grammatical errors before they are published.

IX. WEBSITE ACCESSIBILITY

A. Web pages will conform to industry standards for Americans with Disabilities Act (ADA) compliance.
B. Building administrators and staff who update or post to the website must have access to ADA compliance training materials.

BOARD POLICY

IFAB

INSTRUCTIONAL PROGRAM
SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

JUNE 20, 1988
Reviewed 5/2014

It is the intent of the Board of Education to cover costs of essential instructional materials for the basic program of studies. The Board of Education recognizes that in addition to these essential materials a limited number of other supplemental materials which are desirable for the enrichment of instruction should be provided. There may be instances when there is a materials fee charged for those projects that the student can keep and take home.

ADMINISTRATIVE PROCEDURES

IFAB

INSTRUCTIONAL PROGRAM
SUPPLEMENTAL MATERIALS

AUGUST 2014

Teachers should read/view/listen to and examine supplementary materials before using them for instructional purposes. Supplementary materials include all materials that have not been approved through the District textbook adoption process.

GUIDELINES

Teachers may select supplementary materials of an oral, written, or visual nature to be used in their classes.

The District expects that teachers will choose supplementary materials with care and professional discretion. Teachers should read, view, and examine all supplementary materials.

The process and criteria for selection detailed below are designed to assist teachers in securing the best and most appropriate supplementary materials for their students.

GENERAL CRITERIA FOR SELECTION

Teachers should consider the criteria below when selecting supplementary materials of an oral, written, and/or visual nature.

- Does the material have instructional relevance and support the District's core curriculum?
- Is the material developmentally appropriate and engaging?
- Does the material have literary, informational, and/or aesthetic value?
- Does the material represent multiple viewpoints when appropriate?
- Have local community values been considered?
- The materials should not have been previously rejected for the LMC collection. Teachers should consult with the school media specialist or call the office of the coordinator of library media services to determine the approval status of a title.

  Materials approved for the LMC collection do <u>not</u> automatically qualify for use in the classroom.

ADDITIONAL CRITERIA FOR NON-FICTION

- Is the writing of high quality, e.g., well organized, concise, and written at an appropriate grade level?
- Are the illustrations of high quality and do they represent an engaging and thoughtful addition to the written content?
- Does the content reflect accuracy in the subject area?
- Is the point of view discernible?

ADDITIONAL CRITERIA FOR FICTION

- Is the subject matter of the book appropriate for the age and development needs of the intended audience?
- Is the writing of fictional material of high quality and is it written with meaningful thematic content, and a command of writer's craft?
- Are the illustrations of high quality and do they represent an engaging and thoughtful addition to the written content?

BUILDING LEVEL REVIEW

General requirements:

- Principals will insure that a building level review process for supplementary materials purchased with building allocated funds includes teacher review prior to purchase and/or use with students. The process should involve curriculum representatives or department chairs and may include written evaluations.
- The criteria listed above should be applied in a thorough examination of any material considered for supplementary use.
- Supplementary materials such as newspaper, magazine, and Internet articles that are not purchased with building level funds should also be reviewed by the teacher before using them in the classroom.
- All materials of a potentially controversial or sensitive nature require additional steps including a written evaluation before use in the classroom.

The perception of what is controversial or sensitive is generally a matter of individual teacher judgment. The presence of profanity, violence, and/or sexual incidents does not automatically remove a work from consideration; however, materials with these elements should be considered potentially controversial or sensitive.

BUILDING LEVEL REVIEW AND WRITTEN EVALUATION FOR POTENTIALLY CONTROVERSIAL OR SENSITIVE MATERIAL

A written evaluation to be completed by the teacher wishing to use the material in the classroom is submitted to the appropriate curriculum representative/department chair and the principal.

- The appropriate curriculum representative/department chair will facilitate a review and discussion of the material by at least one other teacher. The discussion should determine the instructional value based on the selection criteria and its potential to be controversial or sensitive in nature. All teachers participating in the review should contribute to the completion of a second evaluation that reflects their collective views. The second evaluation is submitted to the principal. The department chair or curriculum representative should keep a file of completed evaluations.
- The principal has two options:
  Option 1—approve use of the material in the classroom. The principal may choose to ask the teacher to write a parent letter. See parent letter suggestions on this page.
  Option 2—disapprove use of the material in the classroom.

PARENT LETTER FOR MATERIAL JUDGED POTENTIALLY SENSITIVE OR CONTROVERSIAL

Suggestions for parent letter:

- Give the title, author, and format (e.g., book, film, video) of the material.
- State the rationale for selecting the material.
- Send several days before the material is introduced to the students.
- Ask the parents to determine their child's participation in reading, viewing, and/or listening to the work and sign accordingly.

WHEN A PARENT OBJECTS

At any time when a parent registers an objection to material approved for classroom use, the teacher will listen to the complaint respecting the person's right to his/her opinion. The teacher will explain the reasons for selecting the material and offer reasonable accommodations for the student if the parent still objects to its use for his/her child. If the teacher and parent cannot come to agreement on the accommodations, the principal becomes involved.

FILM AND VIDEO

Film and video format materials will be shown in the classroom in accordance with the following guidelines:

- Always preview a film/video before using it in the classroom even if it is owned by the District or the school.
- Under no circumstances can an "R" or "NC-17" rated film/video be shown in its entirety or clips from film/video with these ratings be shown.
- Use a film/video when it is the most effective method for presenting or summarizing a topic.
- To meet the copyright law and the fair use guidelines, use a film/video only as an integral part of a learning activity. It is illegal to use a film/video for entertainment or rewards in school if it was not purchased with public performance rights. Titles rented or purchased from video stores and most film/videos purchased with District or school funds do not include public performance rights. Therefore, they can only be used in a classroom setting where face-to-face teaching related to the program occurs.
- The principal must approve the use of a film/video.
- Under no circumstances can a "PG-13" rated film/video be shown to elementary students (K-6). If shown at a middle school level, parents must be notified in advance of film/video title and rating with the option to remove their child from viewing and an alternative assignment provided.

BOARD POLICY

IFB

INSTRUCTIONAL PROGRAM
STUDENT INTERNET SAFETY POLICY **DECEMBER 15, 2014**

In accordance with all federal and state regulations relating to technology use in schools, measures will continue to be implemented to block and/or filter access via Internet, electronic mail, or other forms of direct electronic communication to obscenity, pornography, and other material which is harmful to minors.

Pursuant to Board Policy IFA and Administrative Procedure~~s~~ IFA(1), before being permitted access to the Internet, students will be instructed in the appropriate and ethical use of the Internet, and students and parents will sign authorization forms, which further inform these individuals of the appropriate and ethical use of the Internet, and the consequences for failing to adhere to such use.

School administration will provide instruction for students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. School Administration will provide reasonable supervision of students' use of the Internet, which will include monitoring the online activities of minors. To the extent practical, steps will be enacted to promote safety and security of users by preventing unauthorized access; other unlawful activities; and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

LEGAL REG.: Children's Internet Protection Act (CIPA) of 2000
Broadband Data Improvement Act of 2008
Protecting Children in the 21st Century Act of 2008
Federal Communications Commission Report and Order of August 2011
CROSS REF.: IFA – District Technology Network and Related Resources

BOARD POLICY

IFBC

INSTRUCTIONAL PROGRAM
LIBRARY MEDIA CENTERS

OCTOBER 19, 2026

The Board of Education has established Library Media Centers (LMC) to provide and promote access to books, media and materials to contribute to the development of students and to extend and deepen the experiences in the curriculum.

CROSS REF.: IKB—Controversial Issues
KNBA—Complaints About Instructional Materials

BOARD POLICY

IFC

INSTRUCTIONAL PROGRAM **JANUARY 22, 2018**
INSTRUCTIONAL MATERIALS, TEXTBOOKS, AND EQUIPMENT SELECTION/ADOPTION

The Livonia Public Schools School District shall provide instructional materials, textbooks, equipment, and supplies within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials, textbooks, and equipment shall be to enrich, support, and implement the educational program of the schools.

The superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials, equipment, and supplies. In addition, he/she shall periodically review the District's educational resources in order to ensure they are appropriate for the current educational program.

Instructional materials will be reviewed periodically by committees of teachers and administrators appointed by the superintendent or a designated representative. After making such studies, serving as professional specialists in their respective instructional fields, members of these committees will submit their recommendations through appropriate channels to the superintendent. With the superintendent's approval, recommendations will then be submitted to the Board of Education for approval after following the guidelines outlined in the Administrative Procedures. Primary textbooks/instructional materials must be approved by the Board of Education before being used in the schools.

Parents may request to review textbooks used by their children provided such requests do not interfere with the normal operation of the instructional program. All requests for the review of textbooks shall be directed to the building principal/administrator.

ADMINISTRATIVE PROCEDURE

IFC

INSTRUCTIONAL PROGRAM **JANUARY 22, 2018**
INSTRUCTIONAL MATERIALS, TEXTBOOKS, AND EQUIPMENT SELECTION/ADOPTION

I. Identifying Instructional Material Needs

A. Coordinators identify instructional materials or courses to be reviewed each year.
B. Coordinators meet with director to discuss courses in their curriculum area; to summarize recent research, to identify instructional needs, concerns, develop the charge, and identify committee membership.

II. Budgeting

A. The Board of Education, with recommendation from the superintendent, determines the funds to be allocated toward instructional materials adoptions.

III. Establishing Instructional Material Selection Committee

A. Establish Instructional Material Selection Facilitator.
B. Establish Instructional Material Committee.
   1. Committee membership can include teachers in the content area, and additionally may include counselors, media specialists, instructional support staff, and an administrator.
   2. Ideally each school will have representation.
   3. Review the instructional material selection process with the committee.
   4. Identify communication responsibilities for committee members with their department or building and their building principal/administrator.

IV. Instructional Materials Selection Process

A. Review current research on subject area, instructional practices, recommendations from national associations, and instructional material qualities.
B. Develop course/subject area shared vison, aligned with state and national standards.
C. Align the curriculum to priority standards.
D. Establish instructional material quality criteria.
E. Analyze instructional material in several ways using learning targets based on priority standards, and horizontal traces.
F. Conduct an in-depth analysis of top instructional materials.
G. Engage in classroom pilot of top instructional materials, unless materials receive prior approval by the superintendent or his/her designee.

H. Collect student feedback.
I. Evaluate teacher support/ancillary materials.
J. Determine additional program components needed.
K. Make final selection and recommendations.
L. Establish monitoring and implementation priorities and procedures.

V. Format for Final Report

A. Summary of course.
B. Names of committee members.
C. Course review procedures.
D. Report of Shared Vision.
E. Committee recommendations.
F. Instructional material selection criteria and rationale.
G. Cost analysis of instructional material selected and numbers of licenses/ copies needed.
H. Sheet containing all ordering information, the numbers needed for each school, and the title of the instructional material being replaced.

VI. Program of Studies and Standards and Targets Format

A. Course title (if applicable).
B. Course number (if applicable).
C. Grade levels (if applicable).
D. Prerequisites (if applicable).
E. Course description.
F. Standards and targets.
G. Curriculum map, assessments, and suggested time line.

VII. Timelines

A. Department chair or committee member must meet with building principal/administrator and other members of department prior to meeting.
B. Report must be presented to building principals/administrators, director, and superintendent prior to the review of the materials by the Board of Education.
C. April 30 should be the goal for the completion of committee work with principals meeting in May.
D. Estimated costs for instructional materials for the next school year should be given to the director for use in the budgeting process.
E. Should major changes in the thrust or focus of a course occur during committee work, or should equipment purchases, special materials, or room modifications arise, it must come to the principals, and cabinet for discussion prior to completing the final report and recommendation.

Access to Instructional Materials
Parents and citizens have a legal right to examine all materials used in public schools. They are asked to make an appointment with the building principal/administrator, or his/her designee, to review **specific** materials at a time when such action is not disruptive to the instructional process.

Teachers and media specialists to whom such requests are directed are to notify their building principal/administrator, who will communicate with the appropriate director.

Specifically exempt from examination are test questions and answers, scoring keys, and other assessment instruments.

Criticism of Instructional Materials
Criticism of specific materials should be handled by the building principal/administrator whenever possible; however, the building principal/administrator should notify the appropriate director upon receiving a complaint. When the building principal/administrator cannot resolve the problem in terms of the policies, the building principal/administrator should inform the complainant of the procedure listed below and assure that the criticism will be given a fair and objective hearing.

1. Criticism must be presented in writing and directed to the Board of Education and must include specific information as to author, title, publisher, or producer, and the reason for the criticism, giving specific references to those aspects or selections of the material objected to and why they are found objectionable.
2. The statement must be signed and identified so that a reply may be given.
3. Once the signed statement has been received, the material shall be reviewed by a committee appointed and chaired by the appropriate director. Committee members will include two teachers, two building principals/administrators, a media specialist, a subject area coordinator and others where appropriate. The chief academic officer will serve as an ex-officio member of the committee.
4. The report of this committee should be forwarded to the superintendent and the Board of Education for action as rapidly as possible, while allowing for a thorough review.
5. The decision of the Board of Education shall be sent in writing to the complainant.

BOARD POLICY

IFD

INSTRUCTIONAL PROGRAM **MAY 22, 2023**
LIBRARY MEDIA CENTERS AND CLASSROOM LIBRARIES

The Livonia Public Schools School District establishes library media centers to provide and promote the intellectual, cultural, social, and ethical development of students and to provide resources which extend and deepen the experiences encompassed in the curriculum. Library Media Center materials are determined through a process based on the American Libraries Association (ALA) guidance for selection of books and other materials of learning which contribute to the growth of individual students. Selection for classroom libraries follows the same guidance criteria.

CROSS REF: IKB – Controversial Issues
KN – Public Complaints

ADMINISTRATIVE PROCEDURE

IFD

INSTRUCTIONAL PROGRAM **MAY 22, 2023**
LIBRARY MEDIA CENTERS AND CLASSROOM LIBRARIES

Materials Selection for Library Media Centers

For the purposes of this administrative procedure, library materials, whether in a school library or individual classroom, include print and electronic resources for individual use to supplement instructional materials and/or support students' personal learning and interests.

Objectives of Materials Selection

The objectives of a public school Library Media Center (LMC) and classroom libraries are to promote the intellectual, cultural, social, and ethical development of students and to provide materials which extend and deepen the experiences encompassed in the curriculum. These objectives are fulfilled through the selection, provision, and servicing of expertly selected books and other materials of learning which contribute to the growth of the individual student. It is necessary to apply certain well-conceived criteria in the selection of each item.

The Board of Education of the Livonia Public Schools based the listed responsibilities of our school libraries on the American Library Association (ALA) School Library Bill of Rights. These responsibilities are as follows:

> Books and other library resources should be provided for the interest, information, and enlightenment of all students in the community the library serves.
>
> Libraries should provide materials and information presenting varied points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
>
> Library resources challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
>
> Media Specialists should cooperate with all students and groups concerned with resisting abridgment of free expression and free access to ideas.
>
> A student's right to use a library should be in collaboration with their parent/guardian, and not be denied or abridged because of origin, age, background, or views.
>
> Students in collaboration with their parent/guardian, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect student's privacy, safeguarding all library use data, including personally identifiable information.

Responsibility for Materials Selection

The Livonia Public Schools' Board of Education is responsible for policies related to materials selected for its schools, curricular materials, books and digital libraries, including LMC materials. The Superintendent and Principals operate within policies determined by the Board. In LMC materials and classroom libraries selection, responsibility is delegated to the Library Media Specialists, supported by the School Principal and staff, and is practiced in accordance with Board and administrative policies.

Livonia Public Schools' families are encouraged to monitor student selection of classroom library materials (based on their individual family values). Family expectations regarding library books checked out by a student should be discussed with the student by the parent/guardian and reviewed as necessary to ensure the student understands their family expectations. Books may be returned to the library at any time if a student or parent objects to the content.

Criteria Used in Materials Selection

Sourced from the ALA Guidance for Selection Criteria

Support and enrich the curriculum and/or students' personal interests and learning

Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format

Be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected

Incorporate accurate and authentic factual content from authoritative sources

Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel

Recommended School Library Reviewing Sources include, but are not limited to:

- Association for Library Service to Children (ALSC) Notable Children's Books
- Booklist
- School Library Journal
- State and National Award Lists
- Young Adult Library Services Association (YALSA) Best Books for Young Adults

Exhibit a high degree of potential user appeal and interest

Represent differing viewpoints on controversial issues

Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures

Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases

and other online products, e-books, educational games, and other forms of emerging technologies)

Demonstrate physical format, appearance, and durability suitable to their intended use

Balance cost with need

Selection Personnel

The Media Specialists of the Livonia Public Schools select the materials in consultation with teachers and administrators.

Collection Maintenance and Weeding

In accordance with ALA guidelines on collection maintenance and weeding, regardless of format, an optimal library collection is one that is reviewed throughout each year for accuracy, currency, usage, diversity, and subject area gaps.

Replacement - Lost, damaged, or worn books are not automatically replaced. The decision to replace a book is based on the availability of duplicates, the number of other books in the same subject, the availability of more recent or better materials, and the continued demand for the book in question.

Subjects of Frequent Concern

The majority of users served in school libraries are minors, and American society is often very protective of its youth. These two facts create challenges for school librarians selecting materials on a range of perspectives on topics which may be considered controversial by some in the school community; including, but not limited to, LGBTQ, politics, race relations, and those that contain sexually explicit language.

Court decisions, such as *Tinker v. Des Moines Independent Community School District* (1969) and *Board of Education, Island Trees Union Free School District v. Pico* (1982) established that minors do have First Amendment rights in schools, including the right to receive information. Ethically, when school librarians select resources that may be considered controversial they find guidance in the American Library Association's Library Bill of Rights, the American Library Association's Code of Ethics, and the Freedom to Read Statement. Therefore, school librarians are ethically responsible to provide access to resources with varying perspectives for students' curricular and personal information needs.

Criticism of Library Materials

Formal criticisms of specific library materials will be addressed in accordance with School Board Policy IFC: Instructional Materials, Textbooks, and Equipment Selection/Adoption and Policy IKB: Controversial Issues. The material in question shall remain in circulation until a decision has been made.

BOARD POLICY IFE

INSTRUCTIONAL PROGRAM **DECEMBER 16, 2024**
FIELD TRIPS

The Livonia Public Schools School 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:

A. Supplement and enrich classroom curriculum by providing learning experiences in an environment outside the schools ~~.~~ or the traditional classroom instruction (in-school field trip).
B. Inspire new interests among students.
C. Help students relate school experiences to the reality of the world outside of school.
D. Bring the resources of the community – natural, artistic, industrial, commercial, technological, governmental, recreational, educational – within the student's learning experience.
E. Afford students the opportunity to study real things and real processes in their actual environment.

All field trips must be approved by the building administrator and appropriate director. Those requiring an overnight stay or travel to another state or to Canada require prior approval by the appropriate director. Field trips to a foreign country, other than Canada, require prior approval by the Board of Education.

ADMINISTRATIVE PROCEDURES

IFE

INSTRUCTIONAL PROGRAM
FIELD TRIPS

DECEMBER 16, 2024

1. **Definition**—School field trips are excursions into the community under school sponsorship and supervision. The use of municipal parks adjoining the individual school properties, game trips by athletic teams carrying out their regular schedules, and work experience activities of cooperative training students shall not be considered field trips for purposes of these regulations.

2. **Criteria**—The community, both local and extended, should be viewed as a part of the learning laboratory of the school. As such, its resources should be utilized whenever feasible and whenever such utilization holds promise of more effective learning and obtainment of the objectives of the school. The need to gain the maximum benefit from the instructional hours available makes it necessary to restrict field trips during instructional hours to sites that support instruction. Teachers and principals should review proposed field trips and sites in light of the instructional benefit or gain.

   Field trips can be scheduled in lieu of traditional party events (e.g., Halloween, Valentine's Day,) during instructional hours. End-of-the-year activities for elementary classes may be scheduled during instructional hours during the last week of school.

   To the best of our ability either through fundraising or financial assistance we will ensure that all students, regardless of their socio-economic status, have the opportunity to participate in field trips.

3. **Mode of Transportation** - Students in grades kindergarten through fourth must travel by BUS for field trips; these students are not permitted to travel in any other vehicle.

4. **Local Field Trips**—Trips within the Livonia School District and its immediately adjoining communities shall be considered as "local" field trips. Local field trips which are directly related to instruction, are completed in one day, and do not involve district bus transportation may be approved by the principal for fifth through twelfth grade students. Students in grades kindergarten through fourth will only be permitted to participate in a local field trip if they are walking to the field trip site.

5. **Regular Field Trips**—Trips involving transportation, either parent or school bus, are considered regular field trips. Trips requiring school bus transportation need to be scheduled during the hours specified by the transportation. An Online Application for Field Trip must be submitted at least ten days prior to the date of a regular field trip. All regular field trips require approval of the building administrator.

6. **Longer Field Trips**—Longer trips within Michigan and those requiring overnight arrangements must be approved by the appropriate director. An Application for Field Trip

must be submitted at least ten days prior to the date of the trip. The request should be made on a form available from the director's office. These trips are limited to a 60-mile radius on school days, but buses are available after school and on weekends and non-school days for longer trips.

7. **Extended Field Trips**—Field experiences in another state must have the prior approval of the appropriate director. Field experiences in a foreign country, other than Canada, must have prior approval by the Board of Education. Preliminary plans must be submitted in writing to the appropriate director at least four months in advance.

8. **Parental Permission**—A permission slip signed by the student's parent or guardian **must be filed** with the school to permit any pupil to take a field trip. Permission must be obtained for **each** trip and not as "blanket" coverage for the year. A single permission slip may be completed which covers multiple events for Marching Band, Robotics, Forensics, Debate, or Quizbowl provided that the details (date, time, location, mode of transportation, etc) are listed for each event. The single permission slip must also be on file with the school prior to the first event.

9. **Field Trip Funds**—These funds may only be used for transportation expenses, and this can include commercial carriers when school buses are not available.

10. Supervision/Chaperones
    - Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements
    - The District may deny or terminate a chaperone assignment for any reason that is not unlawful. An iChat background check will be completed for each chaperone attending a field trip.
    - The District will not prohibit an eligible student from participating in a field trip solely because the student's parent/guardian does not chaperone.

11. Student Conduct on Field Trips
    - A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip.

NOTES

- *Remove Exhibit*
- *Communication update Field Trip permission slip*

BOARD POLICY

IFF

INSTRUCTIONAL PROGRAM
SCHOOL VOLUNTEERS

JANUARY 12, 2015

The Livonia Public Schools School District recognizes that volunteers can make many valuable contributions to our schools. The Board endorses the assistance of volunteers in schools, subject to suitable regulations and safeguards.

CROSS REF.: IKB—Controversial Issues
KN—Public Complaints

BOARD POLICY

IG

INSTRUCTIONAL PROGRAM
COUNSELING AND STUDENT ASSISTANCE

FEBRUARY 18, 2025

Students will have access to school-based guidance and counseling services to support their academic and social-emotional well-being. These services will focus on identifying individual student needs, coordinating and providing the appropriate resources that address and support the personal and social emotional challenges that affect learning.

LEGAL REF.: R380.1233 *et seq.*

ADMINISTRATIVE PROCEDURES IG

INSTRUCTIONAL PROGRAM
COUSELING AND STUDENT ASSISTANCE **FEBRUARY 18, 2025**

Counseling Services

Our district is committed to supporting the overall well-being of every student. To this end, we provide comprehensive counseling services that address both academic and social-emotional needs.

- **Assigned Counselors:** Each student is assigned a dedicated counselor upon entering high school, fostering a consistent and supportive relationship throughout their high school journey. Students may request a change of counselors if preferred.
- **Comprehensive Support:** Our counselors offer a wide range of support services, including:
    - **Academic Guidance:** College and career planning, academic goal setting, course selection, and navigating academic challenges.
    - **Social-Emotional Support:**
        - Individual and group counseling for stress management, anxiety, depression, grief, and other mental health concerns.
        - Skill-building workshops on social-emotional learning, such as communication, conflict resolution, and self-regulation.
        - Support for students experiencing bullying, harassment, or discrimination.
        - Crisis intervention and support during challenging times.
    - **Assessment and Resources:**
        - Access to various assessments can help students understand their aptitudes, interests, and learning styles.
        - Comprehensive resources on colleges, universities, vocational training programs, scholarships, and financial aid.
- **Confidentiality and Privacy:** All student information is treated with the utmost confidentiality.

Note: While counselors provide support for social-emotional concerns, matters of student discipline are primarily handled by school administrators.

LEGAL REF.: R340.1151CR340.1152

BOARD POLICY IHAA

INSTRUCTIONAL PROGRAM
COMMON SUMMATIVE ASSESSMENTS **JULY 15, 2024**

Time shall be allocated for Common Summative Assessments (CSA) in all secondary schools at the end of each quarter. Students are expected to be in attendance during these periods.

Common Summative Assessments may not be considered more than 20 percent of the marking period grade. Every student shall be permitted to see his/her corrected assessment, including the questions, within a reasonable time after quarter grades are recorded.

It is recognized that Common Summative Assessments may not be required of every student in every course. Courses who do not give a CSA must have approval from Academic Services and the Director of Secondary Programs.

ADMINISTRATIVE PROCEDURES IHAA

INSTRUCTIONAL PROGRAM
COMMON SUMMATIVE ASSESSMENTS **JULY 15, 2024**

Secondary schools will schedule a CSA period during the last five pupil attendance days of the last week of each semester. Students will take their CSA on these days unless an exception is made by the principal. A maximum of three CSAs will be scheduled each day. Any classes having no CSA scheduled will meet for the same period for regularly planned instructional activities.

Semester CSAs
The Board of Education has given recognition to the importance of the end of quarter assessment process by providing for half-day sessions on the two semester days in which CSAs are administered.

Administrative regulations require that all students attend classes on CSA days. Students will be expected to take CSAs; however, this requirement may be waived for specific courses. Exceptions may be made only the specific approval of the principal.

A minimum of two days each semester will be set aside to review the course and to assist students to prepare for the upcoming CSA. Teachers will provide and/or review appropriate study materials.

The final examination will not count for more than 20 percent of the marking period.

Alternate final examination arrangements will be made for students with legitimate absences. Students have a right to see their corrected final exams within four weeks after the end of each semester.

In instances where a student would otherwise fail a required Michigan Merit Curriculum course in which a district developed common assessment is *administered,* but earns a score of 80% or higher on the district common assessment for each marking period, the student will receive credit for the course and a grade of “S” for satisfactory.

BOARD POLICY IHAB

INSTRUCTIONAL PROGRAM
REPORTING TO PARENTS/GUARDIANS JULY 15, 2024

The superintendent or their designee shall have the authority to determine the promotion of students in accordance with the general school laws of the State of Michigan.

Reporting to parents is an integral part of the school program and is requisite to assuring a sharing of responsibility by parents and teachers for the learning and growth of the student.

The progress of each student shall be measured periodically, and reports of such progress shall be communicated to his/her parents or guardian. These reports, both oral and written, are intended to assist both the student and the parent and to promote cooperation in furthering the student's continued growth.

The responsibility of devising various reporting forms and practices shall be that of the superintendent or designee and the staff.

ADMINISTRATIVE PROCEDURES IHAB

INSTRUCTIONAL PROGRAM
REPORTING TO PARENTS/GUARDIANS July 15, 2024

A comprehensive reporting system is in place to communicate a student's progress on academic and behavioral standards.

1. Reports to parents should be by means of both written report cards and by parent teacher conferences.
2. Parents should be informed about the progress their child is making on state standards and district behavorial standards.
3. Communication about the student's progress should be a constant process. Conferences other than those scheduled may be requested at any time by the teacher or the parent.

Reporting Guidelines

At the secondary level:

1. Teachers will communicate to students and parents early in the semester, the criteria and grading scales used in determining grades, through a course syllibi.
2. Teachers will input classwork, assignments, and assessment grades at regular intervals. End-of-the-marking-period "surprises" should be minimized.
3. Teachers should communicate with students and parents early in the semester the standards needed to determine citizenship grades.
4. Teachers should grade based on the state standards, promoting achievement and growth.
5. Teachers should use a marking period grade to reflect achievement during that one marking period only.

Final Grades

1. In general, a teacher's final evaluation of a student's progress should reflect the student's cumulative performance on the identified standards and Common Summative Assessment.
2. No single assignment or project shall be the sole determiner of a credit for a course. The teacher will use the district determined grade book weights with the marking periods must be weighted equally.

In instances where a student would otherwise fail a required Michigan Merit Curriculum course in which a district developed common assessment is *administered,* but earns a score of 80% or higher on the district common assessment, the student will receive credit for the course and a grade of "S" for satisfactory.

Incompletes

Incompletes may be indicated by marking an "I" in the academic marks column.
The "I" is given with the understanding that the work will be completed within a two week period of time.

Parents have a right to know when their children are doing poorly in time to help prevent failure. A teacher is expected to initiate a two-way communication with the parent advising them of poor or missing work and seeking their assistance BEFORE issuing a D or an E on the report card. Record the date, with necessary notes, of home contacts to facilitate any later questions or contacts.

BOARD POLICY

IHB

INSTRUCTIONAL PROGRAM
HOMEWORK

FEBRUARY 1995
Reviewed 5/2014

The Board of Education supports educationally relevant homework at all levels. Requirements should be made with careful consideration for the physical and emotional health of students and with knowledge of the total load of school and out of school responsibilities carried by students.

ADMINISTRATIVE PROCEDURES IHB

INSTRUCTIONAL PROGRAM **JANUARY 2015**
HOMEWORK

ELEMENTARY SCHOOLS

Daily Assignments
Homework is not usually assigned on a daily basis at the elementary level. When assigned, it is usually designed to provide needed practice on the application of a skill or concept that has already been taught at school. It is important that the student understands the concept or skill before being required to practice it outside the classroom setting. In addition, students may be assigned the collection of information to be later used as a part of classroom instruction.

Makeup Assignments
In the case of lengthy periods of absence due to illness or vacation, some special assignments may be useful in maintaining skills and concepts already learned and to prepare the student for new learning upon his/her return to the classroom.

Parents should be encouraged to schedule vacations at times when school is not in session to avoid having the children miss classroom instruction.

If parents request assignments to be completed during a vacation, they should be advised that the assignments will not substitute for missed instruction but will provide practice on skills and concepts already learned.

Any assignments will need to take into account the student's ability, the nature and location of the trip, and the time that will be available to complete the assignments.

SECONDARY SCHOOLS

Homework
1. Teachers may require homework from students, and students have the responsibility to do their homework.
2. Teachers should advise students of their expectations in regard to homework at the beginning of the semester.
3. Teachers should advise parents also of their expectations in writing so they can assist teachers in achieving these expectations.
4. The amount of homework should be based upon the knowledge the teacher has of what students realistically can complete in the time allotted by the teacher to each assignment.

5. Because the teacher systematically and regularly cultivates good study habits in the classroom and the students practice these habits under supervision, most students will have the process for completing the lesson well established before they leave the classroom. The homework assignment will more readily be completed if there is supervision and a process developed under the teacher's supervision.
6. The teacher will motivate the student to be responsible to complete the assignments.
7. By observing students in the classroom, teachers can determine who can and who cannot be expected to finish the homework assignment. In this way, they may modify the expectations for those students of differing abilities on an individual basis.
8. Principals will encourage teachers to seek out alternatives other than the text in helping students learn of other sources available in answering homework questions.
9. Principals should facilitate the coordination of large and long-range assignments among the departments to ensure that the amount of homework a student is given is within his/her ability and reasonable time constraints.

Make-Up Work / Credit For Work Missed Due To Absence

The teacher has the responsibility to tell a student of the student's obligations in completing the makeup assignments and to be specific and clear in describing the assignments. These need not be the same as the class assignments that the student missed.

A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Assignments such as papers, major presentations, or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to class if the due date coincides with the date of an absence.

A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the absence. Students are required to complete all work missed regardless of why the student was absent.

Any exceptions to the above regulations will be made with the administrator’s approval.

BOARD POLICY IHF

INSTRUCTIONAL PROGRAMS
GRADUATION REQUIREMENTS July 15, 2024

The Board of Education will delegate to the Superintendent or his/her designee to ensure that graduates of Livonia Public Schools minimally meet the state graduation requirements. The school district will review new state graduation requirements and determine how they will be implemented.

ADMINISTRATIVE PROCEDURE

IHF(1)

INSTRUCTIONAL PROGRAM
GRADUATION REQUIREMENTS – CLASS OF 2025 AND BEYOND

July 15, 2024

1. **Number of Classes:** Each student shall be registered as a full-time student for a minimum of eight (8) semesters. Exceptions for the second semester of the senior year for which special schedule arrangements are necessary may be approved by the principals with the support of the Director of Secondary Programs.

2. **Credit Requirements:** A minimum of 23 units of credit (one unit equals one credit) must be earned.

3. **Credit Earned Prior to High School:** A student who, prior to entering high school, successfully completes a course at a Michigan public school that is aligned with the high school course content expectations will earn credit toward fulfilling the graduation requirements. A list of courses for which this applies will be maintained by the Academic Services Department. Grades for these courses will not be used in the calculation of the student's high school grade point average.

4. **Common Learnings:** Each student is required to earn a minimum of 18 credits in the common learnings outlined below:

   A minimum of eighteen (18) units of credit must be earned in the following areas:

   A. Language Arts (Grades 9, 10, 11, and 12).....4.0 units
      - 1 unit Language Arts 9
      - 1 unit Language Arts 10
      - 1 unit Arts 11
      - 1 unit - Language Arts 12

   B. Mathematics.....4.0 units
      4 units of mathematics which must include at least Algebra I, Geometry and Algebra II (or an equivalent) with a math or math-related class in the final year.

   C. Science .....3.0 units
      - 1 unit Biology
      - 1 unit Chemistry or Physics (Beginning with the Class of 2025)
      - 1 unit Science or completion of a CTE Program

   D. Social Studies .....3.5 units
      - 1 unit World History
      - 1 unit U.S. History
      - 0.5 unit American Government
      - 0.5 unit Economics
      - 0.5 unit Personal Finance

   E. Physical Education..... 1.0 unit
      - 0.5 unit Personal Fitness
      - 0.5 unit Health

   F. Visual, Performing, and/or Applied Arts (VPAA)..... 1.0 unit

   G. World Languages.....2.0 units
      - 2 units of the same World Language, or
      - 1 unit of the same World Language and the completion of a Career and Technical Education (CTE) Program, or
      - 1 unit of the same World Language and 1 unit of VPAA in addition to required VPAA credit

   TOTAL .....18.5 units

5. **Electives:** Of the 23 units required for graduation, 5 units of credit may be electives.

6. **Online Learning Experience:** Students are required to experience twenty (20) hours of online learning. The requirement will be met through online experiences provided in required high school core courses.

7. **Personal Curriculum Plan:** A personal curriculum plan may be developed for a student in which graduation requirements are modified in accordance with the state mandated Michigan Merit Curriculum. For example, the VPAA requirement can be modified through a Personal Curriculum Plan for a student who takes additional credit(s) beyond the required credits in English Language Arts, Math, Science, or World Language or if the student completes a CTE program.

8. **Testing Out:** A student will receive credit for a Michigan Merit curriculum course in which the student earns a qualifying score on the test out that measures a student's understanding of the subject area content expectations that apply to the credit. Test out scores will not be used to calculate grade point average. Testing out is not a credit recovery option.

9. **Required Testing:** As a requirement for graduation, a high school student must participate in all state or federal academic testing programs which the School District is required to administer, unless otherwise indicated in an Individualized Education Program (IEP), a Section 504 Plan, or similar program of services. A high school student's failure to meet this requirement will render him/her ineligible for a high school diploma and will preclude that student's participation in graduation commencement exercises. Any deviation from this requirement must be approved by the Superintendent or his/her designee.

10. **Early Graduation:** If a student meets all other requirements, approval for early graduation may be granted at the end of seven (7) semesters. To apply for early graduation, the Application for Early Graduation and a letter to the principal must be completed by the end of the first card marking of the student's senior year. Approval for early graduation will be contingent upon educational experiences or training in high school which have afforded the student early entry into college or an advanced training program, a concrete job offer utilizing these educational experiences, or family financial need. Diplomas will be issued in June. An exception to this section may be granted with approval of the Board of Education upon the recommendation of the Superintendent.

LEGAL REF.: MCL, 380.1166; 380.1278a; 380.1278b

ADMINISTRATIVE PROCEDURES IHF(2)

INSTRUCTIONAL PROGRAM
GRADUATION REQUIREMENTS
TRANSCRIPT FEES **July 15, 2024**

Schools will handle all requests for high school transcripts as follows:

1. For a period of one year after graduation, graduating seniors will be provided the first three transcripts without charge. After that, there will be a charge of $5.00 per copy.

2. All alumni will be charged $5.00 per copy.

3. The school will incur all mailing expenses for transcripts mailed within the continental United States or Canada.

4. Schools will maintain a continuity of service throughout the year so that requests for transcripts are processed in a timely manner.

BOARD POLICY

IHFB

INSTRUCTIONAL PROGRAMS **MAY 1, 2023**
HIGH SCHOOL GRADUATION CEREMONIES

The School District shall plan appropriate graduation ceremonies for those students who have successfully completed their program of study in accordance with requirements established by the State of Michigan and the Board of Education.

Students may participate in graduation ceremonies if they have accrued the number of credits required to graduate, which may include taking up to 1.0 credits after graduation but prior to August 31 of the same year. They do not have to pass the classes in order to participate, but they must remain enrolled. Diplomas will be issued with completion of required credits. Disciplinary action may prevent participation in graduation ceremonies and/or activities.

BOARD POLICY

II

INSTRUCTIONAL PROGRAM **JANUARY 30, 2023**
SYSTEMWIDE ASSESSMENT PROGRAM

The purpose of the systemwide assessment program is to plan appropriate instructional activities for each student in addition to providing the School District and each school essential information on the growth and achievement of our learners.

The School District will select and administer a series of aptitude, diagnostic and standardized achievement assessments, which provide information related to a student's learning potential as well as longitudinal achievement data on individual learners and cohorts of students in the District. Other appropriate assessments may be used for diagnostic purposes.

The School District shall assess learning based on the current standards and curriculum being used in classrooms across the District. This includes, but is not limited to, school improvement assessments, common course and grade level assessments, and unit tests. These assessments, along with standardized assessments, provide a broader picture of a student's abilities and attainment of standards. In addition, surveys and student focus groups provide a "picture" of students' thoughts, feelings and attitudes.

LEGAL REF.: MCL 388.1081 to 388.1083; R340.1101 to R340.1107

ADMINISTRATIVE PROCEDURES II

INSTRUCTIONAL PROGRAM
HIGH SCHOOL TESTING **OCTOBER 14, 2024**

The School District will provide high school students access and opportunities through state required assessments and assessments that provide students with access to post-secondary credits.

Michigan Merit Exam (MME)

The Michigan Merit Examination requires all 11th graders in Michigan take the MME, which includes the SAT with essay, the ACT WorkKeys, and the M-STEP Science and Social Studies. As SAT is a part of the MME state testing program, participation in the SAT is required for graduation.

Scholastic Aptitude Test (SAT) is a three-hour examination of verbal and mathematical ability. The verbal section measures the student's ability to read with understanding, comprehension of words, and skill in dealing with logical relationships. The mathematical section is designed to measure aptitude for handling quantitative concepts rather than mathematical achievement. It is required by most state colleges and universities for admission.

ACT WorkKeys is an assessment that tests students' job skills in applied reading, writing, mathematics and Essential Skills. Scores are based on job profiles that help employers select, hire, train, develop and retain a high-performance workforce.

In addition to the MME assessments, ninth and tenth grade students are required to take PSAT and the National Merit Scholarship Qualifying Test-Preliminary Scholastic Aptitude Test (NMSQT): this test is designed to provide practice for the SAT test which is taken during the junior year and used to identify high achieving students who wish to compete for National Merit Scholarship Grants. Only one percent of those tested nationally realize any money from the National Merit Competition.

Tests for College Admissions

Seniors who plan to apply to a college should complete necessary applications for tests required for admission or possible financial aid. All application and additional information may be obtained in the Counseling Office where college catalogs and scholarship and financial aid literature are included in the college information center.

Most Michigan colleges will require a student to have taken the Scholastic Aptitude Test (SAT) or the American College Test (ACT). As the SAT is a part of the MME, most students take the SAT as their college admission test. Students work with their counselors to determine what the requirements are for the colleges and universities they are interested in applying to.

Advanced Placement Tests of the College Board (APP).

The Advanced Placement Program gives students the opportunity to pursue college level studies while still in secondary school. Students also could receive college credit based on their score on the AP assessment for each course. The program currently provides descriptions and examinations for 39 introductory college courses.

BOARD POLICY

IIC

INSTRUCTIONAL PROGRAM **JANUARY 30, 2023-**
USE AND DISSEMINATION OF ASSESSMENT RESULTS

The District will provide all parents/guardians and students who are over 18, full access to personal educational data. Student records will not be released to a third party without prior written consent of the parent/guardian or student (if over 18), with the exceptions made for Livonia Public Schools staff, governmental educational agencies, or other persons, as provided by law.

LEGAL REF.: 20 USC 1232g *et seq*.

BOARD POLICY

IKB

INSTRUCTIONAL PROGRAM
CONTROVERSIAL ISSUES

JUNE 20, 1988
Reviewed 5/2014

In educating for effective citizenship, it is frequently necessary for pupils to study issues that are controversial. At the same time, it is the responsibility of the schools to assure learning situations which are free from indoctrination. Teachers should recognize:

1. The individual student's right to engage in study, critical thinking, and discussion on any controversial issue which has political, economic, or social significance and concerning which (at his/her level) he/she should begin to have an opinion;

2. The individual student's right to have free access to all relevant information, including the materials that circulate freely in the community;

3. The individual student's right to study under competent instruction in an atmosphere of freedom from bias and prejudice;

4. The individual student's right to take stands and support causes publicly and privately, orally or in writing, within the guidelines prescribed by the superintendent or designee;

5. The individual student's right to participate in political campaigns or other partisan activities outside the school, provided he/she does not claim without authorization to speak or act as a representative of the school or one of its organizations.

ADMINISTRATIVE PROCEDURES IKB

INSTRUCTIONAL PROGRAM
CONTROVERSIAL ISSUES **March 1, 1990**

1. Effective teaching, in the present day of worldwide mass communication through press, radio and television, must be concerned with issues with which pupils will have at least intellectual contact with or without adult guidance. Good teaching regarding such issues requires that teachers be well informed in both the content of the issues and the processes of critical thinking. In obtaining this preparation, the school system and the individual teacher share responsibility.

2. Teaching of controversial topics must be impartial and objective.

3. Teachers should use the following criteria for determining the appropriateness of certain issues for consideration as a part of the curriculum:

    a. The treatment of the issue in question must be within the range, knowledge, maturity and competence of the students as judged by the classroom teacher, with concurrence of the principal if any doubts exist.

    b. There should be study materials and other learning aids available from which a reasonable amount of data pertaining to all aspects of the issue should be obtained.

    c. The consideration of the issue should require only as much time as is needed for satisfactory study by the class; but sufficient time should be provided not only to cover the data pertaining to the issue but also to engage in critical analysis of the data, with particular awareness of common opinion controlling devices.

    d. The issue should be current, significant, real and important to the students and teacher. Significant issues are those which, in general, concern considerable numbers of people, are related to basic principles or at the moment are under consideration in the public press, radio and television.

4. In discussing controversial issues, the teacher should keep in mind that the classroom is a forum and not a committee for producing resolutions or dogmatic pronouncements. **The class should feel no responsibility for reaching an agreement.**

5. It is the teacher's responsibility to bring out the facts concerning controversial questions. The teacher has the right to express an opinion, but in doing so it is important that the student understand it is the teacher's own opinion and is not to be accepted by them as an authoritative answer.

6. The principal bears a major responsibility for the administration and supervision of the curriculum, including the selection of materials and methods of instruction. The principal must be continuously aware of what is being taught in the school; to this end, detailed teaching plans may need to be submitted in advance in the case of some areas of instruction.

7. A teacher who is in doubt concerning the advisability of discussing certain issues in the classroom should confer with the principal as to the appropriateness of doing so. If the principal and the teacher are unable to agree, the issue should be referred to the director.

8. To encourage maximum freedom of thinking and the testing of points of view in the critical thinking process, no taping or other mechanical recording of the classroom discussions will be permitted except with the specific approval of the teacher and except for its use in carrying out the total instructional plan.

9. It is recognized that parents have a right to protest to the school administration when convinced that unfair and prejudiced presentations are being made by any teacher. Criticisms of specific class discussions should be handled by the building principal and/or appropriate director.

BOARD POLICY

IKD

INSTRUCTIONAL PROGRAM
CEREMONIES AND OBSERVATIONS

JUNE 20, 1988
Reviewed 5/2014

School activities designed to recognize holidays shall focus on the development of an educational awareness of the historical and cultural importance of the holiday and shall contribute to the general objectives and purposes of instruction.

BOARD POLICY

IKE

INSTRUCTIONAL PROGRAM
ASSEMBLIES

MARCH 1, 1990
Reviewed 5/2014

Programs and assemblies offered to students during the school day should be instructional. In the interest of reserving the maximum amount of time for instruction, special programs by organizations outside of the schools shall be planned for times outside of the usual school day. In general, entertainment rather than educational type programs or any of a commercial nature should not be approved for presentation during the school day. Any exceptions must be cleared through the superintendent or a designated representative.

BOARD POLICY IKF

INSTRUCTIONAL PROGRAM **NOVEMBER 18, 2024**
SCHOOL STORES

The superintendent or designee shall be authorized to establish school stores for the purpose of the sale of school supplies, school and/or district spirit wear and merchandise, and food and beverage. Items for sale by the school store must be in compliance with district policy and state and federal law and approved by the Director of Secondary Programs and District Services or designee. Accounting procedures for the school stores will align with best practices as outlined by the Governmental Accounting Standards Board (GASB) and as approved by the Chief Financial Officer. Sales reports will be provided monthly to the Chief Financial Officer or designee.

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010

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BOARD POLICY

JAA

STUDENT **SEPTEMBER 22, 2025**
EQUAL EDUCATIONAL OPPORTUNITIES

Livonia Public Schools prohibits unlawful discrimination on the basis of race, color, religion, sex (including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), national origin, age, height, weight, marital status, handicap, or disability in any of its education programs or activities.

Students and other persons will not be denied participation in or the benefit of any educational program or activity, or discriminated against in any manner that violates state or federal law, on the basis of race, color, religion, sex (including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), national origin, age, height, weight, marital status, or handicap/disability.

The Director of Student Services is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs, and activities. The Director of Human Resources is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. These individuals are responsible for coordinating the implementation of the School District's obligations under state and federal laws that prohibit conduct also prohibited by this policy. A student or other person who believes that the School District or its Board of Education has not complied with the law or this policy should promptly file an oral or written complaint with the School District's Civil Rights Coordinators. The assigned Coordinator will meet with the complainant and conduct a reasonable investigation into the facts and circumstances surrounding the complaint.

The complainant or respondent may appeal the Coordinator's determination to the Superintendent by so notifying the Superintendent within ten (10) calendar days of the Coordinator's determination. The Superintendent shall affirm or reverse the Coordinator's determination and, if warranted, implement the Coordinator's proposed resolution or a modification thereof. The Superintendent's decision shall be final.

LEGAL REF.: Civil Rights Act and Americans with Disabilities Act

ADMINISTRATIVE PROCEDURES JAA

STUDENTS **AUGUST 17, 2020**
EQUAL EDUCATIONAL OPPORTUNITIES

Title IX - Sex Discrimination
Title IX of the Education Amendments of 1972 ("Title IX") prohibits sex discrimination and segregation in education and became effective July 21, 1975. In compliance with Title IX, the Board of Education of the Livonia Public Schools School District will not discriminate on the basis of sex in educational programs and activities which it operates, including employment, admissions, recruitment, referrals, and collective bargaining.

The following individuals are appointed the Title IX Coordinators:

Director of Human Resources & Director of Student Services
15125 Farmington Road
Livonia, MI 48154
734 744-2566 (Human Resources) & 734-744-2615 (Student Services)
Email address:
HRDirector@livoniapublicschools.org
StudentServicesDirector@livoniapublicschools.org

Public Notice
Please be advised that the Livonia Public Schools School District does not discriminate on the basis of sex in the educational programs or activities it operates and is required not to so discriminate by Sections 901 and 902 of Title IX of the Educational Amendments of 1972 (86 Stat. 373, 374:20 U.S.C. 1681, 1682) and by the regulations issued by the Secretary of the United States Department of Health, Education and Welfare on June 4, 1975, effective July 21, 1975 (45 CFR 86.1 et seq.), as amended. This law and these regulations also prohibit discrimination on the basis of sex with respect to employment in educational programs and activities operated by school districts subject thereto.

Complaint Procedures
The purpose of these procedures is to ensure a prompt and equitable resolution of complaints based on sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and violation of Board policies that prohibit these types of discrimination. The following procedures apply only to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violence).

In addition to utilizing the complaint procedures set forth below, a person may instead file a complaint directly with the U.S. Department of Education Office for Civil Rights - Cleveland Office, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115-1812; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: http://www.ed.gov/ocr.

These procedures shall be published on the School District's website and Student Handbooks, and made available in every administrative office at every school building and the School District's Department of Human Resources.

A. Definitions

1. Complainant – A complainant is a student or employee of the School District who is alleged to be a victim of conduct that could constitute sexual harassment. A complainant who is a student of the School District must be a current student or participant in an educational program or activity of the School District.

2. Respondent – The person who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

3. Sexual Harassment – One of the following types of misconduct on the basis of sex: (1) an employee's conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

4. Sexual Violence – Physical sexual acts occurring between any persons, including members of the same sex, perpetrated against a person's will or where a person is incapable of giving consent. Examples of acts that fall into the category of sexual violence include rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by employees, other students, or third parties. All such acts of sexual violence are forms of sexual discrimination prohibited by Title IX and this Board Policy.

5. Complaint Submission Date – The date on which the written complaint was received by the Title IX Coordinator.

6. Formal Complaint – A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the School District investigate the allegation of sexual harassment.

7. Responsible Administrator – Individual designated by the Superintendent to conduct the investigation who is not the Title IX Coordinator.

8. Decision-Maker – Individual who is neither the Title IX Coordinator nor the Responsible Administrator and who issues a written determination that includes a determination of responsibility and findings of fact.

B. Procedural Requirements

1. Time Limits - A complaint under this procedure should be filed as soon as possible after the time of occurrence of the alleged violation(s) of Title IX. Failure of a Complainant to comply with any time limitation in the complaint procedure

may result in dismissal of the complaint and/or denial of the appeal. Dismissal of the complaint shall not preclude the individual's right to pursue the complaint through other appropriate external agencies.

Any of the time frames set forth below that need to be delayed or extended by the School District shall be temporary, limited, or for good cause. The School District shall notify the parties of the reason for any such short-term delay or extension.

2. Confidentiality - To the extent appropriate and/or legally permitted, confidentiality will be maintained to the greatest extent possible. Any information gathered during the informal complaint procedures may be used during the formal complaint procedures, if initiated. The School District will take all reasonable steps to investigate and respond to a complaint consistent with a request by the Complainant not to disclose his/her name. However, such requests for confidentiality may limit the School District's ability to adequately investigate and respond to the allegations raised in the complaint. Requests for confidentiality, therefore, will be evaluated in the context of the School District's responsibility to provide a safe and nondiscriminatory environment for all students and employees, and the request will be weighed against whatever factors the School District deems relevant, including, without limitation:

   - The Complainant's age
   - Circumstances that suggest there is an increased risk of future acts of harassment and/or sexual violence under similar circumstances
   - Whether the School District possesses other means to obtain relevant evidence (e.g., security cameras or personnel, and/or physical evidence)

   While there can be no assurance of complete confidentiality, complaints under this procedure will be treated as sensitive information not to be shared with others except in limited circumstances, including, without limitation:

   - Information the law requires to be reported
   - Information imparted to others in supervisory positions to further an investigation or halt a discriminatory practice
   - Information given to the Respondent in order to have sufficient information to respond to the allegations

   All parties to a complaint, including the Complainant, Respondent, and witnesses, have privacy interests and, therefore, all parties should be cautioned not to divulge or publicize the nature of the proceedings or the identity of those involved outside the scope of the investigation.

C. Grievance Resolution Procedures

1. Filing of Complaint - Initiation of the formal complaint procedures or the informal

complaint procedures requires a verbal or written complaint by a Complainant to the Title IX Coordinator.

All complaints regarding harassment or discrimination of students or employees in violation of Title IX shall be submitted to the Title IX Coordinator in person, by mail, by email, or any other means that results in the Title IX Coordinator receiving the verbal or written report:

Director of Human Resources & Director of Student Services
15125 Farmington Road
Livonia, MI 48154
734 744-2566 (Human Resources) & 734-744-2615 (Student Services)
Email address:
HRDirector@livoniapublicschools.org
StudentServicesDirector@livoniapublicschools.org

Complaints may be made orally or in writing.

The Complainant may obtain a Complaint Form (Exhibit) from the Title IX Coordinator, Human Resources or Student Services Department, building administrator, or the District website. A Complaint Form may be copied from the Student Handbook. The Complainant may also attach a written narrative, explaining the nature of the complaint, to the Complaint Form. The Complaint Form or narrative shall contain information that describes the conduct that has violated prohibitions against sex discrimination, including sexual harassment, hostile educational environment, and sexual violence, and identify, with reasonable specificity, the Respondent(s) and any witnesses to the alleged conduct.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, but, nonetheless, expresses their intent to file a formal written complaint, the Title IX Coordinator shall ask for such details in an oral interview and file a written complaint on behalf of the Complainant. In the event the Complainant is a student with disabilities, the Title IX Coordinator will carefully review the reporting student's IEP or 504 plan to determine what specific accommodations that child should have to aid in their reporting such written complaint.

If the Title IX Coordinator signs a formal complaint, he or she is not a Complainant or party during the grievance resolution process and must be free from conflict and bias.

Whenever any School District employee has notice of sexual harassment or allegations of sexual harassment, the School District shall respond and investigate in accordance with this policy. Upon notice of sexual harassment or allegations of sexual harassment, any School District employee shall immediately report the incident to the Title IX Coordinator. The School District shall promptly respond to the complaint alleging sexual harassment in a manner that is not deliberately indifferent, which is a response that is not clearly unreasonable in light of the known circumstances.

Additionally, the School District shall respond and investigate when notice of sexual harassment or allegations of sexual harassment allegations is provided to the Title IX Coordinator or an administrator with the authority to implement corrective action.
Further, in the event that the incident meets the definition of sexual violence as set forth above, the Title IX Coordinator shall immediately: (a) Report the incident to local law enforcement officials pursuant to District procedures; and (b) file a DHS-3200 report pursuant to the District Child Abuse and Neglect Reporting Procedures.

Finally, the Title IX Coordinator shall preserve any evidence of the incident, including, without limitation, incident reports, text messages, images, postings on social media and available video recordings from security cameras.

a. Determining Applicability of the Procedures and Dismissals

The Title IX Coordinator shall initially review the written complaint to determine whether the matter falls within the scope of these procedures. Within ten (10) school days after the Complaint Submission Date, the Title IX Coordinator shall refer the matter to the Investigator, or inform the Complainant in writing that the matters alleged in the complaint are not within the jurisdiction or authority of the School District to investigate and that the School District will not carry out any further investigation. The School District will dismiss such allegations for the purposes of Title IX, but the Title IX Coordinator shall forward the matter to the proper District administrator for review, if appropriate.

The School District shall also dismiss a complaint if the conduct alleged in the formal complaint:

1. Would not constitute sexual harassment even if proven;
2. Did not occur in the School District or a school-sponsored program or activity; or
3. Did not occur against a person in the United States.

The School District may dismiss a complaint if:

1. The Complainant notifies the Title IX Coordinator in writing that he/she wishes to withdraw the formal complaint or allegations;
2. The Respondent is no longer enrolled or employed by the School District; or
3. Specific circumstances prevent an institution from gathering evidence sufficient to reach a determination regarding responsibility.

The School District shall provide written notice of dismissal to the parties and state the reason for the dismissal.

Dismissal of the formal complaint under this policy does not preclude

action under another policy or the Code of Conduct.

b. Written Notice Following Receipt of Formal Complaint

Upon receipt of a formal complaint, the School District will provide written notice of the allegations to all known parties with all of the following:

- Sufficient detail of the allegations, including the identities of the parties involved, the conduct constituting sexual harassment, and the date and location of the alleged incident;
- Each party's entitlement to an advisor of their choice and inspect and review evidence obtained during the investigation;
- A statement "that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance resolution procedures"; and
- A statement informing the parties that the School District's Code of Conduct prohibits making knowingly false statements or submitting knowingly false information during the grievance formal procedures.

c. Supportive Measures

The School District shall offer supportive measures to the Complainant as set forth below. Additionally, the Title IX Coordinator shall promptly contact the Complainant confidentiality to discuss the supportive measures.

The School District shall consider whether to provide supportive measures to either or both the Complainant and Respondent prior to the commencement of the investigation and while the investigation is pending. Supportive measures are non-disciplinary, non-punitive individualized services that are reasonably available and provided without fee or charge to either party. The specific supportive measures implemented and the process for implementing those measures will vary depending on the facts of each case and are intended to ensure equal educational access. Examples of supportive measures include, without limitation: counseling, extensions of time or other class-related deadlines, transportation adjustments, modifications of class schedule, leaves of absence, or increased security and monitoring of certain areas of the school building or property.

d. Investigation

The Responsible Administrator shall conduct an adequate, reliable, and impartial investigation of the complaint. In order to provide a neutral and objective investigation, Responsible Administrator shall not be a party to the complaint in the investigation and must be free from conflicts and bias.

In conducting the investigation, the School District has the burden of gathering evidence sufficient to reach a determination.

All relevant evidence – inculpatory and expiatory – shall be evaluated objectively. The School District cannot access or rely upon any treatment records maintained by a health care provider unless the party provides consent. The School District cannot restrict the parties' ability to discuss the allegations or gather and present evidence. The School District shall not restrict the ability of the parties to discuss the allegations or gather evidence. Both the Complainant and Respondent shall have equal opportunity to present witnesses to be interviewed and provide documentation or other evidence for the Responsible Administrator to review. Credibility determinations shall not be based on a person's status as Complainant, Respondent, or witness.

The Responsible Administrator must provide to the parties written notice of the date, time, location, participants, and purpose of any investigative interviews, meetings, or hearings with sufficient time for the party to prepare to participate.

The parties shall have the same opportunity to select an advisor of his or her choosing who may be, but need not be, an attorney.

The Responsible Administrator shall consider the evidence compiled and take whatever actions deemed necessary to complete the investigation.

The Responsible Administrator will maintain and preserve documentation of all proceedings, which may include written findings of facts, transcripts, notes, or audio recordings.

Prior to completion of the investigative report, the Responsible Administrator must send to each party the evidence subject to inspection and review, and the parties must have at least 10 days to submit a written response, which the Responsible Administrator will consider prior to the completion of the investigative report.

The Responsible Administrator must also create an investigative report that summarizes all relevant evidence and is sent to each party for review and written response.

e. *Written Questions*

After the Responsible Administrator has sent the investigative report to the parties and before the Decision-maker reaches a written determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions, if necessary.

Questions and evidence about a Complainant's prior sexual behavior is irrelevant unless offered to prove that someone other than the Respondent committed the alleged misconduct or offered to prove consent. The Decision-maker will explain to the party proposing the question any decision to exclude a question as not relevant.

f. Written Determination of Responsibility

Notice. The Decision-maker, who cannot be the same person as the Title IX Coordinator or the Investigator(s), shall notify both the Complainant and Respondent in writing within sixty (60) days from the Complaint Submission Date of the results of the investigation.

Written Determination. The Decision-maker shall consider the totality of the evidence and determine whether the preponderance of the evidence establishes that the alleged discrimination occurred (i.e., it is more likely than not that discrimination/sexual harassment/sexual violence occurred). The written determination from the Decision-maker shall include all of the following:

1. Identification of the allegations;
2. A description of the procedural steps taken following receipt of the formal complaint through the written determination;
3. Findings of facts;
4. Conclusions about whether the alleged conduct occurred;
5. A statement of, and rationale for, the result as to each allegation;
6. Any disciplinary sanctions imposed on the respondent;
7. Whether remedies will be provided to the Complainant; and
8. The District's procedures and permissible bases for either party to appeal, as outlined below.

The written determination must be provided to the parties simultaneously. The written determination will become final either on the date that the parties are provided with the written determination on appeal, if an appeal is filed, or the date on which an appeal would no longer be considered timely, if no appeal is filed.

Remedies provided in the written determination must be designed to restore or preserve equal educational access. They may include the same "supportive measures" as described above. However, such remedies need not be non-disciplinary and non-punitive and need not avoid burdening the Respondent.

g. Appeals

A Complainant or Respondent who is not satisfied with the resolution in the written determination may submit a written appeal from a determination regarding responsibility or from the School District's dismissal of a formal complaint or any allegations within five (5) school days to the Superintendent and based on one of the following:

1. Procedural irregularity that affected the outcome of the matter;

2. Newly discovered evidence that that could have affected the outcome of the matters and was not reasonably available at the time determination of responsibility or dismissal was made; or

3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias that affected the outcome of the matter.

The written appeal shall state with particularity the nature of the appeal, the reasons underlying such appeal, and how the outcome would be changed by reconsideration of the determination.

The District will notify the other party in writing when an appeal is filed. Both parties will be given a reasonable and equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee – who was not the Decision-maker, the Responsible Administrator, or the Title IX Coordinator – shall conduct a review of the record and each parties' written statement on appeal to determine whether the preponderance of the evidence supports the Responsible Administrator's determination. The Superintendent or designee must be free from conflict of interest or bias and trained on such topics such as how to serve impartially and how to conduct an investigation and the grievance process.

The Superintendent or designee shall issue a written determination on appeal, explaining the results of the appeal and its rationale, and mail it to the both parties simultaneously and within thirty (30) school days of the receipt of the appeal. The Superintendent's decision is a final decision.

h. Informal Resolution Process

Informal resolution process, such as mediation, may be an appropriate choice when the conduct involved is not of a serious or repetitive nature and disciplinary action is not required to remedy the situation. The informal resolution process shall neither be required nor offered unless a formal complaint is filed. However, at any time prior to the issuance of the written determination of responsibility, the School District may facilitate an informal resolution process, that does not involve investigation and adjudication, provided that:

- The School District provides written notice to the parties, which discloses the allegations, the requirements of the informal resolution process, that any party has a right to withdraw from the informal resolution process and resume the grievance procedures at any time prior to agreeing to resolution, and any consequences of participating in the information resolution process (i.e., what information, if any, will

be considered confidential); and

- Before proceeding with an informal resolution process, both parties must give voluntary, informed, written consent.

The informal resolution process cannot be offered where the allegations in the formal complaint allege that an employee sexually harassed a student.

The School District may not require that as a condition of enrollment, or continuing enrollment or employment or continuing employment, or any enjoyment of any other right, waiver of a right to a formal investigation and adjudication of formal complaints of sexual harassment.

D. **Discipline** - Employees and students may be subject to disciplinary action if it is determined through the formal procedures that discriminatory action, treatment, harassment, or retaliation has occurred in violation of federal or state laws or District policies. The Decision-maker shall refer the matter to the appropriate School District administrator to initiate disciplinary proceedings against the Respondent.

1. Students – If the recommended disciplinary action involves either the suspension or expulsion of a student from the school district's regular education program, the procedures set forth in Board Policy JD entitled "Student Discipline" must be applied.

2. Employees – If the recommended disciplinary action involves either suspension or discharge, the disciplinary procedures will be governed by the applicable collective bargaining agreement, Michigan law, and/or Board policies.

E. **Retaliation** - Individuals who make complaints in good faith or are involved in the investigation of the complaint, shall be free from retaliation, threats, intimidation, coercion, discrimination, and reprisal for reporting of the incident or participating in an investigation.

Retaliation is a separate violation distinct from the underlying Title IX complaint. Claims of retaliation, submitted in good faith and in writing to the Responsible Administrator, shall be investigated pursuant to the procedures of this Administrative Procedures. Individuals who engage in retaliation will be subject to disciplinary action as indicated above, regardless of whether there has been a finding of cause for the underlying complaint.

F. **False Complaints** - Individuals are prohibited from knowingly filing a false or misleading complaint alleging harassment, discrimination, or retaliation. If the Decision-maker's written determination pursuant to the procedures of this Board Policy supports that the Complainant submitted a false or misleading complaint, the Complaint will be dismissed and the individual will be subject to disciplinary action as indicated above.

G. **Relationship of These Procedures to Law Enforcement Activities** - Nothing in this Policy should in any way be deemed to discourage the Complainant from reporting acts which are subject to these procedures, including acts of sexual violence, to local law

enforcement. If the Complainant files a criminal complaint, the Responsible Administrator, nevertheless, will not wait for the conclusion of a criminal investigation or criminal proceeding to begin the School District's own Title IX investigation.

EXHIBIT

JAA

STUDENTS
EQUAL EDUCATIONAL OPPORTUNITIES

AUGUST 17, 2020

TITLE IX COMPLAINT FORM

The purpose of Title IX complaint procedures is to ensure a prompt and equitable resolution of complaints based on sex discrimination, including complaints of sexual harassment or sexual violation, in violation of Title IX of the Education Amendments of 1972 ("Title IX") and violation of Board policies that prohibit these types of discrimination. The following procedures apply only to complaints alleging discrimination prohibited by Title IX (including sexual harassment and sexual violation).

Instructions: Individuals alleging Title IX discrimination on the basis of sex, sexual harassment, and/or sexual violence and requesting review and/or investigation are required to complete this form and submit it to the appropriate administrator as soon as possible after the occurrence of the alleged discrimination.

1. **Name of Complainant**: _____

_____
Home Address **City/State/Zip**

Home Phone: _____

School/Office: _____

Grade (if applicable): _____

2. **Nature of Complaint**: Please describe the action you believe may be sex discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable specificity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

_____

_____

_____

_____

_____

_____

_____

_____

3. **When did the actions described above occur?** _____

_____

4. **Are there any witness(es) to this matter?** (Please circle) **Yes** **No**

If yes, please identify the witness(es):_____

_____

_____

5. **Did you discuss this matter with any of the witnesses identified in No. 4?**

(Please circle) **Yes** **No**

If yes, please identify:

Person(s) to whom you have spoken: _____

_____

Date: _____ **Method of communication**:_____

_____

6. **Have you spoken to any administrator(s) or other District employee(s) about this matter?** (Please circle) **Yes** **No**

If yes, please identify:

Person(s) to whom you have spoken: _____

_____

Date: _____ **Method of communication**:_____

_____

7. **Please describe the result of the discussion(s) identified in No. 6**:

_____

_____

_____

_____

_____

_____

_____

_____

PLEASE ATTACH ANY STATEMENTS, NAMES OF WITNESSES, REPORTS, OR OTHER DOCUMENTS WHICH YOU FEEL ARE RELEVANT TO YOUR COMPLAINT.

I certify that the foregoing information is true and correct. Further, I request that the District investigate the foregoing allegations of sexual discrimination, sexual harassment, and/or sexual violence.

_____
Print Name

_____
Signature

_____
Date

Please submit your completed Title IX complaint to the Title IX Coordinator:

Human Resources Department
HRDirector@livoniapublicschools.org
(734) 744-2566
Student Services Department
StudentServicesDirector@livoniapublic schools.org
15125 Farmington Road
Livonia, MI 48154
(734) 744-2615

BOARD POLICY JAB

STUDENTS
NONDISCRIMINATION ON THE BASIS OF DISABILITY- SECTION 504

DECEMBER 15, 2025

The School District, in accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, the Americans with Disabilities Act (ADA), and applicable federal and state law, is committed to providing a free appropriate education to each qualified-student with a disability within its jurisdiction, regardless of the nature or severity of the disability.

The administrative rules establish the procedure in which the School District may meet this commitment. The School District may, as an alternative or in combination with this procedure, follow the provisions established for identification, evaluation, and placement of students under the Individuals with Disabilities in Education Act (IDEA).

This Board Policy and the Administrative Procedure have been developed and adopted for the purpose of complying with the School District's educational services obligations under Section 504 of the Rehabilitation Act of 1973 and its implementing regulations, and it is not designed or intended, nor should it be construed, to grant broader rights or remedies. This Board Policy and Administrative Procedure do not, and should not be construed to, create rights or remedies enforceable in contract or by any law other than Section 504 and its implementing regulations.

The School District's administration may issue interpretative memoranda and adopt directives and procedures to implement this Section 504 of the Rehabilitation Act of 1973, Board Policy, and Administrative Procedure.

The Director of Student Services is designated as the School District's Section 504 Educational Services Coordinator. As such, the Director of Student Services is responsible for coordinating the implementation of the School District's obligations under Section 504 of the Rehabilitation Act of 1973, its implementing regulations, Board Policy, and the Administrative Procedure. A student or parent/guardian, who believes that the School District has violated its obligation under Section 504 of the Rehabilitation Act of 1973 or its implementing regulations, Board Policy, or the Administrative Procedure, may file a written complaint with the School District's Section 504 Coordinator within ten (10) calendar days of the alleged violation. The Coordinator will meet with the person who filed the complaint and conduct a reasonable investigation of the facts and circumstances surrounding the complaint. If the Coordinator determines that a violation has not occurred, the Coordinator shall, in writing, so advise the person who filed the complaint and the School District's Superintendent.

If the Coordinator determines that a violation has occurred, he/she shall put his/her determination in writing, propose a fair resolution of the complaint and deliver the determination to the person who filed the complaint and the School District Superintendent. The person who filed the complaint on the School District may appeal the Coordinator's determination to the Superintendent by so notifying the Superintendent in writing within ten (10) calendar days of the Coordinator's determination. The Superintendent may conduct additional investigation of the facts and circumstances surrounding the complaint. The Superintendent shall affirm or reverse the Coordinator's decision and, if warranted, implement the Coordinator's proposed resolution or a modification thereof. The Superintendent's decision shall be final.

A person is not required to use the procedure outlined above and may instead file a complaint directly with the U.S. Department of Education Office for Civil Rights.

The person who filed the complaint on the School District may appeal the Coordinator's determination to the Superintendent by so notifying the Superintendent in writing within ten (10) calendar days of the Coordinator's determination. The Superintendent may conduct additional investigation of the facts and circumstances surrounding the complaint. The Superintendent shall affirm or reverse the Coordinator's decision and, if warranted, implement the Coordinator's proposed resolution or a modification thereof. The Superintendent's decision shall be final.

RULE 1 — DEFINITIONS

A student is considered a student with a disability if he or she has a physical or mental impairment which substantially limits one or more major life activity, has a record of such an impairment, or is regarded as having such an impairment.

A student is considered qualified if he or she is of an age during which non disabled students are provided such services, if it is mandatory under state law to provide such services to non-disabled students, or if the School District is required to provide a free appropriate public education to the student under IDEA.

RULE 2 — EDUCATION OF QUALIFIED STUDENTS WITH A DISABILITY

The School District will provide qualified students with a disability with regular and special education and related aids and services that are designed to meet their educational needs as adequately as the needs of non disabled students are met in accordance with the procedural safeguards required by law and this Procedure.

If a qualified student with a disability needs, or is believed to need, regular or special education and related aids and services, the School District will implement the evaluation procedures of Rule 3, unless otherwise mutually agreed to by the School District and parent(s)/guardian or adult student, before taking any action with respect to the initial placement of the student in a regular or special education program and any subsequent significant change in placement.

Qualified students with a disability will be integrated with non-disabled students in academic, nonacademic, and extracurricular settings to the maximum extent appropriate to their needs. To this end, qualified students with a disability will be placed in the regular education environment unless such placement cannot be achieved satisfactorily with the use of supplementary aids and services. When qualified students with a disability are placed in segregated facilities, those facilities and the services and activities provided therein will be comparable to those provided in the regular education environment.

RULE 3 — EVALUATION PROCEDURES

(a) Initiation — Parent(s)/guardian, School District staff, adult students, and other appropriate persons may make a referral to the School District for initiation of the procedures set forth below. Upon referral, and prior to the initiation of the procedures set forth below, the School District shall receive written permission from the parent(s)/guardian or adult student to conduct an evaluation.

(b) Evaluation — The School District will appoint persons to a 504 Committee, which Committee will include at least one person knowledgeable about the student, to evaluate the student and/or to review and consider available diagnostic, medical, and other pertinent evaluative information submitted by the parent(s)/guardian, adult student, and/or submitted by the School District's staff and the School District's designated nonemployee evaluators.

The School District will invite the parent(s)/guardian or adult student to be participants of the 504 Committee and shall inform them by advance written notice of the dates and times of Committee meetings.

The 504 Committee, in evaluating the student, will draw upon information from a variety of sources including, but not limited to, parent(s)/guardian or adult student input and recommendations, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The 504 Committee and School District appointed evaluators, including nonemployee evaluators, may administer tests and other evaluation materials to determine the nature and extent of the student's need for regular education with related aids or services or special education and related aids or services, provided: (1) the tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producer; (2) the tests and other evaluation materials include those tailored to assess specific areas of educational need and not merely those which are designed to provide a single, general intelligence quotient; and (3) the tests are selected and administered so as best to ensure that, when a test is administered to a student with impaired sensory, manual, or speaking skills, the test results accurately reflect the student's aptitude or achievement level, or whatever other factor the test purports to measure, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).

(c) Eligibility and Placement — The 504 Committee will, considering all evaluative information and other input, determine whether the student is qualified and disabled within the meaning of federal law, Board Policy, and this Administrative Procedure. If the Committee determines that the student is qualified and disabled, it will next consider whether regular education with the use of supplementary aids and services or special education and related aids or services are necessary to meet the student's educational needs as adequately as the needs of non- disabled students and, if so, the nature and extent to which regular education with the use of supplementary aids and services or special education and related aids or services are necessary. The Committee will bear in mind that qualified students with a disability must be

placed in the regular education environment unless it is demonstrated that such a placement cannot be achieved satisfactorily with the use of supplementary aids and services.

RULE 4 — REEVALUATION
A 504 Committee shall periodically reevaluate qualified students with a disability in accordance with federal law. Such a reevaluation shall occur before any significant change in the student's placement.

RULE 5 — NOTICE OF PROCEDURAL SAFEGUARDS
The parent/guardian or adult student will be provided written notice of their rights under Board Policy and this Administrative Procedure. The procedural rights include: the right to file a complaint with the School District appointed 504 Coordinator over an alleged violation of Section 504, Board Policy, and this Procedure; the right to have an evaluation by the 504 Committee; the right to be informed of any proposed action, or refusal to take action, relating to the 504 Committee's eligibility and/or placement decisions; the right to examine all relevant school records; the right to receive all information in the parent(s)/guardian and student's native language and primary mode of communication; the right to a reevaluation periodically or before any significant change in placement; the right to an impartial hearing if there is disagreement with the 504 Committee's proposed action or refusal to take action regarding the eligibility and/or placement of the student; the right to be represented by counsel in the impartial hearing process; the right to appeal the hearing officer's decision.

RULE 6 — DUE PROCESS HEARING
A parent(s)/guardian or adult student wishing to contest the 504 Committee's determinations may request an impartial hearing at which the parent(s)/guardian or adult student and their counsel may participate. The parent(s)/guardian or adult student's request for an impartial hearing shall be in writing and shall specifically identify the areas of disagreement with the 504 Committee's report, as well as the reasons for the disagreement. A request for an impartial hearing must be made within twenty-five (25) calendar days following the date on which the report was issued.

The Superintendent of Schools, or his/her designee, upon receipt of a complete and timely request for an impartial hearing, shall appoint an impartial hearing officer to take evidence and to issue a decision regarding the 504 Committee's action, or refusal to take action, regarding the eligibility and/or placement of the student. The impartial hearing officer shall be chosen by the District from those individuals who are identified as hearing officers by the Michigan Department of Education's Office of Administrative Law, who are willing to serve under this policy and who are not District employees. The impartial hearing officer shall not have any authority to consider any other matter without the parties' consent.

RULE 7 — HEARING RIGHTS AND RESPONSIBILITIES
At an impartial hearing conducted pursuant to federal law, Board Policy, and this Administrative Procedure, the School District and parent(s)/guardian or adult student have the following rights: (1) to be represented by counsel or other individuals knowledgeable with respect to the

problems of students with disabilities; (2) to present evidence and confront and cross-examine witnesses; (3) to prohibit the introduction of evidence or the direct testimony of witnesses who have not been disclosed to that party not less than five (5) calendar days before the hearing; (4) to obtain a written or electronic verbatim recording of the hearing at the expense of the party requesting it (this provision may be waived by the School District based upon financial hardship).

The parent/guardians or adult student may have the hearing private or open to the public and the student who is the subject of the hearing may be present.

The hearing officer shall issue a written decision. The hearing officer's decision shall be promptly mailed or delivered to the School District and the parent(s)/guardian or adult student.

The parent(s)/guardian or School District may appeal the hearing officer's decision to a court of competent jurisdiction within the time and in the manner permitted by law.

BOARD POLICY

JB

STUDENTS **DECEMBER 16, 2019**
COMPULSORY ATTENDANCE

Regular and timely student attendance is vital to a student's success and will be a common and shared expectation of the schools, the parents, and the students. Attendance in the elementary and secondary schools of the Livonia Public Schools School District shall be in accordance with the law.

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control of a child age six to eighteen to send the child to school during the entire school year, except under limited circumstances specified in the Revised School Code, subsection (3) of subsection 380.1561.

Children becoming six years of age before September 1 shall be enrolled on the first day of the school year in which their sixth birthday occurs. A child becoming six years of age on or after September 1 shall be enrolled on the first school day of the school year following the child's sixth birthday.

The School District shall report to the appropriate authorities any child who is absent from school in violation of the compulsory attendance law.

Parents are responsible for contacting the school in all cases of student absence. All absences will be classified as excused, unexcused, or school business. An excused absence is defined as an absence beyond the control of the student (e.g. illness, family emergency) and reported to the school by the student's parent or guardian within the designated timeframe. An unexcused absence will result when the parent or guardian does not notify the school of the student's absence within the designated timeframe. A school business absence includes field trips, counselor appointments, or other instances when the student is absent from class but is present in or involved with a school function. In cases of doubt, the administrator will make the final determination as to whether an absence is excused or unexcused. Exceptions to the attendance policy may be applicable to a student eligible under either the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

More than three consecutive days of absence is considered to be an extended absence. A total of ten or more absences is considered to be excessive. Written documentation may be requested by the school administration for cases of extended or excessive absences.

Attendance Records
Attendance records shall be maintained in accordance with law.

CROSS REF.: JBA – Placement of Students Enrolling Into Livonia Public Schools
LEGAL REF.: MCL 380.1561; R340.1, *et seq.*

ADMINISTRATIVE PROCEDURE JB

STUDENTS **DECEMBER 16, 2019**
SECONDARY ATTENDANCE

PHILOSOPHY OF ATTENDANCE

Livonia Public Schools is committed to providing our students with a world class education that will prepare them to be productive citizens in a diverse and democratic society. That students regularly attend class should be a shared and common expectation of the schools, the students, and the parents. Our goal is to work cooperatively with parents and students; we wish to maintain high standards and instill the work traits of punctuality and outstanding attendance. Those students who skip class or accrue excessive absences in a class could lose credit for that class.

ABSENCES

Ten total absences in a class during one semester are deemed excessive. Excused absences, unexcused absences, and suspensions will count in a student's total number of absences. Instances of school business absence will not figure into the total number of absences.

A student who reaches ten total absences in a class may be placed on an attendance plan by the assistant principal. The plan will outline the conditions which must be met for the student to earn credit for the course. Instances of chronic and other doctor-verified illnesses will be handled on a case-by-case basis. Written documentation may be requested by the school in those instances.

A continued pattern of absences may result in the student being removed from the class. In such cases, there is a loss of credit and an "EW" will be posted on that student's report card and transcript.

Notification To Parents

An automated telephone service will report absences to the student's home or designated phone number. In addition, parents have the ability to check their student's attendance online.

Make-Up Work / Credit For Work Missed Due To Absence

A student who has been absent from class has the responsibility for obtaining and completing homework, class projects, or other graded assignments including tests and quizzes that occurred during their absence. Assignments such as papers, major presentations or other previously assigned graded events will be expected to be completed and submitted on the day the student returns to class if the due date coincides with the date of an absence.

A student with an excused absence, school business absence, or absence due to suspension will be allowed one day per day of absence to make-up work missed. In cases of multiple consecutive days of absence due to suspension or a pre-arranged absence, a student will be allowed no more than three days to make-up missed work. A student with an unexcused absence may not receive credit for work missed as a result of the absence. Students are required to complete all work missed regardless of why the student was absent.

Any exceptions to the above regulations will be made with the administrator's approval.

LEGAL REF.: MCL 380.1586 et seq.

BOARD POLICY

JBA

STUDENTS **DECEMBER 16, 2019**
PLACEMENT OF STUDENTS ENROLLING INTO LIVONIA PUBLIC SCHOOLS

Students who enroll into Livonia Public Schools should customarily be placed in the grade assigned by the previous school. Children who have completed kindergarten in another system but who are of LPS kindergarten age will be initially enrolled in kindergarten. Adjustments may be made in grade placement when warranted by performance in our school setting.

If a grade level is impossible to determine, the student should usually be assigned to an age-appropriate grade level. The building principal has the discretion to place individual students at the most appropriate grade level.

A child who resides in the School District may enroll in kindergarten if the child is at least five years of age on September 1 of the school year of enrollment, as set by the State of Michigan.

If a child residing in the School District is not five years of age on September 1, but will be five years of age not later than December 1 of a school year, the parent or legal guardian of that child may enroll the child in kindergarten for that school year if the parent or legal guardian notifies the School District in writing that he or she intends to enroll the child in kindergarten for that school year. After receiving this notification, the School District may make a recommendation to the parent or legal guardian of the child that the child is not ready to enroll in kindergarten due to the child's age or other factors. However, regardless of this recommendation, the parent or legal guardian retains the sole discretion to determine whether or not to enroll the child in kindergarten.

Special Education Students
Special education programs and services are provided to eligible students from birth to age 26.

LEGAL REF.: MCL 380.1561

ADMINISTRATIVE PROCEDURES JBA

STUDENTS **DECEMBER 16, 2019**
PLACEMENT OF STUDENTS ENROLLING INTO LIVONIA PUBLIC SCHOOLS

A school or parent may request an assessment to determine appropriate grade placement.

The building principal has the discretion to place individual students at the most appropriate grade level.

Grade level or course placement of students transferring from a home school or a school not meeting the standards of the major accrediting agencies listed below shall be made by school officials based on appropriate evaluation and consultation with parents or guardians. Such evaluation may include, but is not limited to, curriculum used; attendance records; portfolios; etc.

Schools of the Livonia Public Schools School District shall accept credit for course work completed at a school accredited by AdvancED, the Michigan Association of Non-Public Schools, the Independent Schools Association of the Central States, or other recognized state or regional accrediting agencies of comparable standards.

In core academic disciplines, transfer of credit from a home school or institution which is not accredited by an agency meeting the above standards, may be contingent on the student demonstrating proficiency through successful completion of a final exam and/or other culminating exercise. Successful completion of a higher level course in a specific discipline may also be used to establish proficiency.

Transfer of credit in non-core areas may be given when the course is in line with the content and expectations of similar district courses.

Credits from non-public or home schools may be granted and placed on a student's transcript. Grades will be entered on the transcript and considered for class ranking if the sending school is approved by a state education agency as listed above.

BOARD POLICY

JBCB

STUDENTS
NONRESIDENT STUDENTS

JANUARY 22, 2018
(Reviewed 6/5/23)

As a general rule, the school district does not accept nonresident students. The superintendent may make exceptions to this rule in accordance with administrative procedures.

The Board of Education will consider out of district school of choice students in specialized programs and through limited school of choice options only if doing so benefits resident students by preserving programs.

As a general rule, the school district does not sign off on resident students wishing to attend another public school outside the district. The superintendent may make exceptions to this rule in accordance with administrative procedures.

Tuition Fees
Tuition fees for students accepted by the superintendent or designee from outside the school district's boundaries shall be established annually by the Board of Education according to law.

ADMINISTRATIVE PROCEDURES

JBCB

STUDENTS
NONRESIDENT STUDENT

JUNE 5, 2023

1. A student whose parent or guardian is both a resident of the State of Michigan and an employee of the Livonia Public Schools School District is eligible to enroll. For purposes of this Administrative Procedure, an ‘employee’ is defined as an individual who works for the school district on a schedule that regularly includes at least 20 hours of work per week while school is in session, and specifically excludes substitutes and coaches. The school district may condition the enrollment of such a student on the school district’s receipt of all funds to which the student’s resident school district would have been entitled to receive had the student enrolled in his or her resident school district. The school building in which such a student is placed is within the discretion of the school district, and the school district specifically reserves the right to deny enrollment due to classroom or space limitations. In the event that the parent or guardian no longer meets the definition of ‘employee’ set forth above, or in the event that the school district eliminates this program, the student will be eligible to complete the academic year.

2. A student of high school senior status who completed his/her junior year in the Livonia Public Schools School District and whose parent or guardian has moved from the district may complete his/her senior year on a tuition basis.*

3. A student from a surrounding school district interested in enrolling in a class in the Livonia Career Technical Center in which seats are available, after all requests from Livonia Public Schools' students have been met, may enroll on a tuition contracted cooperative agreement basis. This enrollment is subject to the review and approval of both the Livonia Public Schools and the student's home school district. The fee will be paid by the school district in which the student resides.

4. A student whose district of residence changes to a district outside the Livonia Public Schools School District after the pupil membership count date and before the supplemental count date, and who continues to be enrolled with the Livonia Public Schools School District on the supplemental count date, may continue to be enrolled for the balance of that school year. The Pupil Accounting office must be notified in writing of any students attending Livonia Public Schools but residing outside the district.

5. A student whose parent or guardian has a legal offer to purchase a home or lease or rent a dwelling in the Livonia Public Schools School District may enroll in the district on a tuition basis until residency requirements are completed.* A lease must include the end of lease date and authorization to contact the front office or landlord for verification of lease information.

   ***In these cases, a tuition waiver will be requested from the resident district. Any funds received from a resident district waiver approval will be applied to tuition due.**

6. Completion of a tuition enrollment packet and a $500 deposit in the form of a check will be required of a parent or guardian for a student enrolling in the district under this policy, unless enrolling under Paragraph 1 above. The check will be held pending completion of the closing on the property. The deposit will be used to offset any possible tuition. If the closing occurs within the semester* in which the student has been enrolled, the entire deposit will be returned; if, on the other hand, the closing has not been completed during that semester* but, rather, the subsequent semester*, that $500 will be a partial payment for the tuition costs due. The Chief Financial Officer or designee will notify the Accounts Receivable staff to bill the parent or guardian for the balance.

   CURRENT LIVONIA PUBLIC SCHOOLS' RESIDENTS MAY ENROLL THEIR CHILDREN IN THE NEW SCHOOL OF ATTENDANCE WHERE THEY ARE PURCHASING THEIR NEW HOME WITHOUT A TUITION DEPOSIT.

7. All persons who cannot produce the proper evidence of home ownership, rental, or lease agreement must have the Livonia resident they are living with complete the Residency Affidavit annually, keep one copy in the principal's office, and forward the original to the Pupil Accounting office.

8. For all nonresident students in the catchment area programs (i.e., MOCI, ASD, Work Skills, and Visually Impaired programs), the Livonia Public Schools School District assumes the validity of those students' residencies as being established in the school district from which they came and does not require any further formal verification.

9. A student who, due to unique circumstances as deemed by the superintendent, would benefit through enrollment in the Livonia Public Schools' program may enroll on a contracted basis.

10. Athletic eligibility for incoming high school students is not automatic and must be determined by the principal and athletic director based on Michigan High School Athletic Association guidelines.

*As defined by the secondary calendar

LEGAL REF.: MCL 380.1401, 388.1606, 388.1718

BOARD POLICY

JBD

STUDENTS
HOMELESS STUDENTS

APRIL 20, 2026

The Board of Education of Livonia Public Schools is committed to ensuring that students experiencing homelessness have equal access to the same free and appropriate public education as all other students. Students who meet the definition of 'homeless children and youths' under the *McKinney-Vento Homeless Assistance Act** will not be stigmatized or segregated on the basis of their status as homeless. Students eligible under the *McKinney-Vento Homeless Assistance Act** will be provided services and may participate in programs comparable to other students in the District. Board policy, administrative guidelines, and practices will not be interpreted or applied in such a way as to inhibit the enrollment, attendance, participation, or school success of eligible students.

The Superintendent will appoint a liaison for homeless children, who will perform the duties as assigned by the Superintendent. Additionally, the liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to eligible homeless children and youths.

LEGAL REF.:
*McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.)

ADMINISTRATIVE PROCEDURES JBD

STUDENTS **MARCH 18, 2018**
HOMELESS STUDENTS

Identification
In collaboration with school personnel and community organizations, the district liaison will identify children and youth in transition in the district, both in and out of school. The district liaison will train school personnel on possible indicators of homelessness, sensitivity, and respectfulness when identifying families and youth as in transition, and procedures for forwarding information indicating homelessness to the district liaison.

Due to the requirement to identify students quickly so that they can be enrolled without delay, building personnel with whom parents are likely to have initial contact need to be knowledgeable of required procedures and best practices. Other agencies and resources in the community may have contact with families in transition and also contribute to timely identification. Families and youths need to be made aware of their rights and support available through the *McKinney-Vento Homeless Assistance Act* as the first step to stabilize children's and youth's education.

Information, including a McKinney-Vento Student Residency Affidavit completed and signed by the guardian or unaccompanied youth, is sent to the district liaison. Eligibility must be determined initially without all of the information typically required of families so as not to delay enrollment. Subsequent to the initial determination, however, follow-up procedures confirm that eligibility was warranted or needs to be denied.

The district liaison will keep data on the number of children and youth in transition in the district; where they are living; their academic achievement (including performance on state and districtwide assessments); and the reasons for any enrollment delays, interruptions in their education, or school transfers.

School Selection
Each child and youth in transition has the right to remain at his or her school of origin. In selecting a school, children and youth in transition will remain at their schools of origin to the extent feasible, unless that is against the parent or youth’s wishes. Students may remain at their schools of origin the entire time they are in transition and until the end of any academic year in which they become permanently housed. The same applies if a child or youth loses his or her housing between academic years.

Feasibility will be based on the needs and interests of the particular student and the parent or youth's wishes. Potential feasibility considerations include:

- The age of the child or youth
- The distance of a commute and the impact it may have on the student's education
- Personal safety issues
- A student's need for special instruction (e.g., special education and related services)
- The length of anticipated stay in a temporary shelter or other temporary location
- The time remaining in the school year

Services that are required to be provided, including transportation to and from the school of origin and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

The school selected for enrollment must enroll any child or youth in transition immediately. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including:

- Proof of residency
- Transcripts/school record (The enrolling school must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.)
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunization and other medical records. Health records may often be obtained from previous schools or state registries, and school- or community-based clinics can initiate immunizations when needed.)
- Proof of guardianship
- Birth certificate
- Any other document requirements
- Unpaid school fees
- Lack of uniforms or clothing that conforms to dress codes
- Any factor related to the student's living situation

Unaccompanied youth must also be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or district liaison.

Transportation

At a parent's request, transportation will be provided to and from the school of origin for a child or youth in transition if determined to be in the child's or youth's best interest. Transportation will be provided for the entire time the child or youth has a right to attend that school, as defined above, including during pending disputes. The district liaison will request transportation to and from the school of origin for unaccompanied youth. The length of the commute will be considered only in determining the feasibility of placement in the school of origin based on potential harm to the student, as discussed above. Parents and unaccompanied youth must be informed of this right to transportation before they select a school for attendance.

Requests will be processed and transportation arranged without delay. If the student in transition is living and attending school in this district, this district will arrange transportation. If the student in transition is living in this district but attending school in another, or attending school in this district but living in another, this district will coordinate with the neighboring district to arrange transportation. Inter-district disputes will not result in a student in transition missing school. If such a dispute arises, this district will arrange transportation and immediately bring the matter to the attention of the State Coordinator for the Education of Homeless Children and Youth. In addition to receiving transportation to and from the school of origin upon request, children and youth in transition will also be provided with other transportation services comparable to those offered to housed students.

Services

Children and youth in transition will be provided services comparable to services offered to other students in the selected school, including:

- Transportation (as described above)
- Title I, Part A, services (as described below)
- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical educational programs
- Gifted and talented programs
- Before-school and after-school programs

School personnel must also inform parents of all educational and related opportunities available to their children and provide parents with meaningful opportunities to participate in their children's education.

Disputes

If a dispute arises over any issue covered by this policy, the district Homeless Dispute Resolution Procedures will be followed. Meanwhile, the child or youth in transition will be admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student will also have the rights of a student in transition to all appropriate educational services, transportation, free meals, and Title I, Part A, services while the dispute is pending.

The school where the dispute arises will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the district liaison immediately. The district liaison will ensure that the student is enrolled in the requested school and receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The district liaison will keep records of all disputes in order to determine whether particular issues or schools are delaying or denying the enrollment of children and youth in transition repeatedly.

The parent, unaccompanied youth or school district may appeal the school district's decision as provided in the state's dispute resolution process.

Free Meals

The U.S. Department of Agriculture has determined that all children and youth in transition are automatically eligible for free meals. On the day a child or youth in transition enrolls in school, the enrolling school must submit the student's name to the district's Food Services Department for immediate processing.

Title I, Part A

Children and youth in transition are automatically eligible for Title I, Part A services, regardless of what school they attend. The district will reserve such funds as are necessary to provide services comparable to those provided to Tile I students to children and youth in transition attending non-participating schools. Reserved funds will be used to provide education-related support services to children and youth in transition.

Our district's Title I plan will be coordinated with our McKinney-Vento services, through collaboration between the Title I Coordinator and the district Liaison. Children and youth in transition will be assessed, reported on, and included in accountability systems, as required by federal law and U.S. Department of Education Regulations and Policy Guidance.

Coordination and Training

The district liaison will coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, local liaisons in neighboring districts, and other districts and agencies. The district liaison will assist the school in making referrals to appropriate health care services, including dental and mental health services. Coordination will include conducting outreach and training to those agencies and participating in the local continuum of care, homeless coalition, homeless steering committee and other relevant groups. Both public and private agencies will be encouraged to support the local liaison and our schools in implementing this policy.

The district liaison will provide annual training to increase staff awareness of homelessness, facilitate immediate enrollment, ensure compliance with this policy, and increase sensitivity to children and youth in transition.

References

The McKinney-Vento Homeless Assistance Act, 42 U.S.C. Sections 11431-11436

Title I, Part A, of the Elementary and Secondary Education Act, 20 U.S.C. Sections 6311-6315

The Individuals with Disabilities Education Act, 20 U.S.C. Sections 1400 et seq.

Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. Sections 1751 et seq.

June 5, 1992 Policy of the Administration for Children and Families of the U.S. Department of Health and Human Services.

Livonia Public Schools School District
Homeless Dispute Resolution Procedure

McKinney-Vento Homeless Assistance Act

It is the responsibility of the Livonia Public Schools School District (LPS) to resolve complaints or disputes regarding individuals covered by the McKinney-Vento Homeless Assistance Act. When a complaint or dispute arises, the following procedures are to be followed:

Local Level

LPS Designated Homeless Liaison

If a question concerning the education of a homeless child arises, the first person to contact in the school district is the homeless liaison. LPS is required to have a designated homeless liaison, with someone in every school able to identify said homeless liaison. If there is a complaint about services for the homeless student(s), the complainant is to be provided a copy of this complaint procedure.

- The homeless liaison should discuss the complaint with the complainant and the complainant is to be provided copies of the policies that the LPS Board of Education has adopted concerning the education of homeless children and youth.
- A determination is to be made as to whether the requested services for the homeless student are consistent with LPS Board of Education policy.
- If the complaint is not resolved, the complainant will be advised to present it in writing to the homeless liaison.
- A written proposed resolution of the complaint or plan of action is to be provided to the complainant within five (5) business days of the date of receipt of the written complaint.

Director of Elementary or Secondary Education

If the complaint is not resolved with the homeless liaison within five (5) days, it may be taken to the district's Director of Elementary or Director of Secondary Education (as applicable). In addition to presenting the written complaint, an appointment will be made for the complainant to meet with the appropriate Director to discuss the complaint. At the end of the discussion with the appropriate director, a written resolution will be provided within five (5) business days of the date of the discussion.

State Level

Michigan Department of Education (MDE)

If the complaint is not resolved in a satisfactory manner at the local level, the complaint may be directed to the Michigan Department of Education (MDE).

BOARD POLICY

JBE

STUDENTS
TRUANCY

JANUARY 26, 2026

The Livonia Public Schools School District shall report to the appropriate authorities any child who is absent from school in violation of the compulsory attendance law.

LEGAL REF.: MCL 380.1561, 1577, 1586

ADMINISTRATIVE PROCEDURES JBE

STUDENTS **DECEMBER 16, 2019**
TRUANCY

For the purposes of these guidelines, hardcore truancy cases are defined as those truancy cases characterized by chronic truancy which culminates in a substantial number of days of absence and which is not corrected by the typical efforts of the building staff. The following is a suggested procedure for the processing of extreme truancy cases and is presented as a series of steps. Such a format may be helpful to the administrator in determining where to begin, what must be done before other actions can be taken, etc. However, in many cases, the steps listed may actually take place concurrently, and in certain cases even the sequence may need to be different.

STEP 1

Teacher Contact

ELEMENTARY - It is expected that the first parent contact in the elementary school be made by the teacher. This may be one or more phone or personal contacts designed to inform the parent that the child's absence is detrimental to his/her education and to encourage the parent to correct the truancy pattern of his/her child.

SECONDARY - Because students whose absences are excessive might be known to several people; e.g., teachers, the counselor, and the attendance administrator, it is expected that a phone contact will be made by at least one of these people to inform the parent of the situation and encourage the parent to correct the truancy pattern of his/her child.

STEP 2

Principal Contact

A. If further contact is necessary, it should be made by the principal or an administrative designee. The principal should remind the parent of the Compulsory Education Law and a written record (certified letter, if necessary) should be made indicating the date and the nature of the contact.

EPT Planning Team

B. If the truancy persists, the principal should consult with the Educational Planning Team at his/her building. This team should review the case and offer a plan of action. This action might take various forms such as contacts by the school social worker, psychologists, referral to other agencies, etc.

Face-To-Face Parent Conference

C. If the truancy problem is not resolved at this step, the principal should schedule a face-to-face conference with the parent. If the parent fails to attend the conference without good reason, a certified letter should be sent to the parent scheduling another conference and indicating a date, time, and location.

D. The principal will inform the parent by certified mail of the specific nature of the problem and the steps which have been taken to correct the problem, and the probable next steps.

Certified Letter

STEP 3 If the parent fails to attend scheduled conferences or attends scheduled conferences but is not able to resolve his/her child's truant behavior, then the case should be referred to juvenile court. At this point, all prerequisites should be met for court presentation.

Excessive Absences Due to Illness

In handling truancy cases where the parent states that the reason for excessive absences is due to illness, the principal should request a statement from a physician which explains the nature of the illness and the prognosis for recovery.

LEGAL REF.: MCL 380.1571 *et seq.*

BOARD POLICY

JBF

STUDENTS
RELEASE TIME

April 21, 2025

The Board of Education grants to the administration the right to release students from school for religious instruction up to two (2) hours per week when written notice is provided to the school.

LEGAL REF.: MCL 380.1561; Admin Rule: R340.2 (7) *et seq.*

BOARD POLICY

JCAB

STUDENTS **NOVEMBER 29, 2021**
INVESTIGATIONS AND SEARCHES OF INDIVIDUAL STUDENTS, LOCKERS, AND OTHER PERSONAL PROPERTY

Administrators and other school officials shall have the right to detain, question, and search students and their personal belongings based upon reasonable suspicion that a prohibited or illegal act has occurred.

All lockers are school property of which students must have no expectation of privacy. Locker searches may be conducted at any time and may include sniffer dogs. Students are solely responsible for the contents of their lockers and are not to share their lockers or divulge their locker combinations to other students. Students are prohibited from placing locks on any locker without the advanced approval of school administration.

Administrators and other school officials may conduct a search based upon reasonable suspicion, of any vehicle driven onto school property by a student, regardless of actual vehicle ownership.

In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school rules. Illegal drugs, alcohol, weapons and other dangerous instruments, unauthorized items, items in violation of Board policy or school/district rules, and other items reasonably determined to be a potential threat to the safety or security of others, which are found during a search shall be seized by school personnel and may be used as evidence in a suspension or disciplinary hearing, and in addition, these items may be turned over to the proper legal authority.

LEGAL REF.: In re Gault, 87 S. Ct. 1428 (1967); Tinker v. Des Moines, 393 U.S. 503, 506 (1969); Terry v. Ohio, 392 U.S. 1, 9 (1968); Jones v. Latexo School District, 499 F. Supp. 223 (D.C. Tex. 1980); MCL 380.1306, and New Jersey v. T.L.O., 469 US 325, (1985)

BOARD POLICY

JCDB

STUDENTS
DRESS CODE

APRIL 29, 2019

Student dress codes will be established at each school to promote a setting conducive to respectful interactions and learning. The efforts of the school administration are to find an appropriate balance that honors a student's right of self-expression with a student's responsibility of membership in a civil, respectful, and safe learning environment.

A student's personal appearance and style of fashion will not be permitted to disrupt the education process, nor constitute a threat to health, community values of decency, or public safety. Dress that demeans another's race, religion, sexual identity, or national origin will not be permitted.

The specific rules of a school's dress code are to be made publicly available and are to be shared with students near the beginning of each school year.

Parents and students uncertain as to the interpretation of these rules should personally contact the principal's office of the school attended.

ADMINISTRATIVE PROCEDURE

JCDB

STUDENTS
DRESS CODE

APRIL 29, 2019

The administrative staff at each school will purposefully inform students, staff, and parents regarding the standards and expectations of their published dress code. At least every two years a formal process of review that includes students, staff, and parents will be established to deliberate suggestions for rule revisions at the secondary level.

BOARD POLICY JCDBB

STUDENTS **FEBRUARY 1995**
GUN-FREE SCHOOLS

The Board of Education enacts the following regulation in accordance with federal law, being the Gun-Free Schools Act of 1994, and Michigan law, being Act 328 of the Public Acts of 1994, requiring the school district to expel a student who commits certain prohibited acts:

1. The school district's student code of conduct shall be administered and enforced in compliance with the Gun-Free Schools Act and Act 328 of the Public Acts of 1994. Except as otherwise required by the Gun-Free Schools Act and P.A. 328, 1994, the school district's student code of conduct and due process procedures in effect at the time of this board policy shall remain in full force and effect and shall be administered and enforced as written.

2. As provided in the Gun Free Schools Act and P.A. 328, 1994, a student shall be expelled if it is determined that the student brought a dangerous weapon to school, possessed a dangerous weapon at school or in a weapon-free school zone, committed arson in a school building or on school grounds, or raped someone in a school building or on school grounds.

   A dangerous weapon means:
   a. any firearm (including a starter gun and BB gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or the frame or receiver of any such firearm;

   b. any firearm muffler or firearm silencer;

   c. any explosives, incendiary or poisonous gas device (i.e., bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having the explosive or incendiary charge of more than one-quarter (1/4) ounce, mine or device similar to any of these devices.)

   d. A dangerous weapon shall also mean a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by mechanical device, iron bar, or brass knuckles.

   A weapon-free school zone means school property (building, playing field, property used for school purposes, including for functions and events sponsored by a school) and a vehicle used by a school to transport students to or from school property.

3. A building administrator shall report any student violating this policy to the local police and shall notify the student's parent(s) or legal guardian. A building administrator shall refer any student expelled under this policy, within three (3) days of expulsion, to the County Department of Social Services or the County Community Mental Health Agency.

BOARD POLICY

JCEC

STUDENTS
BULLYING PREVENTION

MAY 20, 2024

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic and social-emotional standards. It is the policy of the District to provide a safe educational environment for all of its students. All forms of bullying toward a student, whether by students, staff, or third parties, including Board members, parents, guests, contractors, vendors, or volunteers, is strictly prohibited.

This policy equally protects all students from bullying behavior regardless of the subject matter or motivation for such impermissible behavior. This policy applies to all activities in the District, including activities in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at any school-sponsored, school-approved or school-related activity or function whether or not it is held on school premises, such as field trips or athletic events where students are under the school's authority, or where an employee is engaged in school business.

This policy also applies to conduct using a telecommunications (i.e. electronic, digital, and mobile devices) access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the District. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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

a. Substantially interfering with education opportunities, benefits, or programs of one or more students
b. Adversely affecting the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing 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

Bullying includes a person willfully exercising power or control over another with hostile or malicious intent (i.e., oppression, physical or psychological, of a less powerful individual by a more powerful individual or group).

Bullying may be perceived but not limited to an~~y~~ actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

Examples of bullying may include but are not limited to:

a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
b. Verbal – taunting, malicious teasing, insulting, name calling, making threats
c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
d. Written - graphic or electronically transmitted
e. Cyberbullying

Any student, whether victim or not, who believes s/he has been or is the victim of bullying, or who is aware of another student who has been or is the victim of bullying, should, and every staff member must, report the situation to the building principal or his/her designee. Complaints against the building principal should be filed with the Superintendent or his/her designee. The student may also report concerns to a staff member who will be responsible for notifying the appropriate building administrator.

The building principal (or his/her designee) shall investigate, as promptly as the circumstances permit, and document all complaints about bullying (as defined in this policy) and other behavior which may violate this policy. If the investigation finds an instance of bullying has occurred, it will result in appropriate consequences.

The individual responsible for conducting the investigation shall notify the parents/legal guardians of the victim, as well as of the perpetrator, of the reported incident(s) of bullying as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of this contact, or attempt to notify, shall be noted.

The individual responsible for conducting the investigation shall document all reported incidents which are prohibited and report all incidents of bullying or other behavior which violates this policy, as well as any remedial action taken, to the Superintendent or his/her designee.

The Superintendent, or his/her designee, shall submit a compiled report to the Board on an annual basis. The Superintendent is responsible for implementation of this policy. This policy will be publicized by being placed on the School District's website and in student handbooks. Retaliation, or making a false accusation against a target of bullying, a witness, another person with reliable information about an act of bullying, or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation or false accusations should be reported in the same manner as bullying behavior. Making intentionally false reports about bullying behavior for the purpose of getting someone in trouble is similarly prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to

maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program. This policy is published in the student handbook annually, which is accessible on the school and district websites.

Confidentiality
To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. To the extent permitted by law, documents comprising the investigation will be maintained in a secure manner, will not be co-mingled with other documents, and will be disclosed only in accordance with law or on a "need to know" basis.

LEGAL REF: Matt Epling Safe School Law (MCL 380.1310b)

BOARD POLICY

JCED

PERSONNEL **SEPTEMBER 22, 2025**
DISCRIMINATORY HARASSMENT OF STUDENTS

Discriminatory harassment of students by School District employees, Board members, vendors, contractors, fellow students, parents, invitees, guests, volunteers, or others doing business with the School District, etc., will not be tolerated. “Discriminatory harassment” means unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex (including harassment on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national origin, age, religion, height, weight, marital status or disability when (a) submission to the conduct is made a condition of utilizing or benefiting from the services, activities or programs of the School District; (b) submission to, or rejection of, the conduct is used as the basis for a decision to exclude, expel, or limit the student in terms, conditions, or privileges of the School District; or (c) the conduct has the purpose or effect of substantially interfering with the student's education, creates an intimidating, hostile or offensive educational environment. Any student who believes that he or she has suffered discriminatory harassment should promptly report the incident(s) to his or her counselor or building principal. In the event that the student is charging the building principal with such discriminatory harassment, he or she should promptly report the incident(s) to the Superintendent. In the event that the student is charging the Superintendent or a Board member with such discriminatory harassment, he or she should promptly report the incident(s) to the Board President. In the event that the student is charging the Board President with such discriminatory harassment, he or she should promptly report the incident to the Vice President of the Board.

In determining whether the alleged conduct constitutes discriminatory harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged incident(s) occurred will be investigated. The School District has the responsibility of investigating and resolving complaints of discriminatory harassment. In cases where the alleged discriminatory harassment was committed by the Superintendent or a member of the Board of Education, the School District will appoint outside legal counsel to investigate the alleged incident(s). The results of an investigation and any action taken thereon will be communicated to the complainant.

The School District considers discriminatory harassment to be a major offense which will result in corrective action, regardless of the offender's position with the School District. Corrective action of a School District employee may include disciplinary action~~,~~ up to and including~~,~~ termination of employment. Corrective action of a student may include disciplinary action~~,~~ up to and including~~,~~ expulsion.

The School District will not tolerate any form of reprisal toward a complainant, and any such allegation should be immediately reported to the Director of Human Resources for investigation and appropriate action, if necessary.

CROSS REF.: GAAA, GAEA, GAEAA
LEGAL REF.: Gebser v. Lago Vista Independent School District, 524 US 274 (1998);
Davis v. Monroe County Board of Education, 526 US 629 (1999)

BOARD POLICY JD

STUDENTS **DECEMBER 15, 2025**
STUDENT CODE OF CONDUCT

INTRODUCTION

The Livonia Public Schools School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our educational community including students, teachers, other school and District personnel, and parents play an important role in promoting the academic growth and social development of each child. Courteous, respectful, civil, and responsible behavior fosters a positive climate in which our learning community can thrive.

This Student Code of Conduct sets forth student rights and responsibilities while at school and school-related activities, and the potential consequences for violating District policy. It defines behaviors that undermine the safety and learning opportunities for any member of the school community. When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions including exclusionary measures.

This policy covers only serious and major types of misconduct. The following rules are not to be construed as an all-inclusive list or as a limitation of the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations or other types of conduct which interfere with the good order of the school environment, the proper functioning of the educational process, or the health and safety of students, even if not explicitly stated herein.

The specific prohibited acts and consequences listed below are applicable when a student is on school or District property, is on a school bus or in a vehicle being used for a school-related purpose, is at a school-sponsored activity whether or not the event is held on school premises, is enroute to or from school, and when a student's conduct at any time and place adversely affects and/or substantially disrupts the daily operations and positive climate of our schools.

PROHIBITED ACTS

Administrative intervention in a prohibited act may include the removal of a student from a class period, an in-school suspension, a reprimand, restitution, loss of recess, detention and/or work assignments before or after school, additional classroom assignments, and revocation of the privilege of attending after-school functions, special events, athletic contests, and activities.

The prohibited acts listed alphabetically below may involve disciplinary consequences ranging from an administrative warning and intervention to an expulsion from school. Each assigned consequence of a prohibited act will be determined on a case-by-case review and

the actual penalty will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. Inappropriate student conduct may also result in the involvement of law enforcement personnel such as the local police.

ALCOHOL, MARIJUANA, DRUGS, OR OTHER BANNED CHEMICAL SUBSTANCES

A student will not possess, use, be under the influence of, offer to buy or sell, or purport to buy or sell, a controlled substance, dangerous drug, drug paraphernalia, prescription drug, counterfeit drug, intoxicating substance, or alcohol. A student legally in possession of prescribed medication will not be in violation of this section as long as his/her use and possession of the prescribed medication is authorized at school and the student follows the required possession and use protocols as defined by the school.

BULLYING AND HAZING

Students are prohibited from engaging in bullying and hazing behaviors that interfere with another's participation in educational programs or activities by placing that person in fear of physical harm or by causing emotional distress while at school or at school-related activities. Bullying and hazing behaviors can be expressed through a variety of manners such as physical, verbal, psychological, written words, and social media posts. The Board of Education Policy JCEC also addresses bullying.

COERCION, EXTORTION, AND BLACKMAIL

A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other item of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

A student shall not cause or attempt to cause damage or vandalism to school property or personal property of others.

DISRUPTION OF SCHOOL OPERATIONS

A student shall not by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) intentionally cause the disruption or obstruction of any function of the school nor shall an individual engage in such conduct if such disruption or obstruction is reasonably likely to result.

Neither shall any student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction if such disruption or obstruction is reasonably likely to result from that student's urging.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices such as cell phones, tablets, laptops, smartwatches, e-readers, and any device capable of sending, receiving, or storing digital data are permitted on school property. Personal electronic devices will not be permitted for

use during instructional time unless approved by the classroom teacher or the school administration. In accordance with the district's LIVNET policy (appropriate use of technology), use of personal electronic devices to access or view internet content that is blocked or prohibited for students is not allowed on school property or during school-sponsored activities.

See Administrative Procedures - JD - Personal Electronic Devices for additional information.

FALSE ALARMS

A student shall not knowingly cause a false fire alarm or other unwarranted alarm.

FALSE ALLEGATIONS

A student shall not libel, slander, or make false allegations against another student or school district employee including athletic coaches, substitute teachers, or volunteers.

FALSIFICATION OF A SCHOOL DOCUMENT

A student shall not falsify times, dates, grades, or other data on school district forms or records.

FIGHTING, ASSAULT, AND BATTERY ON ANOTHER PERSON

A student shall not physically assault or behave in such a way to cause or threaten to cause physical injury to a school employee, substitute teacher, student teacher, student, volunteer, chaperone, or other person.

FIREWORKS/EXPLOSIVES/SMOKE DEVICES

A student shall not possess, handle, or transmit any substance or device that can explode, create smoke, or is capable of inflicting bodily injury.

GANG ACTIVITY

A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, or building Student Handbook, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

INAPPROPRIATE COMMUNICATIONS

A student will not verbally, in writing, electronically, with photographs, gestures, drawings, or other methods, direct profanity or insults toward another student or any District/school staff member or an adult volunteer.

INSUBORDINATION

A student shall not willfully ignore or refuse to comply with the reasonable directions of school personnel, including adult volunteers acting in a chaperone or supervisory capacity.

MAKING A FALSE STATEMENT

A student shall not deliberately provide false information or false evidence to any school official in an attempt to deceive.

MISCONDUCT PRIOR TO ENROLLMENT

In order to protect the health and safety of students and employees and to prevent threatened disruption to the education process, an otherwise eligible resident student may be suspended or expelled on the basis of:

a. A prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Livonia Public Schools;
b. A prior act of misconduct, while the student was enrolled in another district;

If the misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Livonia Public Schools.

OUT OF ASSIGNED AREA AND LOITERING

A student shall not leave the school building, classroom, cafeteria, campus, or any other assigned area without permission from authorized school personnel. A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

PERSISTENT DISOBEDIENCE OR MISCONDUCT

A student involved in numerous behavioral infractions over an extended period of time may be subject to progressive disciplinary consequences.

PERSONAL PROTECTION DEVICES

A student shall not possess, handle, or transmit a personal protection device such as pepper gas, mace, a stun gun, or an electronic shock device capable of inflicting bodily injury or causing physical discomfort to another person.

RECORDING WITHOUT PERMISSION

A student shall not record by any means (i.e., audio, video, or digital, etc.) any student or school personnel without the expressed permission of the person recorded.

SEXUAL HARASSMENT

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student shall not make unwelcomed sexual advances,

request sexual favors or engage in unwelcomed verbal communication, inappropriate touching, or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

SMOKING AND VAPING

A student shall not smoke or use electronic smoking devices, use tobacco or alternative cigarette options, or possess any substance containing tobacco or nicotine on school and district property, including all activities or events off school grounds and supervised by school officials.

THEFT OF SCHOOL OR PERSONAL PROPERTY

A student shall not steal or attempt to steal school or personal property. A student shall not be in possession of stolen property.

VERBAL ASSAULT

A student shall not commit a verbal assault on a student, teacher, or other school personnel. Verbal assault means spoken words, written words, or behavior that, in the judgment of the building administration, would reasonably put another in fear of physical or emotional distress or damage to property.

VIOLATION OF A SCHOOL'S STUDENT HANDBOOK

A student shall not commit or participate in any conduct or act prohibited by a school's Student Handbook and other school rules and regulations.

VIOLATION OF LIVNET USAGE

A student shall not violate or attempt to violate District policies, procedures, or school Student Handbook regulations regarding the use of district computers, personal computers, networks, and telephone systems. Violations of any of the rules and responsibilities of the LIVNET policies may result in a loss of access and privileges to technology devices and computer usage, and may result in other disciplinary or legal actions including restitution.

WEAPON LOOK-ALIKES

A student shall not possess, use, sell, or distribute a toy gun, a look-a-like weapon, or a replica weapon without the prior approval of a building administrator.

MAJOR OFFENSES

The prohibited acts listed below are generally codified as illegal acts and will typically involve law enforcement personnel such as the local police. In most instances of a major offense, the student will be scheduled for a disciplinary hearing.

ARSON

A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. A student shall

not commit an act of arson as prohibited by MCL 750.71 through MCL 750.80.

CRIMINAL ACTS

A student shall not commit or participate in any conduct or act defined as a crime by state law or local ordinance. A student may be suspended or expelled from school based upon conduct that takes place off school grounds and/or outside of the regular school day. Although the legal system may not have yet adjudicated legal charges, if the description of the conduct fits the definition of a crime, or an arrest and legal charges are in process through a law enforcement agency, the District's threshold to enforce exclusionary disciplinary consequences has been satisfied and fulfilled.

PHYSICAL ASSAULT

A student shall not physically assault another person. 'Physical assault' means intentionally causing or attempting to cause physical harm to another through force or violence. An act of physical assault is differentiated from fighting in that a physical assault is a one-sided attack on another person often resulting in bodily harm.

SEXUAL ASSAULT AND CRIMINAL SEXUAL CONDUCT

Students shall not engage in sexual acts of any kind, consensual or otherwise, in any school building or district property or at any school-sponsored activity. A student shall not sexually assault another person. 'Sexual assault' means forcing or coercing an individual to engage in non-consensual sexual contact. A student who is convicted of, or a juvenile who is adjudicated for, a violation of MCL 750.520b, 520c, 520d, 520e, or 520g and who is a student at a school in this state is prohibited from doing either of the following:

a. attending the same school building that is attended by the victim of the violation.
b. utilizing a school bus for transportation to and from any school if the individual or juvenile will have contact with the victim during use of the school bus.

THREATS OF VIOLENCE

A student shall not make a threat directed toward students or staff, or toward a school building, other school property, or a school-related event that, in the judgment of building administration, would reasonably put students and other school personnel in fear of harm or personal injury. Threats of violence may originate from anyplace and at anytime, and may include, but are not limited to, references of a gun, rifle, bomb, incendiary device, or other weapon.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle or transmit a knife, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily harm. A dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles [MCL 380.1313].

If a dangerous weapon is found in the possession of a student while the student is in attendance at school or a school activity or while the student is enroute to or from school on a

school bus, a school administrator shall immediately report that finding to the student's parent/guardian and the local law enforcement agency [MCL 380.1313(1)]

ELEMENTS OF DUE PROCESS AND OTHER CONSIDERATIONS REGARDING DISCIPLINARY MEASURES

These procedures govern the suspension, expulsion, or permanent expulsion of a student from the school district's regular educational program. Federal law protects the educational and privacy rights of students and disciplinary consequences will not be shared beyond the student's parents or guardians.

The initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct will be made by the building administrator. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision by a School District administrator, the reinstatement does not limit or prejudice the School District's right to suspend or expel the student following a decision by a superior administrator or the Board of Education.

Definitions of Disciplinary Consequences

- A short-term suspension is defined as a suspension of one (1) through ten (10) school days. A school principal has the authority to suspend a student for up to and including ten (10) school days.
- A long-term suspension is defined as a suspension ranging from eleven (11) through sixty (60) school days and requires a more formal procedural process requested by the school principal to the district-level director. The process is known as a 'Disciplinary Hearing'.
- To be 'expelled' from school refers to a suspension of over sixty (60) school days and such a ruling may only follow from a district-level Disciplinary Hearing.
- A 'permanent expulsion' refers to a suspension of a minimum of one hundred eighty (180) school days and such a ruling may only follow from a district-level Disciplinary Hearing. A 'permanently' expelled student is subject to possible reinstatement to school through a 'Petition for Reinstatement' procedure after one hundred fifty (150) school days.
- 'Restorative practice' references alternative efforts to suspension that emphasize repairing the harm to the victim and the school community caused by the pupil's misconduct.

Rebuttable Presumption and Consideration of Individual Factors

Consistent with Michigan law, the District adopts a rebuttable presumption that students should not be disciplined by the imposition of a long-term suspension (more than ten (10) school days) or expelled (more than sixty (60) school days) unless the District has determined, in its sole discretion, the presumption has been rebutted (to oppose by contrary proof) by considering each of the following seven (7) factors listed below:

1. The pupil's age;
2. The pupil's disciplinary history;
3. Whether the pupil is a student with a disability within the meaning of IDEA or ADA/Section 504;

4. The seriousness of the violation or behavior committed by the pupil;
5. Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the pupil; restorative practices refer to intervention strategies that emphasize repairing harm to the victim and the school community caused by a student's misconduct, and
7. Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

For a suspension of ten (10) or fewer days, rebuttable presumption does not apply, but the same seven (7) factors shall be considered in a similar manner prior to a determination of disciplinary consequence. The method used for consideration of the factors is at the sole discretion of school and district administration. The seven (7) factors to be considered prior to a determination of disciplinary consequence does not apply to a student being expelled for possessing a firearm in a weapon-free school zone.

Prior to the suspension of a student, the principal/assistant principal shall investigate the incident, inform the student of the charges, and allow the student to explain his/her version of the facts. If upon conclusion of that investigation the principal determines that the student has violated school rules or District policy, the principal may impose the disciplinary action of a suspension not to exceed ten (10) school days.

A disciplinary suspension of five (5) school days or less shall be at the sole discretion of the building principal and shall not be subject to an appeal by the student, parents, or guardian. However, if the principal imposes a suspension in excess of five (5) school days but less than eleven (11) school days, the student and/or his/her parents or guardians may appeal the principal's decision to the appropriate Elementary or Secondary Director or other designee of the Superintendent. The appeal hearing will be conducted on an informal basis (usually over the telephone) and the student will be given an opportunity to state why an appeal is in order and to explain his/her version of the facts. Following the informal hearing, the appropriate Director or Superintendent designee will review the facts and make a ruling that shall be final and not subject to further review.

The Student Code of Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) for a student determined to be eligible for special education programs and services. Students with an Individualized Education Program (IEP) are responsible for following the Student Code of Conduct. As a consequence of a violation of the Student Code of Conduct by a student with an IEP, specific procedures may apply.

The suspension or expulsion of a student from an extracurricular activity such as athletic participation is not covered by this Student Code of Conduct and accordingly a decision of student suspension from extracurricular activities is solely within the discretion of the building administration. In addition, disciplinary consequences in the nature of an in-school suspension or exclusion of a student from class, or in the nature of a written reprimand, detention, and/or work assignment before or after school, additional classroom assignments, etc., is also solely within the discretion of the building administration and is not covered by this Student Code of Conduct.

DISCIPLINARY HEARINGS FOR SUSPENSIONS OF ELEVEN (11) OR MORE SCHOOL DAYS

Step 1. If after an investigation into student misconduct, the building principal determines a suspension for eleven (11) or more school days or expulsion is warranted, and the appropriate district-level administrator concurs with the principal's decision, the student and the parents or guardian shall be notified (usually via electronic message) of:

a. the charges against the student
b. the recommended disciplinary action
c. the fact that a hearing will be held before an impartial school employee
d. the time, place, location, procedures to be followed at the hearing, and their right to attend and participate in the hearing
e. the right to appeal any adverse decision of the Hearing Officer if the suspension is for more than twenty (20) days.

If the district-level administrator decides that the student's presence in school would present a danger to other students, school personnel, or a disruption to the educational environment of the school, then the student shall be suspended pending a disciplinary hearing and a ruling of a Hearing Officer. If the student does not present a danger as described above, the student may be returned to school pending the ruling of the Hearing Officer.

If the student is placed under suspension pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and provide for a hearing to take place within seven (7) school days following the initial suspension of the student.

If the student is not suspended pending a disciplinary hearing, the appropriate district-level administrator shall appoint an impartial disciplinary Hearing Officer and cause the hearing to be held within fifteen (15) school days following the completion of the principal's initial investigation. The timelines for commencement of the disciplinary hearing may be enlarged upon the request of the administrator, student, or parent.

Step 2. The disciplinary Hearing Officer's role will be to determine the truth and validity of the charges against the student and to decide upon a disciplinary consequence if a consequence is merited. A student and/or his/her parents or guardian may waive their rights to a hearing before a Hearing Officer. If a student and/or parents fail to present themselves during a scheduled disciplinary hearing, the disciplinary hearing may proceed and may result in a ruling unfavorable to the student.

The Hearing Officer's ruling shall be provided telephonically, if possible, to the student or the parents or guardian within two (2) days after the close of the hearing, and a written decision shall be scanned electronically or mailed through the USPS within four (4) days after the conclusion of the disciplinary hearing.

Step 3. If the Hearing Officer's ruling imposes a suspension of twenty (20) school days or less, the decision of the Hearing Officer shall be final and not subject to further appeal. The Hearing Officer may amend the principal's charges upon motion of the principal or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the Hearing Officer may impose a greater or lesser penalty than that imposed or recommended by the principal. The Hearing Officer should not merely substitute his/her

judgment for that of the principal's judgment. If the Hearing Officer's ruling is to impose a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parents or guardian may appeal the Hearing Officer's decision to the Board of Education.

Step 4. A student may, within five (5) school days of original receipt of the Hearing Officer's ruling to suspend in excess of twenty (20) days or to permanently expel a student, request an appeal to the Board of Education. The request to appeal shall be in writing and contain the petitioner's reasoning for appeal. The Board of Education may grant or deny the request for an appeal. If granted, the appeal will be heard in open or closed session, as elected by the parent. The Superintendent, or a designee, shall notify the student and parents of the time, place, location, and procedures to be followed at the Board of Education hearing and shall determine, based upon the record made before the Hearing Officer, whether the student should be suspended pending a ruling of the Board of Education.

The Board, not later than at its next regular public meeting following the appeal hearing, if feasible, shall issue a ruling and shall, within seven (7) days following the BOE hearing, make communication to the student, parents, or guardians, of a final decision.

The Board of Education must approve a Hearing Officer's ruling to permanently expel a student. If the Hearing Officer's ruling is for a student expulsion and the student and/or his/her parents or guardians do not request an appeal hearing before the Board of Education, the Board of Education will still make the final decision on expulsion at a voting Board of Education meeting. Permanent expulsion requires Board of Education approval. In that case, the Board of Education ruling will be based upon information submitted to it by appropriate school officials and a formal hearing will not be allowed for the student and parents or guardian.

If the Hearing Officer's ruling is to impose a suspension of twenty (20) school days or more and the student and parents or guardians do not request a timely appeal hearing before the Board of Education, then the decision of the disciplinary Hearing Officer shall be final and not subject to further appeal. During any suspension, the suspended student will not be permitted on any school property, in any school building, or admitted to any school function.

EXHIBIT Appendix A JD

STUDENTS **MAY 2, 2022**
STUDENT CODE OF CONDUCT

OFFICIAL NOTICE OF DISCIPLINARY HEARING

This disciplinary hearing will be held before a hearing officer at:

Livonia Public Schools Administration Building
15125 Farmington Rd.
Livonia, MI 48154

On_____ at _____ a.m.
(DATE) (TIME)

This disciplinary hearing is held pursuant to Board of Education Policy JD for student conduct that may result in a suspension for eleven (11) or more school days or expulsion from school. The hearing proceedings will adhere to the steps below:

1. **A reading of charges against the student.**
2. **An explanation from the school administration regarding the incident.**
3. **An opportunity for the student to share their response to the charges.**
4. **An impartial hearing officer will evaluate the facts presented and rule regarding the recommendation for long-term suspension or expulsion.**

STATEMENT OF STUDENT RIGHTS IN THE HEARING PROCESS

Private Hearing:
This hearing will be private and is being held before a school district administrator not having previous knowledge of the student's suspension or behavioral record.

Purpose:
The purpose of the hearing is to evaluate the facts of the case and determine if, in the judgment of the hearing officer, the decision to impose a long-term suspension or expulsion is warranted.

Appearances:
Both the guardian or parent and student have the right to testify as to the facts, offer other evidence, and explain the reasons for disagreeing with the principal's charges, and/or the Director's requested disciplinary action. Therefore, in order to protect the student's interests, the guardian or parent and student should appear and be prepared to present their case. The student's failure to attend this hearing may result in a decision against him/her.

Right to Counsel:
The guardian or parent and/or student may bring an attorney to the hearing. That attorney must file for an appearance as soon as possible, to provide them time to contact legal representation on behalf of the district before the day of the hearing. Failure to file an appearance may result in an adjournment.

Witnesses:
If you have any witnesses who have knowledge of the circumstances of this case, you may arrange to have them present at this hearing. If assistance is necessary to produce teachers or administrators, please email the appropriate Director.

Records:
If you have any written instruments, documents, or letters relevant to this case, they should be presented at the hearing.

Request for Postponement:
A guardian or parent and/or student who are unable to attend on the day of hearing should email the appropriate Director. A postponement, which is granted, may result in the continued suspension of the student.

Transcript of Hearing:
The hearing will be recorded onto an audio file. Upon request, a copy of that audio file will be made available for the student or his/her parent or guardian.

Decision:
Within two (2) school days after the close of the hearing, the student and parent or guardian will be notified orally, if possible, of the decision of the hearing officer. Within four (4) school days after the close of the hearing, the student and parent or guardian will be mailed a written decision of the hearing officer. The decision shall outline the facts of the case and the hearing officer's conclusions.

Appeal:
If the suspension is for more than twenty (20) days or for an expulsion, and if the guardian or parent and/or student are not in agreement with the written decision of the hearing officer, they may, within five (5) days following receipt of the written decision, request a hearing before the Board of Education. The Board of Education must approve an expulsion.

The request for a hearing must be in writing and received by the superintendent's office within five (5) days following receipt of the decision of the hearing officer.

Upon receipt of a timely appeal and acceptance for a hearing, the superintendent's office will notify the guardian or parent and student of the date, time and location of the hearing before the Board of Education and the procedures to be followed in the Board hearing.

Upon receipt of the appeal, the superintendent will decide, based upon the record before the hearing officer, whether the student will remain suspended until the Board of Education decision.

The superintendent's decision concerning continued suspensions will be based upon reasonable belief that the record establishes the student to be a danger to himself/herself, to other students, teachers, school administrators or the educational process of the student's school.

EXHIBIT Appendix B JD

STUDENTS **MAY 2, 2022**
STUDENT CODE OF CONDUCT

Petition For Reinstatement in the Livonia Public Schools

This Petition for Reinstatement was modified from the form developed by the Michigan Department of Education pursuant to *The Revised School Code,* MCL 380.1311(7) and MCL 380.1311a(7).

DATE: _____

TO: **Livonia Public Schools School District**
Attn: Director of Secondary Programs
15125 Farmington Road
Livonia, MI 48154

FROM: _____
Name of Petitioner

1. **Status of Petitioner:**

   ☐ Parent(s) or Legal Guardian(s) of the Suspended Individual.

   ☐ Suspended Individual (18 Years of Age or Older).

   ☐ Suspended Individual (as an Emancipated Minor). A copy of the court order of emancipation must be attached.

2. **This Petition for Reinstatement is made on behalf of:**

   Name: _____ **Age:** _____ **Phone #:** _____

   Address: _____

   _____

3. **Parent(s) or Legal Guardian(s) of the Suspended Individual (Include names, addresses, and phone numbers of both parents/legal guardians, if appropriate):**

   Parent(s) Legal Guardian(s) Name(s) _____

   Phone #: _____

   Address: _____

   _____

4. **Date of Suspension:** _____

5. **Grade Level of Suspended Individual:** _____

6. **Suspending School District:** _____
   Name of Suspending School District

7. **Briefly describe the incident that caused the suspension:**

8. **Has the suspended individual received assistance from a state or county social services agency?** ☐ **Yes** ☐ **No**

   If yes, attach all written documentation prepared by the agency regarding assistance the individual received from the date of suspension to the date of this Petition.*

9. **Has the suspended individual received assistance from a state or county community mental health agency?** ☐ **Yes** ☐ **No**

   If yes, attach all written documentation prepared by the agency regarding assistance the individual received from the date of suspension to the date of this Petition:

10. **Has the suspended individual received assistance from a private mental health professional from the date of suspension to the date of this Petition?** ☐ **Yes** ☐ **No**

    If yes, attach a detailed report from the mental health professional setting forth any findings, including results of all tests and examinations performed, diagnosis, conclusions, and treatments provided from the date of suspension to the date of this Petition.

11. **Was any criminal or juvenile court action initiated against the suspended individual as a result of the incident that caused the suspension?** ☐ **Yes** ☐ **No**

    If yes, was the suspended individual convicted as ☐ **an adult or** ☐ **adjudicated as a juvenile offender as a result of the incident that cause the suspension?**

    Is there a Probation Officer involved? ☐ **Yes** ☐ **No**

    Probation Officer Name and Title: _____

    Address: _____ **Telephone #** _____

12. **Other than the incident that caused the suspension, was the suspended individual charged or convicted of any criminal offense in any court in the United States since the suspension date? (Refusal to answer or produce documentation may be considered by the Board in its decision whether or not to reinstate the individual).**
☐ **Yes** ☐ **No**

(Date, Charge, Court Address and Telephone #, Status of Case)

13. **Describe the suspended individual's attitude concerning the incident that caused the suspension.**

14. **Describe the suspended individual's behavior since the suspension.**

15. **List aspects of the suspended individual's prior school record that the Board should take into consideration.**

16. **What is the likelihood the suspended individual will be successful if reinstated to public education in the school district?**

17. **Attach three letters of reference from persons who are not related to the suspended individual.**

I understand that I am required to inform the Board of Education of the Livonia Public Schools School District, in writing, of any change of circumstances from those recorded in this Petition or its attachments. I understand that if I fail to keep the Board of Education informed that failure may be cause to revoke or deny reinstatement.

I understand that any false, incomplete or inaccurate information recorded in this Petition for Reinstatement or its attachments may result in the denial of this Petition, or revoke the individual's reinstatement to public school.

Signed: _____

Name of Petitioner(s)

EXHIBIT Appendix C JD

STUDENTS **MAY 2, 2022**
STUDENT CODE OF CONDUCT

Procedures Regarding a Petition For Reinstatement (see form in JD Appendix B)

Although codified law may call for a 'permanent' expulsion, it also provides for a process to 'petition for reinstatement' which may allow an expelled student to return to school after a defined period of expulsion. [MCL 380.1311 (5) and 380.1311 a (5)]. It IS the responsibility of the petitioning person (a parent, legal guardian, or the expelled student if he or she IS at least 18 years of age or is an emancipated minor) to prepare and submit the petition for reinstatement. If a petition form IS requested by a person wishing to be reinstated, the district must make the petition form available.

For a student in grade five (5) or below who is expelled for possessing a firearm or threatening another person with a dangerous weapon, the parent/guardian or the student (if he or she IS at least 18 years of age or an emancipated minor) may initiate a petition for reinstatement any time after 60 school days following the date of the expulsion. The student may be reinstated 90 school days following the date of expulsion.

For a student in grade five (5) or below that IS expelled for committing arson or criminal sexual conduct in a school building or on school grounds, the parent/ guardian may initiate a petition for reinstatement at any time, and the student may be reinstated ten (10) school days after the expulsion.

For a student in grade six (6) or above that is expelled for possessing a dangerous weapon in a weapon-free school zone, or who commits arson, criminal sexual conduct, physical assault or other prohibited act, the parent/guardian, or the student (if he or she IS at least 18 years of age or an emancipated minor) may initiate a petition for reinstatement any time after 150 school days following the initial date of expulsion. A student may be reinstated not earlier than 180 school days following the date of initial expulsion. A district may establish reinstatement procedures for students expelled for reasons other than those listed.

Reinstatement Committee Review and Recommendation
The local board of education may Include conditions in a reinstatement recommendation including the successful completion of a restorative justice process or a similar effort, which the student can complete during the exclusion period or as a

condition for returning to school. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement. The following timelines and procedures apply to reinstatement.

Within ten (10) school days after receiving a petition for reinstatement, the school board must appoint a committee of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting information submitted by the petitioner.

For a student in grade six (6) or above that is expelled for possessing a dangerous weapon in a weapon-free school zone, or who commits arson, criminal sexual conduct, physical assault or other prohibited act, the parent/guardian, or the student (if he or she IS at least 18 years of age or an emancipated minor) may initiate a petition for reinstatement any time after 150 school days following the initial date of expulsion. A student may be reinstated not earlier than 180 school days following the date of initial expulsion. A district may establish reinstatement procedures for students expelled for reasons other than those listed.

The local board of education may include conditions in a reinstatement recommendation including the successful completion of a restorative justice process or a similar effort, which the student can complete during the exclusion period or as a condition for returning to school. If the expelling school board denies a petition for reinstatement, the petitioner may petition another school board for reinstatement.

The following timelines and procedures apply to reinstatement:

Within ten (10) school days after receiving a petition for reinstatement, the school board must appoint a committee of two school board members, one school administrator, one teacher, and one parent of a student in the school district to review the petition and any supporting Information submitted by the petitioner.

During this time, the superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors weighing in favor of or against reinstatement.

Not later than ten (10) school days after being appointed, the reinstatement committee must review the petition and supporting information, together with information provided by the school district, and submit a recommendation to the school board. The committee may recommend •

1. Unconditional reinstatement
2. Conditional reinstatement
3. Against reinstatement

The recommendation must be accompanied by an explanation of the reasons for the recommendation. If the recommendation IS for conditional reinstatement, it must include any recommended conditions.

The reinstatement committee's recommendation must be based on all of the following factors:

- The extent to which reinstatement of the student would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The student's school record before the incident that caused the expulsion.
- The student's attitude concerning the incident that caused the expulsion. The behavior since the expulsion and the prospects for remediation.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by, and that can be expected from, that person if the student IS reinstated, Including, but not limited to, receptiveness toward possible conditions placed on the reinstatement [MCL 380.1311 (6)(e)].

The reinstatement committee may also choose to consider such factors as the successful completion of restorative justice measures, the presence of mental health considerations, family situations that might be impacting the child's behavior, observations from a school-based advocate for the student, and more.

The Board of Education Must Approve the Reinstatement Committee's Recommendation

After receiving the reinstatement committee's recommendation, the school board must make a final decision no later than the next regularly scheduled board meeting. The school board must decide either to reinstate the student unconditionally, to conditionally reinstate the student, or to deny reinstatement.

Before conditionally reinstating the student, a school board may require a student and the parent or legal guardian to agree in writing to specific conditions. The conditions may include, but are not limited to, the following:

- Successful completion of a restorative justice process and evidence of compliance with the resulting agreement developed by the participating affected parties.
- Agreement to a behavior contract which may Involve the student, parent or legal guardian, and an outside agency.
- Participation in, or completion of, an anger management program or other appropriate counseling. Periodic progress reviews.
- Specified immediate consequences for failure to abide by a condition.

The law specifies that the decision of the local school board is final.

EXHIBIT Appendix D JD

STUDENTS **MAY 2, 2022**
STUDENT CODE OF CONDUCT

EXPELLED STUDENTS AND ALTERNATIVE EDUCATION

A school district may provide alternative education for a student who has been suspended or expelled. The Michigan Attorney General issued an opinion cited as 1985 OAG 6271 stating that the board of education of a school district which, in accordance with due process requirements, suspends for a lengthy period of time or permanently expels a non-disabled student who IS subject to the compulsory education requirements is not required to provide an alternative education program for the student. The Michigan State Board of Education, however, encourages school districts to provide alternative education opportunities for excluded students:

- Ideally students would be placed in a comprehensive alternative program that devotes resources to academics and social skills.
- In situations where programs are full or unavailable, districts may provide community-based or home-based instruction and receive prorated per pupil funding.
- Students may be enrolled in an online program, with attention paid on providing proper instructional support.

Ultimately, however, it IS the responsibility of the parent or legal guardian to locate a suitable alternative education program and to enroll their child in a program during the expulsion:

- A student who has been suspended or expelled from his or her resident district for any reason may attend a nonresident alternative education program without the resident district's approval [MCL 388 1606(60(h)].
- If there is no available alternative education program through his or her resident district, an expelled student may enroll in an adult education program (MCL 388.1707). The expelled student must be at least 16 years of age on September 1 of the school year. The reason of expulsion must be due to weapons, arson, criminal sexual assault or physical assault against an employee or a volunteer of the district.

BOARD POLICY JDA

STUDENTS
CORPORAL PUNISHMENT PROHIBITION FEBRUARY 23, 2026

The use of corporal punishment is prohibited. Corporal punishment means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.

A person employed by or engaged as a volunteer or contractor by the district shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.

A person employed by or engaged as a volunteer or contractor by the district may use reasonable physical intervention upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical intervention upon a pupil as may be necessary:

1. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.

2. For self-defense or the defense of another.

3. To prevent a pupil from inflicting harm on himself or herself.

4. To quell a disturbance that threatens physical injury to any person.

5. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.

The district makes available to each employee, volunteer, and contractor a list of alternatives to the use of corporal punishment, which shall be consistent with a crisis prevention and intervention framework, outlined in the following: JDA-Exhibit

CROSS REF.: JDAAA-Emergency Use of Seclusion and Restraint
LEGAL REF.: MCL, 380.1312
JDA- Exhibit

EXHIBIT

JDA

STUDENTS
CORPORAL PUNISHMENT PROHIBITION **FEBRUARY 23, 2026**

The Board of Education prohibits the use of corporal punishment. The following is a list of possible alternatives (but not limited to) for the use of corporal punishment:

1. Refer student to a counselor, social worker and/or psychologist or other appropriate professional
2. Nonviolent crisis intervention
3. Positive Behavior Interventions and Supports (PBIS)
4. Strong, positive adult–student relationships
5. Explicit teaching of social-emotional and self-regulation skills
6. Predictable routines and clearly taught expectations
7. Restorative conversations/circles
8. Logical consequences connected to the behavior, which may include the removal of a student from a class period, an in-school suspension, a reprimand, restitution, loss of recess, detention and/or work assignments before or after school, additional classroom assignments, and revocation of the privilege of attending after-school functions, special events, athletic contests, and activities
9. Calm-down breaks or reset spaces
10. De-escalation techniques (calm voice, time, space)
11. Check-in / Check-out systems
12. Family engagement and collaborative problem-solving
13. Re-teaching expectations and replacement behaviors
14. Establish contractual agreements with students and their parents
15. Follow the student code of conduct and due process
16. Arrange alternative daily program or alternative school attendance

CROSS REF.: JD-Student Discipline
JDAAA-Emergency Use of Seclusion and Restraint
LEGAL REF.: MCL, 380.1312

BOARD POLICY JDAAA

STUDENTS FEBRUARY 23, 2026
EMERGENCY USE OF SECLUSION AND RESTRAINT

The Livonia Public Schools' Board of Education, administration, and instructional staff recognize the importance of supporting student conduct to maintain an atmosphere of quality instruction in order to promote school achievement. It is the policy of the District to provide a safe educational environment for all of its students.

Student behavior, at times, may necessitate the use of Emergency Seclusion and Restraint in order to maintain the safety of the student or others. Seclusion and/or physical restraint interventions are intended as a last resort for use in emergency situations only, in which a pupil's behavior poses an imminent risk to the safety of self or others. Each emergency intervention use should provide an opportunity for the pupil to regain self-control while the staff member is maintaining safety. Diligent situation assessment, monitoring, documentation, and reporting by trained personnel are required.

The administration will utilize: (1) proper procedure for seclusion as outlined in the Michigan Department of Education (MDE) Policy for the Emergency Use of Seclusion and Restraint; (2) proper procedure for restraint as outlined in the MDE Policy for the Emergency Use of Seclusion and Restraint; (3) annual awareness training for all staff; and (4) proper training for Key Identified Personnel in all schools.

The School District shall adhere to the policies and procedure in accordance with the MDE Policy for the Emergency Use of Seclusion and Restraint.

CROSS REF.: JDA-Corporal Punishment
LEGAL REF.: MCL 380.1307c(h)(v)
MCL 380.1307(1)b

BOARD POLICY

JG

STUDENTS
SUICIDAL BEHAVIOR

DECEMBER 17, 2012
Reviewed 4/2018

Student suicidal behavior is of significant concern requiring immediate, carefully planned actions. The administration will utilize: (1) steps to help personnel recognize the warning signs and (2) procedures for responding to students displaying suicidal behavior.

ADMINISTRATIVE PROCEDURES

JG

STUDENTS **APRIL 2018**
SUICIDAL BEHAVIOR

Overview:

IN ALL CASES OF ATTEMPTED SUICIDE OR THREATENED SUICIDE (INCLUDING SUICIDAL THREATENING TALK, NOTES, OR BEHAVIOR) AND IN CASES OF ACTUAL INJURY, THE STUDENT'S SAFETY AND WELFARE IS OF UTMOST IMPORTANCE. THE FOLLOWING SUMMARIZES THE ADMINISTRATIVE PROCEDURES.

1. Ensure the safety of the student and secure medical assistance if injury has occurred.
2. Immediate communication by the staff member to the appropriate building administrator.
3. Contact School Social Worker or School Psychologist for assistance or assessment as appropriate.
4. A parent or guardian will be contacted as soon as possible and apprised of the suicidal behavior incident.
5. Further procedures such as an EPT, referral to Student Services, (Special Education or General Services) will be initiated as indicated.
6. The building administrator will ensure compliance with the reporting procedures found in:
   a) The Livonia Public Schools “Reportable Incidents School Safety Response Plan” which includes notifying the district’s Administrator of Public Safety (Appendices B, C.

A. IN CASES OF SUICIDE ATTEMPT RESULTING IN INJURY

1. Ensure the safety of the student and secure **Emergency Medical Service**.

   Note: Be prepared to provide the following:

   a) Name and age of student.
   b) A description of the nature of the medical concern or injury.
   c) Pertinent information from the emergency card to assist medical personnel.
   d) The location of the student in the building and the location of the school in the city.
   e) In cases of suspected drug overdose or ingested toxic substance, provide the student’s level of consciousness and provide any remnants of the suspected substance ingested to parent or EMS.
2. Immediate communication by the staff member to the appropriate building administrator.

3. Designate a staff person to do the following:
    a) Place the student in isolation from other students.
    b) Remain with that student until arrival of EMS unit.
4. The student's parent or guardian will be called and directed to the medical facility designated by the EMS unit. A staff person should ride with, or follow, the unit.
5. The building administrator will contact the School Social Worker and/or School Psychologist, who will:
    a) Provide immediate assistance to the staff as needed.
    b) Provide assistance to the student and parent, which might include:
        1) Assist the parent/guardian in obtaining a comprehensive mental health evaluation/psychotherapy at an appropriate agency, if not secured by hospital.
        2) Follow-up with the student, parent/guardian upon return to school.
    c) Provide follow-up assistance to the staff as needed.
    d) The School Social Worker or School Psychologist may provide a mental health evaluation under the following conditions:
        1) If this is in the best interest of the student or
        2) If the parent refuses to secure an independent mental health evaluation

        Note: This action must be approved by the Director of Student Services
6. The building administrator will ensure compliance with the reporting procedures found in:
    a) The Livonia Public Schools "Reportable Incidents School Safety Response Plan" which includes notifying the district's Administrator of Public Safety. (Appendices B, C).
7. The School Social Worker or School Psychologist will complete the "Student Suicidal Behavior Assessment Report" (Appendix D).
8. The principal and appropriate staff will meet to:
    a) Determine appropriateness of a referral to Special Education, General Services, or other agency as needed.
    b) Plan for smooth transition back to school.
    c) Designate an in-building staff member to provide follow-up plan with student, along with the School Social Worker or School Psychologist.
9. The School Social Worker or School Psychologist will follow-up with documentation within four (4) weeks of notification of the incident.

B. THREATENING SUICIDE (TALK, NOTES, OR BEHAVIOR)

1. Ensure the safety of the student by designating a staff member to remain with or supervise the student.
2. Immediate communication by the staff member to the appropriate building administrator.

3. Building administrator or designated staff member will contact the building School Social Worker or School Psychologist. If they cannot be reached, the building administrator or designee will contact the Department of Student Services who will contact a School Social Worker or School Psychologist to conduct the suicidal behavior risk assessment.

4. School or Social Worker or School Psychologist will immediately begin a suicidal risk assessment.

5. The School Social Worker or School Psychologist will inform the building administrator of the results of the risk assessment. This will include determining if the student's behavior was an actual suicide attempt or threat, and if it occurred at school.

6. The building administrator, School Social Worker, School Psychologist, or designee will contact the parent or guardian to inform of the suicidal behavior and results of the assessment. Based upon the assessed risk, the administrator or designee may:
   a) Recommend parent/student discussion of the seriousness of the behavior.
   b) Suggest that the parent pick up the student from school for the remainder of the day with parental supervision.
   c) Assure appropriate agency referrals via School Social Worker or School Psychologist.

7. The building administrator will ensure compliance with the reporting procedures found in:
   a) The Livonia Public Schools "Reportable Incidents School Safety Response Plan" which includes notifying the district's Administrator of Public Safety (Appendices B, C).

8. The School Social Worker or School Psychologist will complete the "Suicidal Behavior Assessment Report" (Appendix D).

9. The School Social Worker or School Psychologist will assist in a follow-up plan with the school, student, and parent/guardian. Based upon their assessment the plan may include:
   a) Assist the parent/guardian in obtaining a comprehensive mental health evaluation at an appropriate agency.
   b) Assist the parent/guardian in obtaining therapy at an appropriate agency.
   c) With parent consent, contact the child's therapist to coordinate school services with treatment plan as appropriate.
   d) Follow-up with the parent/guardian, and student, within the school setting as appropriate.
   e) The School Social Worker or School Psychologist may provide a mental health evaluation under the following conditions:
      1) If this is in the best interest of the student, or
      2) If the parent refuses to secure an independent mental health evaluation
         Note: This action must be approved by the Director of Student Services.

10. Further procedures such as an EPT, referral to Student Services (Special Education or General Services) will be initiated as appropriate.

11. The School Social Worker or School Psychologist will complete follow-up documentation within four (4) weeks of notification of the incident.

EXHIBIT Appendix A JG

STUDENTS **APRIL 2018**
SUICIDAL BEHAVIOR

The Social Work and School Psychologist Chairpersons have been assigned specific systemwide responsibilities for issues related to suicidal behavior. These responsibilities include:

1. To facilitate or provide training and support for School Social Workers and School Psychologists in areas of suicidal behavior risk assessment, procedures, and knowledge of available resources for families.

2. To assure that the school social work and school psychology departments provide in-service on Student Suicidal Behavior Policy and Procedures and related topics such as suicidal warning signs, groups most at risk, and appropriate staff responses in each building on an annual basis.

3. To be a resource to Administrators, School Social Workers, and School Psychologists for case consultation as needed.

4. To assure involvement of the Department of Student Services' staff in cases of reported suicide threatening behavior, assessment, and follow-up as appropriate.

5. To coordinate an immediate mental health support system to the staff, students, and community in cases of actual suicide or significant injury.

6. To maintain current records and longitudinal data of student suicidal behavior for the district.

EXHIBIT Appendix B

JG

STUDENTS
SUICIDAL BEHAVIOR

APRIL 2018

THREAT OF SUICIDE

NOTE: Follow Board Policy and procedures (Board Policy JG)
See checklist below

STAFF	PRINCIPAL'S OFFICE
☐ Notify Principal's Office, as soon as possible.	☐ Identify problem and evaluate situation.
☐ Take threat seriously.	☐ Provide continuous adult supervision.
☐ Talk with the student and reassure him/her that you are concerned for their welfare.	Notify and inform parent(s) and/or guardian(s) to come to the school. ☐ ➢ **PROVIDE PARENTS WITH INFORMATION CONCERNING AVAILABLE COMMUNITY COUNSELING RESOURCES**
☐ Isolate the student from peers, if possible.	☐ **Notifications necessary:** ☐ District Psychologist/Social Worker ☐ Staff (responsible for student) ☐ Administrator of Public Safety or Police Liaison Officer
☐ Provide continuous adult supervision.	

EXHIBIT Appendix C JG

STUDENTS **APRIL 2018**
SUICIDAL BEHAVIOR

SUICIDE ATTEMPT (IN PROGRESS)

NOTE: In all other cases of suicidal behavior, follow board policy and procedures (Board Policy JG). See checklist below.

STAFF	PRINCIPAL'S OFFICE
☐ Notify Principal's Office, as soon as possible.	☐ Identify problem and evaluate situation.
☐ Try to calm the student and others.	☐ Call 911 or local police to report incident.
☐ Evacuate the area if possible. ➢ **ATTEMPT TO DIFFUSE THE SITUATION.** ➢ **DO NOT NEGOTIATE**.	☐ Secure emergency information from student enrollment card.
☐ Wait for police to arrive.	☐ Assist the police in locating student.
☐ Complete necessary **Incident(s) Report(s)**.	☐ **Notifications necessary:** ☐ Parent(s) and/or Guardian(s) ☐ District Psychologist/Social Worker ☐ Staff (responsible for student) ☐ Administrator of Public Safety ☐ Appropriate Director
☐ Identify students in need of counseling.	☐ Initiate counseling services for staff and students.

Student Suicidal Behavior Assessment Report

Report Completed By _____ Date of Report _____

(School Social Worker or School Psychologist) Date of Incident _____

Student Name _____ **DOB** _____ **Grade** _____ **School** _____

1. Nature of Behavior(s) of Concern:

A. Self Injurious Behavior ____ B. Suicidal Ideation ____

C. Suicide Threat ____ D. Suicide Attempt ____

2. Specific Concerns:

A. Did the behavior occur at school? Yes ____ No ____

B. Did the student require medical treatment outside of school? Yes ____ No ____

Comments: _____

C. Describe the details of the Behavior(s) of Concern including method of injurious behavior, severity of injuries, plan, method, availability, place, feelings displayed.

_____

3. Risk Assessment

A. Interview of Student Date _____ By Whom _____

B. History of Previous Suicidal Threats/Attempts/Ideation/Self-Injurious behavior (date/method)

_____

C. Precipitating Event(s)

1. _____
2. _____
3. _____

D. Current level of Suicidal Risk Low ____ Medium ____ High ____ None ____

(Not considered at risk for Suicide at this time)

E. Summary of Risk Assessment

_____

4. Action Plan

A. Parents Contacted Date _____ By Whom _____

B. Outside Agencies Involved Date _____ Identify _____

C. Administration notified Date _____ By Whom _____

D. Police Contact/Report by Administrator* Date _____ By Whom _____

Who was notified?

Police Liaison Officer ____ Livonia Police ____ Westland Police ____ Other _____

E. Have copies been distributed to persons listed below? Yes ____ No ____

C: Director of Student Services
Director of Elementary/Secondary Education
Confidential File

*Contact required in cases of suicidal attempt or threat school by Bldg. Administrator or Designee

BOARD POLICY

JGCA

STUDENTS **MARCH 19, 2018**
PHYSICAL EXAMINATIONS FOR ATHLETIC PARTICIPATION

No student shall be allowed to participate in athletic tryouts, practices, scrimmages, or contests until a current year physical examination with all required signatures has been completed and is on file with the school administration.

A medical examiner's (M.D., D.O., Physician's Assistant, or Nurse Practitioner) signature on the LPS-approved physical form attests that the student athlete is physically able to begin participation.

A parent and student's signature on the physical form certifies:

- Consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics

- Acknowledgement and assumption of risk of serious injury by the student and the parent or guardian or the 18-year-old student

- Acknowledgement of concussion awareness and concussion protocols

In cases of serious injury or extended illness, including concussion or symptoms of concussion and symptoms of sudden cardiac arrest, there must be a statement signed by the medical examiner (M.D., D.O., Physician's Assistant, or Nurse Practitioner) that the student has been examined and is physically able to return to athletic participation. In all cases of student injury through athletic participation, health care costs shall be the responsibility of the student's parent or guardian.

CROSS REF.: IDFA—Interscholastic Activities
Michigan High School Athletic Association Handbook

BOARD POLICY

JGCB

STUDENTS
IMMUNIZATIONS

JUNE 4, 2018

Immunization of students shall be required and reported in accordance with state law.

LEGAL REF.: MCL 333.9208; 333.9209; 333.9215

ADMINISTRATIVE PROCEDURES

JGCB

STUDENTS
IMMUNIZATIONS

APRIL 2018

Student immunization requirements, deadlines for student exclusions, and other procedures detailed in section 1767 of the State School Aid Act; Sections 9208 and 9215 of the Public Health Code; and Section 1177 of the School Code must be implemented.

Principals should establish building procedures to ensure that the following occur:

1. Immunization information for parents, provided by the Wayne County Health Department, is distributed.

2. Students failing to meet immunization requirements are denied admission or excluded.

3. MCIR (Michigan Care Improvement Registry) reports are completed with updated student immunization records and submitted electronically no later than November 1 and again no later than February 1, to include all newly enrolled students.

EXHIBIT

JGCB

STUDENTS
IMMUNIZATIONS

APRIL 2018

APPLICABLE IMMUNIZATION LAWS - EXCERPTS

I. PART 92 - STATE PUBLIC HEALTH CODE (ACT NO. 368, PUBLIC ACTS OF 1978)

Section 9209 (1) Before November 1 of each year, the principal or administrator of each school shall deliver to the state and local health departments a list of the immunization status at the time of school entry of new entering kindergarten and first grade students.

(2) The department shall prescribe minimum percentage levels of immunization for children in a school.

(3) As a result of the information collected pursuant to subsection (1), the local health officer shall take appropriate action, including immunization clinics, to raise the immunization level of children entering school to the levels established pursuant to subsection (2).

(4) Before the following February 1, the principal or administrator of each school shall update the list to show the additional immunizations received by each child since entering the school. The reports shall be made on forms provided or approved by the department. A child who enters school in September and who has not completed the immunizations required under section 9227 and has not filed an exemption under section 9215 before February 1 shall be excluded from school attendance. A child who enters school at any other time of the school year and who has not completed the immunizations required under section 9227 and has not filed an exemption under section 9215 within 4 months after entrance shall be excluded from school attendance.

Section 9211 (1) A parent, guardian, or person in loco parentis applying to have a preschool aged child registered in a program of group residence, care, or camping shall present to the operator of the program at the time of registration or not later than the first day of the program a certificate of immunization or a statement of exemption under section 9215. The operator of the group program shall not permit a child to attend the group activity unless a minimum of 1 dose of an immunizing agent against each of the diseases specified by the department has ben received and certified to by a health professional or local health department. A parent, guardian, or person in loco parentis of a child registered with only these minimum doses of an immunizing agent and continuing enrollment in the group program shall present an updated certificate of immunization within 4 months after initial attendance showing that the immunizations have been completed as prescribed by the department, if the child remains in the program.

(2) Upon request by the department or local health department, a program operator shall report to the state and local health departments the immunization status of each child accepted.

Section 9215 (1) A child is exempt from the requirements of this part as to a specific immunization for any period of time as to which a physician certifies that a specific immunization is or may be detrimental to the child's health or is not appropriate.

(2) A child is exempt from this part if a parent, guardian, or person in loco parentis of the child presents an immunization waiver form signed by the Wayne County Health Department to the administrator of the child's school or operator of the group program to the effect that the requirements of this part cannot be met because of religious convictions or other objection to immunization.

Section 9221 The departments of education and social services shall cooperate with the department in the administration and enforcement of this part.

Section 9227 The department shall promulgate rules to implement this part, including specification of the diseases against which children shall be immunized, age periods for immunizations, the minimum ages at which immunization may be commenced, the minimum number of doses required during a specified time period, and minimum levels of immunization for children in school.

Section 9229 A person who violates this part or a rule promulgated under this part is guilty of a misdemeanor.

II. WAYNE COUNTY IMMUNIZATION CODE (Effective November 2, 1979)

Section 131 No other student or minor child shall be admitted to any public, private or parochial elementary or secondary school, day care center, camp or any other organized care or educational facility for preschool, elementary or secondary level operating in Wayne County unless such student or child can present to the appropriate school, program, or care authorities written certification from a licensed physician or authorized representative of a state or local health department that such student or minor child has received immunizations, is in the process of receiving immunizations, or has otherwise demonstrated immunity against vaccine preventable diseases through serological testing using standards and practices specified by or acceptable to the Michigan Department of Public Health and the Wayne County Health Department.

Section 140 What constitutes acceptable written certification of immunization shall be subject to the approval of the Wayne County Health Department. Acceptable written certification of immunization shall include, but not be limited to: the date by month and year of each dose of every antigen required by the Wayne County Health Department.

Section 181 A student's or minor child's written immunization history shall be incorporated into his or her permanent school, day care, preschool program, and/or camp record in a form subject to the approval by the Wayne County Health Department, and shall be subject to inspection and audit by local health and education officials. Summaries of such records shall be sent to the Wayne County Health Department on dates and in a manner specified by the Wayne County Health Department.

BOARD POLICY

JGCC

STUDENTS
COMMUNICABLE DISEASES

DECEMBER 16, 2019

The Board of Education authorizes the superintendent or the superintendent's designee in appropriate circumstances to exclude a student or employee from the premises of the School District when the individual is known or reasonably suspected to have contracted a communicable disease based on the Wayne County Department of Public Health Disease Control Division Communicable Disease Reference Chart.

The superintendent or the superintendent's designee is charged with adhering to the aforementioned guidelines and procedures that provide, case by case, an assessment of the risks the infected individual presents to those persons who may come in contact with that individual. These guidelines and procedures must assure that confidentiality of the medical condition of the student or employee is maintained and that information is disseminated only on a "need to know" basis.

ADMINISTRATIVE PROCEDURES

JGCC

STUDENTS
COMMUNICABLE DISEASES

DECEMBER 16, 2019

1. In accordance with Act Number 368 of the Michigan Public Health Code of 1978 and the 1981 Rules and Regulations of Communicable Diseases, teachers, principals, superintendents and nurses are required to immediately report all Class I and Class II diseases of students to the local health department.
2. The "Michigan School Building Weekly Report of Communicable Disease to Local Health Department" (Form DCH-0453) is to be used by elementary building administrators and designated secondary administrators to list suspected and/or diagnosed communicable diseases. This form is to be submitted weekly on Friday to the Michigan Department of Health and Human Services. A week is from Monday to Friday. An exception to weekly reporting would be the development of unusual disease patterns, e.g. measles, which should immediately be reported by telephone to the Michigan Department of Health and Human Services.
3. Form DCH-0453 is supplied to schools by the Wayne County Health Department. Copies may be obtained by contacting the School Immunization Program of the Wayne County Health Department.
4. For most cases, exclusion and readmittance of students and staff members will be based upon the Wayne County Department of Public Health Disease Control Division Communicable Disease Reference Chart. The chart contains general recommendations involving uncomplicated cases of commonly encountered communicable diseases. If there are questions concerning complicated diseases, please contact Wayne County Health Department for future information.
5. Each case considered for possible exclusion will be done on a case-by-case basis.
6. All procedures and administrative decisions will be in compliance with current legislation.
7. Hygiene practices which prevent the spread of any communicable disease will be promoted within Livonia Public Schools. Basic hygiene recommendations will be periodically reviewed by building administrators and posted where accessible to staff members.
8. The education of staff and community members concerning the transmission of diseases will be an ongoing objective so that the educational programming and health care of an infected individual can best be accomplished in a situation which minimizes the risk of transmission to others.

LEGAL REF.: MCL 380.1169; 380.1170

BOARD POLICY

JGCD

STUDENTS
MEDICATIONS

OCTOBER 21, 2024

Except as otherwise provided by law or Board Policy, a school administrator, teacher, or other school employee designated by the school administration may administer medication to a student only in the presence of another adult, pursuant to written permission of the student's parents or guardian and only in compliance with the written instructions of a physician. A Medication Authorization form must be provided to school administration before any dispensation of medication may occur. “Medication” includes prescription, non-prescription (commonly referred to as “over the counter”), and herbal medications/substances, including anything administered by mouth, inhaler, or injection; drops and sprays applied to the eyes or nose; and anything applied to the skin.

Epinephrine Auto Injectors

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and self-administer the medication if they meet the conditions as stated in this policy and accompanying administrative procedures. Each school in the District shall have at least two (2) epinephrine auto-injectors (Epi-Pens) available at the school site. It shall be the annual responsibility of the Principal to verify that the supply of Epi-Pens is maintained at the appropriate level, ensure that all Epi-Pens have not expired, inform trained staff of the storage location for Epi-Pens in the school, and communicate with the Director of Student Services or his/her designee if new Epi-Pens are needed at any point during the school year due to use or expiration. The Director of Student Services or his/her designee shall also be responsible for acquiring new supplies of Epi-Pens yearly, distributing them to schools, coordinating the training of District employees to administer Epi-Pen injections, and maintaining the list of employees authorized to administer such injections.

Individuals Qualified to Administer Epinephrine Injections

Only a licensed, registered professional nurse employed or contracted by the District, or a school employee who has successfully passed the required training, shall be allowed to possess and administer Epi-Pen injections to students.

Each school shall have at least two (2) employees at that site who shall be appropriately trained in the use of an Epi-Pen. Training of employees on the appropriate use and administration of an Epi-Pen injection shall be done in accordance with any guidelines provided by the Michigan Department of Education shall be conducted under the supervision of a licensed, registered professional nurse. The training shall include an evaluation by the nurse of the employees’ understanding of the protocols for administering an Epi-Pen injection.

Students to Whom Injections May Be Administered

A licensed, registered~~,~~ professional nurse, or trained and authorized employees under this policy, may administer Epi-Pen injections to:

- Any student who has a prescription on file with the District, in accordance with the directives in such prescription.

- Any individual on school grounds who is believed to be having an anaphylactic reaction.

Reporting of Injections

Any person who administers an Epi-Pen injection to a student shall promptly notify the Principal /School Administrator who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

All Epi-Pen injections by District employees to students shall be reported in writing to the Director of Student Services or his/her designee. The report shall include whether the school's or student's Epi-Pen was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis). The Director of Student Services or his/her designee shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of injections with District Epi-Pens, and the number of incidents where students were not known to be subject to severe allergic reactions.

The District will maintain procedures for obtaining a prescription, purchase, reorder, storage, and maintenance of at least two epinephrine auto-injectors in each school building.

LEGAL REF: MCL 380.1178, 380.1179, 380.1179A
Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

ADMINISTRATIVE PROCEDURE

JGCD

STUDENTS
MEDICATIONS

OCTOBER 21, 2024

I. Parental Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

A. An informational document outlining procedures to be followed, and an authorization form for administering medication during school hours by school personnel (Appendix B) will be provided.

B. The authorization form (Appendix B) is to be completed by the student's physician and parent or guardian and returned to the appropriate school office before administration of medication by school personnel occurs.

C. Parental or guardian permission and a physician's authorization/instructions for administration shall be renewed at the beginning of each school year.

D. The time, location, and manner of administering medication to students will be defined in the Medical Authorization or Individualized Healthcare Plan. In secondary schools, students are encouraged to take responsibility for making contact with school personnel to acquire their medication.

E. "As needed" medication requires a physician's statement specifying dosage limits.

F. All medications to be administered at school must be in an original appropriately labeled container. (Must specify student name, medication name, frequency, and dosage to be given.) The medication should be provided in the exact dosage prescribed so that the individual administering medications is not responsible for dividing/splitting pills.

G. Both prescription and nonprescription medications require a completed physician and parental/guardian authorization form.

E. It may be necessary and appropriate for a parent or guardian to administer medication to his/her child. The parent or guardian is requested to contact the appropriate school office to make arrangements as necessary.

F. All medications which are brought to school must immediately be turned in to the school office by the parent or guardian, with the exception of medications addressed in section IV of these procedures.

G. Individual exceptions to these procedures must be approved by the school administrator.

II. School Responsibilities and Procedures to be Followed for Administration of Medication During School Hours

A. An informational document and authorization form for administering medication during school hours by school personnel (Appendix B) will be available to parents and guardians.

B. The authorization form for administering medication during school hours by school personnel (Appendix B) will be returned to the school office and contains directions for its maintenance and storage.

C. An individual record of administration of medication during school hours by school personnel will be entered into the electronic student information system (MiStar). The electronic log should be initiated at the beginning of each school year or when the medication begins.

D. A school employee, designated by the school administrator, shall administer medication to a student in the presence of another adult, except when an emergency threatens the life or health of the student.

E. The school principal will be responsible for determining a secure location for the storage of medication. Emergency medications may be stored in a readily accessible location.

F. All controlled-substance medications (defined as drugs regulated by the Federal Controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens) will be counted and recorded upon receipt with the parent/guardian.

G. When it is necessary for a student to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip/activity.

H. Medication left over at the end of the school year, or after the student has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

I. When dealing with the issues that surround student medications not specified by a medical authorization or healthcare plan, administrative judgment will be utilized. Examples include storage of medication, location of dispensation, staff assigned to administer medication, etc.

III. Student Administration and Possession of Medication

A. A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval

(Appendix B) from the student's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A student who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the school administrator.

B. A health plan will be developed for students who have other medical conditions, which require medication for a life-threatening situation. Such students may be allowed to carry and use the emergency medication if there is written approval (Appendix B) from the student's physician and parent/guardian on record at the school. A student who is in possession of this medication under the above conditions shall have each of his/her teachers notified of this by the building administrator.

C. On a limited and age-appropriate basis, a student may possess and self-administer medication based upon medical authorization from a physician and review of school administration. Following parent/guardian contact and with agreement of a physician, approval for possession and self-administration may be re-evaluated, altered, and/or discontinued if the student misuses or distributes their medication to others.

IV. School Staff Training

School employees designated to administer medication will receive in-service training on procedures related to this responsibility. Training will be facilitated through the Department of Student Services.

V. Safety Procedures and Liability Addressed in the School Code of 1976 as Amended

A.380.1178 Administration of Medication to Pupil; Liability

Sec. 1178: A school administrator, teacher, or other school employee designated by the school administrator, who in good faith administers medication to a pupil in the presence of another adult or in an emergency that threatens the life or health of the pupil, pursuant to the written permission of the pupil's parents or guardian and in compliance with the instructions of a physician is not liable in a criminal action or for civil damages as a result of the administration except for an act or omission amounting to gross negligence or willful and wanton misconduct.

LEGAL REF.: MCLA, 380.1178; Op. Atty. Gen. No. 6476, 10/27/87 (Legal References Updated 3/12/07)

EXHIBIT Appendix B

JGCD

STUDENTS
MEDICATIONS

OCTOBER 21, 2024

The following Medication Authorization form is to be completed by physician and parent/guardian~~;~~ and maintained in the school office The Medication Authorization form should be filed in the student's personal cumulative file at the end of the year and maintained for at least three years.

EXHIBIT – Appendix B

JGCD

SAMPLE
Medication Authorization

Student=s Name _____ Date _____

Date of Birth _____ School _____

Teacher/Counselor _____ Grade _____

Both prescription and nonprescription medications require a completed Medication Authorization form signed by a physician and parent/guardian. If medication is related to a life-threatening health condition, Livonia Public Schools staff will develop an Individualized Health Care Plan in conjunction with the student=s physician.

TO BE COMPLETED BY THE PHYSICIAN

Name of Medication _____ G Prescription G Non-Prescription

Reason for Medication _____

Form of Treatment G Tablet/Capsule G Inhaler G Liquid G Injection G Nebulizer

Instructions _____

Dosage _____

Time of Day G Daily G As Needed G Emergency Only G Other -

If dosage is as needed@ or emergency only@ specify symptoms and limits:

Relevant Side Effects _____

Storage Requirements G None G Refrigerate G Other -

Student is capable and responsible for self-possession and self-administering: G Inhaler G Emergency Meds

Please indicate if you have provided additional information: G On the back of this form G As an attachment

Physician=s Name _____ Phone _____

Address _____ Fax _____

_____

_____ _____

Physician=s Signature Date

TO BE COMPLETED BY THE PARENT/GUARDIAN

I request that _____
Student=s Name

G receive the above medication at school according to district policy.

G be allowed to self-administer the above medication (inhaler or emergency medication) at school according to district policy.

G I authorize school personnel to contact the above physician with questions or concerns relative to this authorization and medication.

_____ _____

Parent/Guardian's Signature Date

NOTES:

1. 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.
2. Medications must be in an appropriately labeled container.
3. This authorization is valid for the current school year only.
4. This authorization must be maintained with the Individual Student Medication Log.
5. It will be the student=s responsibility to make contact with school personnel for the administration of medication, unless other arrangements have been made by the administrator.

EXHIBIT Appendix C

JGCD

STUDENTS
MEDICATIONS

OCTOBER 21, 2024

An individual record of administration of medication during school hours by school personnel will be entered into the electronic student information system (MiStar).

SAMPLE Medication Administration Daily Log

JGCD Exhibit-Appendix C (1)

School Year 20_____

NOTE: One Medication Administration per Form

Directions: Record in date below; Time(s) administered; initials of person administering; and initials of witness.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															

Note: (see back of page for additional information i.e. adverse reactions, parent contacts, etc)

Student _____ BD ____ Grade ____ Sex ____ ID ____ HmRm ____ School _____ Health Care/504 Plan ____

Teacher/Counselor_____ Doctor's Name_____ Medication_____ Dosage_____ Time____

Pentamation Medical Information

Med Alert 1_____

Med Alert 2 _____

Med Alert 3 _____

Med Comment 1 _____

Med Comment 2 _____

Additional Information

Codes:
(A) Absent (F) Field Trip (X) No School
(E) Early Dismissal (N) No Medication Available

Persons Administering and Witnessing Medication:

Print Name	Initials	Print Name	Initials
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

SAMPLE Medication Administration Daily Log

School Year 20 _____

NOTE: One Medication Administration per Form

Directions: Record in date below; Time(s) administered; initials of person administering; and initials of witness.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															

Note: (see back of page for additional information i.e., adverse reactions, parent contacts, etc)

Student_____ BD Grade_____ Sex_____ ID_____ HmRm School_____ Health Care/504 Plan___

Teacher/Counselor_____ Doctor's Name_____ Medication_____ Dosage_____ Time_____

Pentamation Medical Information

Med Alert 1_____
Med Alert 2 _____
Med Alert 3 _____
Med Comment 1 _____
Med Comment 2 _____

Additional Information

Codes:
(A) Absent (F) Field Trip (X) No School
(E) Early Dismissal (N) No Medication Available

Persons Administering and Witnessing Medication:

Print Name	Initials		
1.		3.	
2._____	_____	4._____	_____

EXHIBIT--APPENDIX D

JGCD

STUDENTS
MEDICATIONS

JULY 2014

This form is to be placed with Epinephrine auto-injectors and followed in case of an anaphylaxis emergency.

RESPONDING TO ANAPHYLAXIS

1. CALL 911

2. Based on symptoms; determine that an anaphylactic reaction appears to be occurring. Look for a medical alert bracelet or necklace. Act quickly. It is safer to give epinephrine than to delay treatment. Anaphylaxis is a life-threatening reaction.

3. If you *are alone and are able* to provide epinephrine, call out or yell for help as you immediately go to get the epinephrine. Do not take extra time seeking others until you have provided the epinephrine.

4. If you *are alone and do not know how* to provide epinephrine, call out or yell for help. If someone is available to help you, have them get the personnel trained to provide epinephrine and the epinephrine while you dial 911 and follow the dispatcher's instructions. Tell the 911 operator that anaphylaxis is suspected and epinephrine is available. Your goal is to get someone [designated, trained school staff, or emergency medical staff (EMS)] to provide epinephrine and care as soon as possible.

5. Select appropriate dose of epinephrine auto-injector to administer, based on weight.
   - Dosage: Junior 0.15 mg epinephrine auto-injector if estimated weight is between 33 and 66 pounds; Regular 0.30 mg epinephrine auto-injector if estimated weight is 66 pounds or greater.
   - Frequency: If symptoms persist or return, a second dose should be administered 5 to 15 minutes after first dose.

6. Inject epinephrine via auto-injector:
   - Pull off safety release cap.
   - Place gently on the upper, outer thigh and push firmly (through clothing if necessary).
   - Hold in place for 10 seconds (5 seconds if using Auvi-Q) to deliver medication and then remove.
   - Massage the area for 10 seconds. Note the time.

7. Keep the individual either lying down or seated. Watch for vomiting or choking. If they lose consciousness, check if they are breathing. If breathing, position on side and continue to monitor. If not breathing, begin cardiopulmonary resuscitation (CPR), call out for help.

8. Call school nurse/front office school personnel and advise of situation.

9. Provide EMS with epinephrine auto-injector labeled with name, date, and time administered to transport to the emergency room with the student.

FOLLOW UP (to be done the day of the event):

1. Notify parent/guardian as soon as possible and advise them to let the student's primary care physician know about the episode of suspected anaphylaxis.

2. Complete required documentation of incident [school incident report, Michigan Electronic Grants System Plus (MEGS+) report].

3. Order replacement epinephrine auto-injector(s).

BOARD POLICY

JGFC

STUDENTS **MARCH 25, 2019**
ARRIVAL, DISMISSAL, AND RECESS GUIDELINES

Students are expected to follow their daily school schedule from the time of arrival until dismissed unless curriculum requires otherwise.

Students are to remain on school grounds during their lunch period. Students may be excused from school during the school day with parent/guardian permission and will follow the procedures established by the building administration.

Permission to take a student from school property shall be granted to either parent/guardian. If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

Release is also permitted to any other adult designated by the courts as the legal guardian or any adult who has been designated as an emergency contact on a student's signed information card. (Photo ID is required.) Any exception shall require the written permission of an authorized parent or legal guardian.

ADMINISTRATIVE PROCEDURES JGFC(1)

STUDENTS **MARCH 25, 2019**
ARRIVAL, DISMISSAL, AND RECESS GUIDELINES

Sending Home Students Who Become Ill at School

The school does not have the facilities or the staff to care for students who become ill during the school day. The ill student should be removed from the classroom and made comfortable in the clinic room until arrangements can be made to send the student home.

The parent/guardian should be advised if the student is ill and needs to leave school. The parent/guardian should be asked to come and get the student or to make arrangements for someone else to do so.

If the parent/guardian cannot be reached, other persons listed on the emergency card may be contacted to pick up the student from school.

A student in elementary school who is ill should not be permitted to walk home alone. The parent of a secondary student must be contacted first before allowing the student to walk or drive home alone.

Early Dismissal

Early dismissal of school(s) is made in those rare instances when the safety of students is best served by allowing them to go home as soon as possible. Should this occur, the District will utilize its emergency notification system to send calls, emails, and texts to parents/guardians according to the contact information provided on student emergency cards on file; the notice will also be posted on the District website, social media, and all local news media to the best of the District's ability.

The decision to close a school is made by the director and the superintendent or his/her superintendent's designee.

Dismissal During School Hours

The school must be notified by the parent when it is necessary for a student to leave school during the instructional day. Students must check out through the school office. Parents should not send another person to take a student out of school without a telephone call or a note to the school. Under no circumstances will an elementary student be permitted to leave school alone except at regular dismissal time.

ADMINISTRATIVE PROCEDURES JGFC(2)

STUDENTS **MARCH 25, 2019**
ARRIVAL, DISMISSAL, AND RECESS GUIDELINES

Arrival

1. Walking students should time their departure from home in order to arrive at school at approximately the entry bell.

2. Upon arrival, all students should go to the designated area established by the principal.

3. Adult supervision will be provided from the time the first bus arrives until the entry bell.

4. Children are to be admitted into the school during inclement weather.

Recess

1. An adult supervisor must be able to maintain visual contact with all students on the playground during recess.

2. There are to be no more than 200 students per adult supervisor during regular recess periods.

3. The adult supervisor/student ratio at lunchtime will be 100 to one.

4. Children unable to go outside during recess must be supervised by an adult.

5. In inclement weather, students may remain in their classrooms and the adult supervisors must rotate between these rooms.

6. Student aides may assist adult supervisors but cannot be considered as adequate supervisors of pupils.

Dismissal

1. Adult supervision must be provided for students waiting for their buses. Protection from the elements must be provided during inclement weather.

2. Parents must be notified when students are kept after school for longer than five minutes. Transportation home for bus students must be arranged.

3. During a severe rainstorm, the principal may delay dismissal for a brief period.

BOARD POLICY

JGFF

STUDENTS
DRIVING AND PARKING

MARCH 19, 2018

Student driving and parking at any school parking lot is a privilege and responsibility. Vehicles must be properly registered and insured with the State and drivers must possess a State of Michigan license. While prudent efforts will be made to maximize student parking on campus, not every student driver is entitled to park their vehicle in a school lot.

The school administration shall develop rules and regulations promoting safe driving and building-level registration for parking privileges. Student vehicles are subject to search by school or law enforcement officials and students in violation of school rules may have their parking privileges permanently revoked. Parking fees may be assessed by the school administration.

CROSS REF.: Board Policy JCAB – Investigations and Searches by School Officials
LEGAL REF.: MCL, 257.961

ADMINISTRATIVE PROCEDURES JGFF

STUDENTS **MARCH 19, 2018**
DRIVING AND PARKING

Applications and Regulations

Each high school will develop an application procedure that authorizes student parking in designated student parking areas. While prudent efforts will be made to maximize student parking on campus, when student parking applications are in excess of available parking spaces, not every student will be allowed to park at their school building. The guiding principles in determining the approval of parking applications will be based upon a student's grade level status and their involvement in school activities after the regular school day has ended. For example, senior-level students will have priority over junior-level students and students involved in school athletics or school drama presentations will have priority over students who are employed by a local business or who have private music lessons.

Other school-based activities that will be weighed favorably in parking approval determinations will be district academic programs such as, but not limited to, Dual Enrollment, Career Internship, and the Livonia Career Technical Center (when the student is not eligible for district transportation services).

Parking application procedures will be available at the beginning of the school year and require online submission. Deadlines for submissions will be established and enforced. Parking fees may be assessed by the school administration.

Below is an outline of the steps for the application process:

1. The student fills out and submits the online application by the established deadline.
2. The online application will share driving rules and consent boxes for parents and students.
3. The school administration will be responsible to approve or deny the application.
4. After fees have been paid, approved students will receive a parking decal and display it as instructed.

All approved students should also understand:

1. Parking is strictly limited to the student parking areas. Student parking in visitor or staff assigned areas is prohibited.
2. A new parking decal is required if a different vehicle is utilized for transportation.
3. Any form of reckless driving or driving with speeds above five mph may result in a permanent loss of parking privileges and school consequences.
4. Student vehicles are subject to search for contraband by school and/or legal personnel.
5. Selling decals or duplicating decals will result in loss of parking privileges and other school consequences.
6. The school and the district are not responsible for damage or vandalism to student vehicles on school property. Assistance regarding vehicular accidents will be provided by the school's Resource Officer or the Livonia Police Department.

Other considerations:

1. Students denied parking privileges may submit a written appeal for further consideration by school administration.
2. School administration may implement building-based incentives to be eligible for driving privileges.
3. Daily, weekly, or seasonal passes may be authorized by the school administration.
4. Students who do not receive parking approval but who park on campus in defiance of parking procedures and rules may be subject to disciplinary action up to and possibly including parking citations by the police department.

BOARD POLICY

JGFG

STUDENTS
ACCIDENTS AND ILLNESS

JUNE 17,2024

All students shall have updated emergency care information in the District's Student Information System (MISTAR). Parents/guardians are responsible to update the school throughout the year if emergency contact and/or care information changes.

ADMINISTRATIVE PROCEDURES JGFG

STUDENTS **JUNE 17, 2024**
ACCIDENTS AND ILLNESS

1. **Emergency Care Information** - Fall enrollment confirmation in Parent Connect should be updated each school year by the student's parent/guardian. The information in the District's student information system will identify the student's name, address, phone number, legal guardian(s) with whom the student resides and how they can be reached both at home and at work, and health alerts for the student. Names, addresses, and phone numbers of people who live near the school and who can take care of the student if the parents/guardians cannot be reached will also be requested. The parents will authorize emergency treatment at the nearest hospital if no one can be reached and the student needs immediate attention. In addition to the fall enrollment confirmation process, all new registrants throughout the school year will complete the aforementioned information.

   For emergency purposes, school offices should print a copy of the emergency care form from the District's Student Information System.

2. **Initial Report** - Any student injury which occurs on school property must be recorded on the student injury report and submitted to the office of Elementary or Secondary Education.

3. **Sending Students Home** - A student who cannot stay at school should be sent to the appropriate office until arrangements can be made to get the student home. If a parent/guardian cannot be reached, a person listed in the student information system as an emergency contact may be contacted. No elementary school student should be permitted to go home alone.

4. **Student Injury Report** - The most appropriate person (the teacher, building administrator, secretary, or other school employee) will complete a Student Injury Report using Informed K-12, no later than the next school day for the following circumstances:

   a. Fractures
   b. Severe blow to the head
   c. Continuing hemorrhage
   d. Accidental loss of tooth
   e. Fainting, unconsciousness, seizures
   f. Illness or injury severe enough to cause student to be transported to a physician's office or to a hospital

   The general guideline, **"If in doubt, fill it out,"** should be followed. The forms are stored based on the Michigan Records Retention and Disposal Schedule for Michigan Public Schools. The Finance Office will forward a copy to MAISL when requested.

5. **Returning to School** – Usually for minor illnesses the principal should accept the judgment of the parent/guardian as to when the student is able to return to school. If there is a question, or in the cases of highly contagious or serious illnesses, the principal should be guided by the Managing Communicable Diseases in Schools manual prepared by the Michigan Department of Education and the Michigan Department of Health & Human Services, and a notice of exposure letter is sent home to the affected grade level. A physician's authorization may be required before the student is readmitted.

6. **Limits on Participating in School Program** - A physician's authorization is required when a parent requests to exclude a student from portions of the school program (i.e., elementary recess, P.E. class) for a period longer than three calendar days.

CROSS REF.: Michigan Department of Health & Human Services – Managing Communicable Diseases in Schools

BOARD POLICY

JGI

STUDENTS **AUGUST 19, 2019**
SUSPECTED ABUSE AND NEGLECT

Any Livonia Public Schools School District employee, who is a specifically mandated reporting person under the Child Protection Law, who has reasonable cause to suspect child abuse or neglect shall make or cause to be made, an oral or online report immediately to the Wayne County Department of Human Services – Child Protective Services. In addition, the employee shall also immediately report such suspected child abuse or neglect to the employee's immediate supervisor or administrator. If using the oral report method, within 72 hours the employee shall file, or cause to be filed, a written report. The written report must be made available to the employee's immediate administrator or supervisor. The written report may be cosigned by the employee's immediate administrator or supervisor.

Any Livonia Public Schools School District employee who is employed, licensed, registered, or certified to provide health care, educational, social welfare, or mental health services, who suspects or has reasonable cause to believe that a vulnerable adult has been abused, neglected, or exploited shall make an oral report immediately to the Wayne County Department of Social Services -- Adult Protective Services. The employee may also file a written report. In addition, the employee shall immediately report such suspected abuse, neglect, or exploitation to the employee's immediate supervisor or administrator.

All District employees who are specifically mandated reporting persons under the Child Protection Law and the Social Welfare Act will be advised, at least annually, of their responsibilities under these laws.

Any Livonia Public Schools School District employee who is not a specifically mandated reporting person under the Child Protection Law or the Social Welfare Act, who has reasonable cause to suspect child abuse or neglect or who suspects or has reasonable cause to believe that a vulnerable adult has been abused, neglected, or exploited, shall immediately report the same to his or her immediate administrator or supervisor.

ADMINISTRATIVE PROCEDURES JGI

STUDENTS
SUSPECTED ABUSE AND NEGLECT **AUGUST 19, 2019**

I. The following regulations regarding child abuse and neglect, and vulnerable adult abuse, neglect, and exploitation, are written to provide maximum protection for students and employees of the Livonia Public Schools in cases where abuse, neglect, and/or exploitation is suspected.

These procedures and the requirements of the "Child Protection Law" and the "Social Welfare Act" should be reviewed at least annually with all mandated reporting staff and will be reviewed with other employees as determined appropriate by the administrator or supervisor. Additional copies of the Child Protection Law, the Social Welfare Act, and the State of Michigan–Wayne County Department of Health and Human Services (reporting form DHS–3200) are available through the Livonia Schools Student Services Department.

II. **Actions Required of Livonia Public Schools Employees**:

1. Any Livonia Public School employee who is a specifically mandated reporting person under the Child Protection Law who has reasonable cause to suspect child abuse or neglect will:

   NOTE: Specifically mandated reporting persons under the Child Protection Law include: A physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider.

   a. Immediately make an online report, oral report or cause an oral report to be made to:
   Wayne County Department of Human Services 24-hour hotline at **855-444-3911**

   b. Immediately notify his/her immediate administrator or supervisor that the employee has made a report and the report's contents.

      NOTE: Solely reporting the suspicion to the administrator or supervisor does not meet the requirements imposed by law for an employee who is a specifically mandated reporting person under the Child Protection Law.

c. File or cause to be filed a written report as required within 72 hours or submit an online report. The written report must be submitted to the Michigan Department of Health and Human Services, must be made available to the employee's immediate administrator or supervisor, and may be cosigned by the administrator and must follow the oral report. (Copies of the standard reporting form [DHS–3200] are available through the Livonia Public Schools Department of Student Services, online through Livonia Public Schools Staff Central, or online through the Michigan Department of Human Services Website at www.michigan.gov/dhs.)

MAIL FORM TO:
Centralized Intake for Abuse & Neglect
5321 28th Street Court S.E.
Grand Rapids, Michigan 49546

OR

Fax this form to 616-977-8900 or 616-977-8050 or 616-977-1158 or 616-977-1154

OR

email this form to DHS-CPS-CIGroup@michigan.gov

d. Retain copy of report in a building administrative file or in the online reporting system and forward a copy to the Livonia Public Schools Department of Student Services.

e. Cooperate in any investigation conducted by the Michigan Department of Health and Human Services regarding the reported suspected abuse and/or neglect. Cooperation includes allowing access to the child without parental consent if access is determined by the Department of Health and Human Services to be necessary to complete the investigator or to prevent abuse or neglect of the child. **Legal Ref: MCL 722.628(8).**

f. Upon receipt of notification by the Department of Health and Human Services regarding the disposition of the investigation, the school employee shall make the notification available to the building administrator, and forward a copy to the director of Student Services.

2. Any Livonia Public Schools employee who is a specifically mandated reporting person under the Social Welfare Act who suspects or has reasonable cause to believe that a vulnerable adult has been abused, neglected, or exploited will:

NOTE: Specifically mandated reporting persons under the Social Welfare Act include: A person who is employed, licensed, registered, or certified to provide health care, educational, social welfare, mental health, or other human services; an employee of an agency licensed to provide health care, educational, social welfare, mental health, or other human services; a law enforcement officer; or an employee of the office of the county medical examiner.

a. Immediately make an oral report to the Wayne County Department of Social Services at **855-444-3911**. A written may also be made.
b. Immediately notify his/her immediate administrator or supervisor that the employee has made a report and the report's contents.

NOTE: Solely reporting the suspicion to an administrator or supervisor does not meet the requirements imposed by law for an employee who is a specifically mandated reporting person under the Social Welfare Act.

3. Any Livonia Public Schools employee, who is not a specifically mandated reporting person under the Child Protection Law or the Social Welfare Act, who has reasonable cause to suspect child abuse or neglect, or who suspects or has reasonable cause to believe that a vulnerable adult has been abused, neglected, or exploited, shall immediately report such to their immediate administrator or supervisor.

4. If an employee of the Livonia Public Schools is suspected of abuse or neglect of a student, or is suspected of abuse, neglect, or exploitation of a vulnerable adult, the administrator, supervisor, or employee who suspects must immediately notify the Director of Human Resources, in addition to making the reports described in paragraphs 1 and 2 above.

III. Additional actions required of Livonia Public Schools administrators/supervisors:

1. In all cases in which an administrator or supervisor determines or is advised by an **employee** who is a **specifically mandated** reporting person under the Child Protection Law that there **is reasonable cause** to suspect abuse or neglect, the administrator or supervisor shall:

   a. Assure that an immediate online or oral report is made to the Wayne County Department of Human Services (**855-444-3911**).
   b. Assure that the required written report (DHS-3200) is filed within 72 hours if an oral report is made.
   c. Retain a copy of the report and provide a copy to the director of Student Services and the appropriate administrator (director of elementary programs and district services, or assistant superintendent for secondary programs and district services).

2. In all cases in which an administrator or supervisor determines or is advised by an **employee** who is a **specifically mandated** reporting person under the Social Welfare Act that the person suspects or **has reasonable cause** to believe that a vulnerable adult has been abused, neglected, or exploited, the administrator or supervisor shall:

   a. Assure that an immediate oral report is made to the Wayne County Department of Social Services at **855-444-3911**.
   b. If a written report is made, retain a copy of the report and provide a copy to the director of Student Services and the appropriate administrator (director of elementary programs and district services, or assistant superintendent for secondary programs and district services).

3. If the administrator or supervisor is advised of suspected child abuse or neglect by an **employee** who is **not a specifically mandated** reporting person under the Child Protection Law, **the administrator or supervisor will assure oral and written reporting if the administrator or supervisor has reasonable cause** to suspect abuse or neglect is occurring or has occurred. The administrator or supervisor will inform the employee that a report will be made.

4. If the administrator or supervisor is advised of suspected abuse, neglect, or exploitation of a vulnerable adult by an **employee** who is **not a specifically mandated** reporting person under the Social Welfare Act, **the administrator or supervisor will assure oral reporting if the administrator or supervisor suspects or has reasonable cause** to believe abuse, neglect, or exploitation is occurring or has occurred. The administrator or supervisor will inform the employee that a report will be made.

5. If the administrator or supervisor is advised of suspected child abuse or neglect, or suspected vulnerable adult abuse, neglect or exploitation, by an **employee** who is **not a specifically mandated** reporting person under the Child Protection Law or the Social Welfare Act, **the administrator or supervisor will complete the following steps if the administrator or supervisor determines that reasonable cause** to suspect or believe abuse, neglect, or exploitation is not present:

    a. Advise the employee, who is not a specifically mandated reporting person under the Child Protection Law or Social Welfare Act, of the reporting requirement and offer the Wayne County Department of Human Services phone number (**855-444-3911**) and/or online reporting website (https://newmibridgeslogin.michigan.gov).

    b. Inform the employee, who is not a specifically mandated reporting person under the Child Protection Law or Social Welfare Act, that the administrator or supervisor will not make a report.

    c. Determine appropriate means to document actions.

    d. Advise the employee who is not a specifically mandated reporting person under the Child Protection Law or Social Welfare Act that he/she may make a report if he/she continues to suspect abuse, neglect, or exploitation.

6. If the administrator or supervisor is advised that abuse, neglect, or exploitation is **suspected by a community member**, the administrator or supervisor will:

    a. Assure online, oral and written reporting if the administrator or supervisor has reasonable cause to suspect or believe abuse, neglect, or exploitation, and will:

        1) Advise the community member of the reporting requirement and offer the Wayne County Department of Human Services phone number (**855-444-3911**) and/or online reporting website (https://newmibridgeslogin.michigan.gov).
        2) Determine appropriate means to document actions.

b. Complete the following steps if the administrator or supervisor determines that reasonable cause to suspect abuse, neglect, or exploitation is not present:

1) Advise the community member of the reporting requirement and offer the Wayne County Department of Human Services phone number (**855-444-3911**) and/or online reporting website (https://newmibridgeslogin.michigan.gov).
2) Determine appropriate means to document actions.

7. In all cases of **suspected sexual abuse or sexual exploitation**, the administrator or supervisor shall (in addition to assuring the required notification and report to the Wayne County Department of Human Services) immediately notify the appropriate local police department.

Livonia Police Department	**734-466-2470**
Westland Police Department	**734-722-9600**

8. The administrator or supervisor will involve, as appropriate, the school social worker, other student services staff, instructional staff, and administrative staff.

9. The administrator or supervisor will assure appropriate notification of central office administrative staff of the investigation activities.

10. Access to review educational records: During an investigation, the Wayne County Department of Human Services will have access to the student's educational records as part of their investigation. In these cases, the administrator must document such review in the student's CA-90 or confidential file.

11. Parental approval will be secured by the administrator prior to providing access to a non-referred student by representatives of the Wayne County Department of Human Services as part of their investigation regarding a referred student.

12. Access to siblings of the referred student living in the same household will be provided to representatives of the Wayne County Department of Human Services without parental consent if access is determined by DHS to be necessary to complete the investigation or to prevent abuse or neglect of the child.

IV. Child Protection Law: Investigations at Schools:
Legal Ref: MCL, 722.628, Sec. 8

1. Schools and other institutions shall cooperate with the department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is determined by the department to be necessary to complete the investigation or to prevent abuse or neglect of the child. The department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can be reached. The department may delay the notice if the notice would compromise the safety of the child or child's siblings or the integrity of the investigation, but only for the time one of those conditions exists.

2. If the department has contact with a child in a school, all of the following apply:

   a. Before contact with the child, the department investigator shall review with the designated school staff person the department's responsibilities under this act and the investigation procedure.

   b. After contact with the child, the department investigator shall meet with the designated school staff person and the child about the response the department will take as a result of contact with the child. The department may also meet with the designated school staff person without the child present and share additional information the investigator determines may be shared subject to the confidentiality provisions of this act.

   c. Lack of cooperation by the school does not relieve or prevent the department from proceeding with its responsibilities under this act.

3. A child shall not be subjected to a search at a school that requires the child to remove his or her clothing to expose his buttocks or genitalia or her breasts, buttocks, or genitalia unless the department has obtained an order from a court of competent jurisdiction permitting such a search. If the access occurs within a hospital, the investigation shall be conducted so as not to interfere with the medical treatment of the child or other patients.

V. Child Protection Law "Definitions":
Legal Ref: MCL, 722.622, Sec. 2

1. **Specifically mandated reporting persons in the Child Protection Law include**: A physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, a person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or duly regulated child care provider.

2. **"Child"** means a person under 18 years of age.

3. **"Child abuse"** means harm or threatened harm to a child's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment, by a parent, a legal guardian, or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

4. **"Child neglect"** means harm or threatened harm to a child's health or welfare by a parent, legal guardian or any other person responsible for the child's health or welfare which occurs through either of the following:
   - Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
   - Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or

EXHIBIT Appendix A JGI

STUDENTS **APRIL 2018**
SUSPECTED CHILD ABUSE AND NEGLECT

The Department of Student Services has been assigned specific, system-wide responsibilities for issues related to child abuse and neglect and vulnerable adult abuse, neglect, and exploitation. These responsibilities include:

1. To be a resource to administrators/supervisors related to understanding the Child Protection Law, Social Welfare Act, and mandates for school personnel.

2. To facilitate/provide staff in-service regarding abuse/neglect/exploitation warning signs and procedures to follow.

3. To be available for case consultation as requested.

4. To assure involvement of Department of Student Services staff in cases of suspected child abuse/neglect and suspected vulnerable adult abuse/neglect/exploitation.

5. If the reporting person is unable to contact the Wayne County Department of Human Services or is dissatisfied with the response from that agency, they should immediately contact the Director of Student Services or the appropriate administrator (Director of Elementary Programs and District Services, or Director of Secondary Programs and District Services).

6. The form on the following pages, "Report of Actual or Suspected Child Abuse or Neglect" (Form DHS–3200) is filed according to state law and as specified in the procedures.

   NOTE: A copy of this report is provided to the Livonia Public Schools' Director of Student Services and the appropriate administrator (Director of Elementary Programs and District Services, or Director of Secondary Programs and District Services).

REPORT OF ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT

Michigan Department of Health and Human Services

Was complaint phoned to MDHHS?

☐ Yes ☐ No ▶ If yes, Log # _____ ▶ If no, contact Centralized Intake (855-444-3911) immediately

INSTRUCTIONS: REPORTING PERSON: Complete items 1-19 (20-28 should be completed by medical personnel, if applicable). Send to Centralized Intake at the address list on page 2.

1. Date

2. List of child(ren) suspected of being abused or neglected (Attach additional sheets if necessary)

NAME	BIRTH DATE	SOCIAL SECURITY #	SEX	RACE
3. Mother's name				
4. Father's name				

5. Child(ren)'s address (No. & Street)	6. City	7. County	8. Phone No.

9. Name of alleged perpetrator of abuse or neglect	10. Relationship to child(ren)
11. Person(s) the child(ren) living with when abuse/neglect occurred	12. Address, City & Zip Code where abuse/neglect occurred

13. Describe injury or conditions and reason for suspicion of abuse or neglect

_____

_____

14. Source of Complaint (Add reporter code below)

01 Private Physician/Physician's Assistant	11 School Nurse	42 MDHHS Facility Social Worker
02 Hosp/Clinic Physician/Physician's Assistant	12 Teacher	43 DMH Facility Social Worker
03 Coroner/Medical Examiner	13 School Administrator	44 Other Public Social Worker
04 Dentist/Register Dental Hygienist	14 School Counselor	45 Private Agency Social Worker
05 Audiologist	21 Law Enforcement	46 Court Social Worker
06 Nurse (Not School)	22 Domestic Violence Providers	47 Other Social Worker
07 Paramedic/EMT	23 Friend of the Court	48 FIS/ES Worker/Supervisor
08 Psychologist	25 Clergy	49 Social Services Specialist/Manager (CPS, FC, etc.)
09 Marriage/Family Therapist	31 Child Care Provider	56 Court Personnel
10 Licensed Counselor	41 Hospital/Clinic Social Worker	

15. Reporting person's name	Report Code (see above)	15a. Name of reporting organization (school, hospital, etc.)			
15b. Address (No. & Street)		15c. City	15d. State	15e. Zip Code	15f. Phone No.
16. Reporting person's name	Report Code (see above)	16a. Name of reporting organization (school, hospital, etc.)			
16b. Address (No. & Street)		16c. City	16d. State	16e. Zip Code	16f. Phone No.
17. Reporting person's name	Report Code (see above)	17a. Name of reporting organization (school, hospital, etc.)			
17b. Address (No. & Street)		17c. City	17d. State	17e. Zip Code	17f. Phone No.
18. Reporting person's name	Report Code (see above)	18a. Name of reporting organization (school, hospital, etc.)			
18b. Address (No. & Street)		18c. City	18d. State	18e. Zip Code	18f. Phone No.
19. Reporting person's name	Report Code (see above)	19a. Name of reporting organization (school, hospital, etc.)			
19b. Address (No. & Street)		19c. City	19d. State	19e. Zip Code	19f. Phone No.

TO BE COMPLETED BY MEDICAL PERSONNEL WHEN PHYSICAL EXAMINATION HAS BEEN DONE

20. Summary report and conclusions of physical examination (Attach Medical Documentation)		
21. Laboratory report	22. X-Ray	
23. Other (specify)	24. History or physical signs of previous abuse/neglect ☐ YES ☐ NO	
25. Prior hospitalization or medical examination for this child DATES	PLACES	
26. Physician's Signature	27. Date	28. Hospital (if applicable)

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.	AUTHORITY: P.A. 238 of 1975. COMPLETION: Mandatory. PENALTY: None.

INSTRUCTIONS

GENERAL INFORMATION:
This form is to be completed as the written follow-up to the oral report (as required in Sec. 3 (1) of 1975 PA 238, as amended) and mailed to Centralized Intake for Abuse & Neglect. Indicate if this report was phoned into MDHHS as a report of suspected CA/N. If so, indicate the Log # (if known). The reporting person is to fill out as completely as possible items 1-19. Only medical personnel should complete items 20-28.

Mail this form to:
Centralized Intake for Abuse & Neglect
5321 28th Street Court S.E.
Grand Rapids, MI 49546

OR

Fax this form to 616-977-8900 or 616-977-8050 or 616-977-1158 or 616-977-1154
OR
email this form to MDHHS-CPS-CIGroup@michigan.gov

1. Date – Enter the date the form is being completed.
2. List child(ren) suspected of being abused or neglected – Enter available information for the child(ren) believed to be abused or neglected. Indicate if child has a disability that may need accommodation.
3. Mother's name – Enter mother's name (or mother substitute) and other available information. Indicate if mother has a disability that may need accommodation.
4. Father's name – Enter father's name (or father substitute) and other available information. Indicate if father has a disability that may need accommodation.

5.-7. Child(ren)'s address – Enter the address of the child(ren).

8. Phone – Enter phone number of the household where child(ren) resides.
9. Name of alleged perpetrator of abuse or neglect – Indicate person(s) suspected or presumed to be responsible for the alleged abuse or neglect.
10. Relationship to child(ren) – Indicate the relationship to the child(ren) of the alleged perpetrator of neglect or abuse, e.g., parent, grandparent, babysitter.
11. Person(s) child(ren) living with when abuse/neglect occurred – Enter name(s). Indicate if individuals have a disability that may need accommodation.
12. Address where abuse / neglect occurred.
13. Describe injury or conditions and reason of suspicion of abuse or neglect – Indicate the basis for making a report and the information available about the abuse or neglect.
14. Source of complaint – Check appropriate box noting professional group or appropriate category.

Note: If abuse or neglect is suspected in a hospital, also check hospital.

MDHHS Facility – Refers to any group home, shelter home, halfway house or institution operated by the Department of Health and Human Services. Refers to any institution or facility operated by the Department of Health and Human Services.

15.-19 - Reporting person's name - Enter the name and address of person(s) reporting this matter.

EXHIBIT Appendix B

JGI

STUDENTS
SUSPECTED CHILD ABUSE AND NEGLECT

APRIL 2018

Who should report?

What should be reported?

INFORMATION PROVIDED BY THE
WAYNE COUNTY PROSECUTOR'S OFFICE

When should it be reported?

Where should it be reported?

School Incidents and Types of Assault That Must Be Reported

PHYSICAL ASSAULT

(Fight) Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

Examples of physical assault School Staff must report to principal or designee:

- A student tries to hit a teacher, but is stopped
- A student hits another student causing injury (i.e. a black eye, bloody nose)
- A student throws an object at a teacher

When MUST a student be SUSPENDED or EXPELLED?

The School Board or the designee of the School Board shall suspend or expel a student from the school district if at school a student:

- Possesses a dangerous weapon*
- Commits arson*
- Commits criminal sexual conduct*

Enrolled in grade 6 or above commits:

- Physical assault against another student
- Physical assault against a School Staff Official*
- Verbal assault, as defined by school policy, against a School Official or staff
- Bomb threat or similar threat

***shall expel**

CRIMINAL SEXUAL CONDUCT

Criminal sexual conduct means sexual penetration or touching of a person's intimate parts. It can be criminal in nature whether with or without consent.

Without consent:

- Any sexual penetration or touching of a person's intimate parts

With or without consent:

- Any sexual penetration involving a person under age 16
- Any sexual touching involving a person under the age of 13
- Any sexual touching of a person age 13, 14, or 15 if the perpetrator is 5 or more years older than the victim

What is sexual penetration?

Intercourse, oral sex, or the insertion of any object or body part into the person's genital or anal openings.

What are the intimate parts?

Breast, buttocks, inner thigh, groin, or genital area.

Examples of criminal sexual conduct School Staff must report to principal or designee:

- A student grabs another student on the breast or buttock
- A student under age 16 performs or receives oral sex
- A student reports that a teacher fondles her breast

School Incidents and Types of Assault That Must Be Reported

CHILD ABUSE OR NEGLECT

Child abuse or neglect means harm or threatened harm to a child's health or welfare by a parent, or legal guardian, or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide.

Who needs to report?
School teachers,* administrators,* and counselors* and all mandated reporters who have reasonable cause to suspect child abuse or neglect **must report immediately by telephone to**:

DHS Children's Protective Services
24 hour Hotline 855-444-3911

Examples of child abuse or neglect School Staff must report directly to DHS Children's Protective Services:

- A student has unexplainable bruising
- A student appears unclean and underfed
- A student is slapped or punched by a teacher

The person who suspects child abuse must be the reporting individual or cause the report to be made.

Solely reporting the suspicion to the person's superior or administrator does not meet the requirements imposed by law.

OTHER INCIDENTS

- Possession of Weapon
- Armed Subject
- Hostage Situation
- Death
- Homicide
- Drive-by Shooting
- Arson
- Armed Robbery
- Unarmed Robbery
- Bomb Threat
- Explosion
- Extortion
- Threat of Suicide
- Suicide Attempt
- Vandalism or Destruction of Property
- Vandalism or Destruction of Property
- Drug Sale or Drug Possession
- Illegal Drug Use or Overdose
- Unauthorized Removal of Student
- Intruders (If they refuse to leave)
- Minor in Possession of Alcohol
- Minor in Possession of Tobacco Products
- Stalking
- Gang-related Activity
- Ethnic Intimidation

Schools are places for learning, not crime and violence. Students cannot learn and teachers cannot teach when they have fears about their safety and well- being. The SAFE Schools Initiative is a coordinated, measured response to the reality that crime, violence and fear remain at unacceptable levels throughout our schools. At stake is nothing less than the safety and education of children and young people in our communities.

This information targets violations of the law that occur on school grounds, at school-related activities or on school buses. By working together with local school districts and law enforcement agencies, we can help ensure that students throughout Wayne County have a safe, orderly environment for learning in their schools.

School Incidents and Types of Assault That Must Be Reported

WHAT MUST BE REPORTED?

- Criminal Sexual Conduct
- Physical Assault
- Child abuse or neglect
- Other incidents (see listing of other incidents)

WHO NEEDS TO REPORT?

Any person employed by or volunteering for the school.

School Staff (teachers, other employees and volunteers, and transportation employees) must immediately notify the principal or designee of reportable incidents that occur at school.

School Officials (principals or designees) who witness or are notified of reportable incidents must immediately notify police.

AT SCHOOL MEANS:

- In the classroom
- On school premises
- On a school bus or school-related vehicle
- At a school-sponsored activity or event at any location

WHAT HAPPENS TO THE STUDENTS REPORTED?

The Youthful Offender Division of the Wayne County Prosecutor's Office has a special track for students who commit assaults at school.

Depending on the circumstances surrounding the incident, seriousness of the injury, the student's age and history, the case may result in confinement outside the home or could result in a counseling referral.

THERE ARE SERIOUS LEGAL CONSEQUENCES FOR FAILURE TO REPORT INCIDENTS AT SCHOOL

School Staff and Officials who fail to report school incidents and/or suspend or expel violators, or who fail to report child abuse or neglect may be subject to severe consequences.

Failure to report school incidents and/or to suspend or expel:

CRIMINAL CHARGE - a misdemeanor punishable by a fine of not more than $500, or imprisonment for not more than three months, or both.

CIVIL LIABILITY – for the damages proximately caused by the failure to report.

REFER TO YOUR SCHOOL SAFETY INFORMATION POLICY FOR ADDITIONAL SCHOOL RESPONSIBILITIES

BOARD POLICY

JH

STUDENTS **FEBRUARY 4, 2019**
STUDENT CLUBS AND ACTIVITIES

Student clubs and activities may cover a wide range of curricular and non-curricular interests and are administered to supplement the educational growth and social development of students. 'Clubs' refer to student groups with common interests and 'activities' refer to school events such as dances, blood drives, and activity nights. At the high school level, a student activities director works with the school principal to oversee all school clubs and school activities. Student clubs and activities must be approved by the school administration and must be sponsored by school-approved personnel. They are to be considered an integral part of the school program and are subject to all governing policies and administrative regulations of the District.

School club membership and school activity participation must provide equal access to all currently enrolled members of the student body including those enrolled as home-schooled students. Demeaning initiations and harassment of club members is strictly prohibited. Direct affiliation with an organization independent of the District requires prior approval of the Superintendent or his/her designee.

Student clubs and activities whose pronouncements or actions fail to meet acceptable standards or do not align with the mission and vision of the school and the District, may be denied or terminated of their association with the school and the District.

ADMINISTRATIVE PROCEDURES

STUDENTS **FEBRUARY 4, 2019**
STUDENT CLUBS AND ACTIVITIES
STUDENT TRIPS

The District does not support, in principle or with financial assistance, celebratory student trips. The District does not sponsor, in any manner, third party vendors who promote and sell trips and/or travel experiences.

School regulations do not permit the use of any usual school means such as the PA system, use of regular classroom time, or student and school publications to advertise such programs. School personnel are advised not to become involved as sponsors or chaperones of such vacation trips. If students or parents plan such activities independently, they do so without school endorsement.

ADMINISTRATIVE PROCEDURES

STUDENTS **FEBRUARY 4, 2019**
STUDENT CLUBS AND ACTIVITIES
RELIGION IN SCHOOL

Public schools must remain neutral on matters of religion, as it is unconstitutional for public school teachers, coaches, and staff to endorse, encourage, or discourage any religion. However, student clubs and activities that promote or oppose religion are allowed providing they adhere to the following guidelines:

1. The meetings are voluntary and student initiated.

2. Meetings may be held on school property during non-instructional time.

3. Employees or agents of the school may be present at religious meetings only in a non-participatory capacity. District personnel may serve as monitors.

4. The meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school.

5. The meetings are not directed, conducted, controlled, or regularly attended by non-school personnel.

CROSS REF: The Equal Access Act (1984); Board of Education of Westside Community Schools vs. Mergens, 496 U.S. 226 (1990)

ADMINISTRATIVE PROCEDURES

STUDENTS **FEBRUARY 4, 2019**
STUDENT CLUBS AND ACTIVITIES
IMMUNITY FOR FOOD DONORS

Federal law exists to provide immunity from civil-criminal liability to persons or institutions that donate food products in good faith. The exception to this is when gross negligence occurs, which is defined as voluntary and conscious conduct by a person with knowledge (at the time of the conduct) that the conduct is likely to be harmful to the health or well-being of another person. All District personnel will adhere to the spirit and letter of this law.

CROSS REF.: Bill Emerson Good Samaritan Food Donation Act

ADMINISTRATIVE PROCEDURES

STUDENTS **FEBRUARY 4, 2018**
STUDENT CLUBS AND ACTIVITIES
IDENTIFICATION CARDS

All secondary students are furnished with an official school ID card. Students must carry ID cards when attending school or school events. ID cards are required in order to attend school dances. ID cards must be presented to all staff members upon request for identification purposes. Failure to identify oneself when requested to do so may lead to disciplinary action. Lost ID cards may be replaced at the school for a nominal fee.

ADMINISTRATIVE PROCEDURES

STUDENTS
CLUBS AND ACTIVITIES
STUDENT GOVERNMENT

FEBRUARY 4, 2019

Student government is a representative organization that is designed to serve as the voice of the student body. Student government functions to build school pride, promote school clubs and events, assist in formulating building rules and policies, and to serve as a liaison between the student body and the school administration. The school administration shall establish procedures for membership and rules of order.

BOARD POLICY

JI

STUDENTS **FEBRUARY 27, 2023**
PLEDGE OF ALLEGIANCE

In accordance with the Revised School Code, the opportunity to recite the pledge of allegiance to the flag of the United States will be offered each school day to all students. A student will not be compelled, against the student's objection or the objection of the student's parent or legal guardian, to recite the pledge of allegiance. A student will not be subject to any penalty or retaliation at school for not reciting the pledge of allegiance.

LEGAL REF.: MCL 380.1347a

BOARD POLICY

JK

STUDENTS
FUNDRAISING ACTIVITIES

DECEMBER 16, 2019

Fundraising activities refer to school and district sponsored activities that generate funds to support school programs and student activities. While there is recognition of the desire and need for fundraising, there is also the understanding for some constraint to prevent them from becoming too numerous and overly demanding on employees, students, parents, the business community, and the general public. The fundraising activities of each school shall be kept within a reasonable limit.

All fundraising activities must be compliant with federal, state, and local laws and must have the prior approval of the superintendent or the superintendent's designee before announcing or advertising for the solicitation of funds.

CROSS REF.: DFKA - Crowd Sourced Fundraising

ADMINISTRATIVE PROCEDURES JK

STUDENTS **DECEMBER 16, 2019**
FUNDRAISING ACTIVITIES

Fundraising activities play an important, but supplemental role to enhance district athletic teams, school clubs, and other programs. Due to the many safety issues, legal entanglements, and financial concerns regarding fundraising activities, procedures and understandings are shared below.

All fundraising activities must have the prior approval of the school principal or principal's designee before announcing or advertising for the solicitation of funds. This applies to all fundraising activities including but not limited to athletic teams, school clubs, parent booster clubs, and the PTSA.

The school administration shall keep a Fundraising Request Log that records the fundraising sponsor, the program, the purpose, the financial oversight person, the time frame of the activity, and whether it has been approved by the school administration. Headings of a spreadsheet should follow the design below:

Name of person submitting and sponsoring the request	This fundraising activity is targeted to benefit which school/district program or organization?	What is the purpose of the fundraiser? What is the targeted item(s) the organization wishes to purchase?	Who will be the responsible adult to oversee the appropriate handling of funds collected?	What is the calendar time frame of this fundraising activity?	Administrative Approval? Yes or No

At the secondary level, the spreadsheet will have a separate dividing line to delineate athletic department fundraisers.

There are several significant factors to be understood and followed by the school administration and any sponsor submitting a Fundraising Request. The fundraising activity sponsor and the school administration shall ensure adherence to the following procedures and guidelines:

a) Fundraising approvals shall not incur financial costs to the District.

b) School-based and PTSA-based fundraising shall not be conducted for the purpose of maintenance projects unless approved through the director of operations and the director of secondary or elementary programs. Funds raised should be used to fund items not generally provided for through school or District budgets. As with all fundraising activity, prior approval is required.

c) Fundraising requests that target technology items, including hardware and software, need to be coordinated and sanctioned through the Information Technology Department prior to the fundraising request being made.

d) The fundraising sponsor must keep a careful financial account through a ledger of funds coming in and receipts for any expenditure.

e) Any proceeds from fundraising activities are to be spent for the benefit of current students, the entire student club or program, or the school depending on what purposes were established on the Fundraising Request Log. Fundraising efforts are not to be initiated and used to establish a slush fund for undesignated purchases or to create a rolling balance for undetermined projects.

f) Participation in fundraising events shall be voluntary; participation cannot be made mandatory and must not be related in any way to academic grades or citizenship marks. Students whose families do not participate in fundraising activities are not to be penalized in any manner.

g) Fundraising sponsors must take into account the storage of items that are being sold (pizza kits need refrigeration and plants are perishable).

h) Elementary students shall not be involved in residential neighborhood door-to-door sales. Secondary students may solicit from known or close neighbors and friends of the family and must work in teams or as a pair.

i) Students shall not solicit commercial establishments. Contact with local businesses regarding fundraising or advertising purchases must be done by an adult fundraising sponsor. Exceptions to this expectation may be granted on a limited basis by the school administration.

j) Any offsite fundraising activity, such as a car wash at a commercial parking lot, requires an adult presence. The collection of returnable cans and bottles must be done in pairs and with a nearby adult supervisor.

k) The School District expects all students who participate in approved fundraising activities to represent the school, the district, and the community in a responsible and positive manner. All Code of Conduct rules governing student behavior and discipline extend to student fundraising activities.

l) 50/50 raffles that sell tickets before the event are considered a form of lottery or gambling by the Internal Revenue Service and require a state license. If the 50/50 raffle tickets are not sold before the event, it falls under the terms of an 'incidental lottery'. As such, it will not require a license. All incidental 50/50 raffle tickets must be sold at the location during the event.

m) Every fundraising effort must be made to cause as little interruption as possible to the regular instructional program. Sales are to be conducted before school, after school, or during the lunch period, if possible. Assembly-type programs held during the school day shall under no circumstances require an admission charge.

n) Participation in charitable non-monetary drives, such as canned food drives, should be governed by school staff and student interest. The school administration is charged with the responsibility of determining how many non-monetary drives are appropriate for their school community.

There are several school activities such as musical concerts, school dances, drama performances, and athletic ticket sales that are not considered fundraising activities and do not fall within the guidelines of this policy or these administrative procedures.

The District Business Services Department shall conduct annual trainings for administrators regarding the handling of funds and other accounting best practices.

The school administration shall keep a fundraising calendar and continually cross reference that calendar with the Fundraising Request Log. Decisions to approve fundraising activities should be tempered by the total number of fundraising initiatives and especially take into account the burden on the students, the school staff, the parents, and the business community. A school culture overrun with extensive and numerous fundraising efforts is distracting from and impairs the larger academic and non-monetary aspects of a positive school culture.

Decisions to approve a fundraising activity must also be mindful of the various federal and state laws and local regulations that govern the use of fundraising activities, for example:

Nutritional Standards and Wellness Compliance
There are specific nutritional guidelines outlined in the Healthy, Hunger-Free Kids Act of 2010 that must be followed by the District's Food Service Department. Fundraising activities such as bake sales, snacks sold in school vending machines, school stores, and onsite cafes must remain in compliance. Special exemptions are allowable. To remain in compliance with the Smart Snacks School Nutrition Standards of 2014, the building administration will keep a Smart Snack Exemption Calendar. Two exemptions are allowed per school per week.

Title IX
Federal law prohibits discrimination on the basis of gender for institutions receiving federal funding. Where booster clubs provide benefits and services that assist only teams or clubs of one sex, the school shall ensure that teams or clubs of the other sex receive equivalent benefits and services.

First Amendment
Fundraising activities must comport with the First Amendment's Establishment and Free Speech Clauses. School administrators must weigh the risks involved when the public or community are invited to place personal messages on public school property or through advertising in fundraising activities so there are no violations of the Free Speech Clause according to the First Amendment.

Tort Law
School administrators and fundraising sponsors must be mindful of the legal liabilities associated with fundraising activities and take precautionary measures to avoid liability claims. School officials must not violate the four elements required for negligence to be evident, i.e., the duty of reasonable care, breach of that duty, sufficient causal proximity, and injury. School officials are held to the standard of a reasonable parent or prudent person in negligence claims.

Taxes, Licensing, Copyright
School administrators must ensure the payment of any required taxes, mandatory licensing as in the case of specific raffles, and copyright issues with the use of movies or videos as fundraisers.

BOARD POLICY

JLB

STUDENTS **JUNE 3, 2019**
CLASS GIFTS TO SCHOOLS

Graduation tradition has often included the presentation of a legacy gift to the school from the graduating class of students. Class gifts are to receive prior approval from the building-level student government and the building administration.

BOARD POLICY JN

STUDENTS June 17, 2024
LETTER JACKETS, LETTER AWARDS AND SCHOLARSHIPS

It shall be the policy of the school district to give appropriate recognition to students for progress and/or attainment in all areas of classroom scholastic endeavors as well as in areas of the school's co-curriculum, athletics and/or extracurricular activities.

The recognition will be as closely related as possible to the nature of the achievement and should be assessed by district and/or school administration.

Letter Jackets

Letter jackets (also known as varsity jackets) are a means to recognize and celebrate academic, activity, and/or athletic achievements, and are awarded to high school students who have excelled in these areas.

Letter Awards

Students may be awarded letters in academic, activity, and/or athletic achievements. An awarded letter shall be placed on the left front panel of the letter jacket. Informing student members of the requirements and standards for earning a letter award will be the responsibility of the club activity sponsor, club athletics team coach, or Board of Education approved athletic team coach in that respective area. Letters given by the school will be awarded to students who have met the established criteria. The method of distributing an earned letter award will be at the discretion of each school.

A student athlete on a Board of Education approved athletic team or club athletic team who completes three full seasons of athletic experience in a particular sport but does not qualify for an athletic letter in any of those three seasons will be granted an athletic letter at the end of the third season. The awarding of an athletic letter in this manner is intended to recognize those student athletes who regularly attend practice and participate in team activities, but whose skills and abilities may not earn the athletic letter based solely on the criteria of the coach.

Scholarships

As approved by the Board of Education, district administration, and/or building administration, students may be awarded scholarships directly related to the shared vision and/or collective commitments of Livonia Public Schools. (Example: James P Carli Scholarship awarded to one student at each high school: Churchill High School, Franklin High School, and Stevenson High School).

ADMINISTRATIVE PROCEDURES JN

STUDENTS **June 17, 2024**
LETTER JACKETS, LETTER AWARDS AND SCHOLARSHIPS

A. LETTER JACKETS

1. Letter jackets are also known as varsity jackets.
2. A student awarded an academic, activity, and/or athletics letter award may purchase a letter jacket.
3. A student who is awarded an academic or activity letter will have the words “Livonia Churchill”, “Livonia Franklin”, or “Livonia Stevenson” written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.
4. A student who is awarded an athletics letter will have the words “Churchill Varsity”, “Franklin Varsity”, or “Stevenson Varsity” written in cursive on the back of the letter jacket as means to represent the school in which the student is enrolled.

B. LETTER AWARDS

1. Livonia Public Schools has three types of letter awards that a student may earn and attach to the student’s letter jacket.

    a. Academic Letter

        I. Awarded to a student who earns a 3.5 or higher grade point average in four semesters.
        II. The word “ACADEMIC” will be stitched into the letter.

    b. Activity Letter

        I. Awarded to a student who meets or exceeds the pre-approved criteria of a school approved club activity.
        II. The word “ACTIVITY” or the official name of the activity will be stitched into the letter as determined by the Student Activities Director and school principal.

    c. Athletics Letter

        I. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a Board of Education approved athletics team with a varsity level designation and/or requirements set forth in Board Policy JN.

II. Awarded to a student athlete who meets or exceeds the pre-approved criteria of a club athletic team and/or requirements set forth in Board Policy JN.
III. The athletic letter is left blank with no words stitched into it.

C. LETTER AWARDS DESIGNS

1. Livonia Public Schools will have one letter award design for each of the high schools: Churchill High School, Franklin High School, and Stevenson High School.
2. Churchill High School will use the block “C” design.
3. Franklin High School will use the block “F” design.
4. Stevenson High School will use the block “S” design.
5. Each block letter design must be approved by the school’s principal with support by the Director of Secondary Programs.

Additional information available through each high school’s athletic department

BOARD POLICY

JNA

STUDENTS **DECEMBER 17, 2018**
DISTRICT SCHOLARSHIP FUND

The Board of Education establishes the Livonia Public Schools School District Scholarship Fund to provide scholarships for students graduating from the high schools of the Livonia Public Schools School District.

1. Name. The name of this fund shall be the Livonia Public Schools School District Scholarship Fund.

2. Purpose. The purpose of this fund is to provide scholarship assistance to students graduating from the high schools of Livonia Public Schools School District to enable such students to pursue their selected courses of study at vocational training centers, community colleges, colleges or universities, or other educational agencies of their choice.

3. Source of Funding. This fund is to be financed by contributions from the general public by assignment, conveyance, gift, devise or bequest. This resolution provides the rules for the overall administration of the scholarship fund. It is the intention of the Board of Education that, under this document, contributions may be made in the name of one or more subparts of this fund.

4. Investment and Management of Monies. The contributions received by the fund, regardless of the subfund to which such contributions are identified, shall be combined and invested together in accordance with the requirements of the laws of the State of Michigan with respect to the investment of public and school district monies. The monies received for the funds shall be separately identified and accounted for and scholarships awarded out of monies attributable to any subfund shall be identified as coming from that subfund in any communications with the public or with individual students receiving those scholarships. The monies received by the fund shall be considered the principal of the fund and shall be invested to derive income on those funds. Only the income from the funds shall be used to provide scholarships for students.

5. Amendment. This resolution may be amended by the Board of Education of Livonia Public Schools School District whenever necessary or advisable for the more convenient or efficient administration of the fund.

6. Termination. It is the intention of the Board of Education of Livonia Public Schools School District to continue this scholarship fund for an indefinite period for time. Nevertheless, the Board of Education of Livonia Public Schools School District hereby reserves the right to terminate this fund and deliver any and all monies over to the general fund of the Livonia Public Schools School District for public use in the event that the monies available under the fund make the fund's operation no longer economically feasible.

7. Subfund. One subfund shall be designated the James P. Carli Memorial Scholarship Fund and shall be financed from contributions to that fund received in memory of the late Mr. James P. Carli, who served as superintendent of Livonia Public Schools from 1986 to 1988.

ADMINISTRATIVE PROCEDURE

JNA

STUDENTS
DISTRICT SCHOLARSHIP FUND

DECEMBER 17, 2018

The James P. Carli Memorial Scholarship Fund will be administered as follows: The Superintendent or the Superintendent's designee shall determine the amount of money, if any is available, to be provided for scholarships under this fund. Each high school would form a scholarship committee comprised of one building administrator, one counselor, and two members from the teaching staff. Students would be nominated by staff members for consideration of the scholarship. The scholarship committee would take into consideration such qualities as dependability, integrity, and consideration of others, as well as demonstrated service to the particular school. Each recipient would receive a check made out to the student in order to help with expenses for a post-secondary program. The immediate family of James P. Carli would be invited to participate in the process if they so choose.

BOARD POLICY JQE

STUDENTS
PREGNANT AND PARENTING STUDENTS FEBRUARY 23, 2026

In accordance with Title IX, the District shall provide reasonable accommodations to students who are pregnant or parenting, ensuring equal access to educational programs and activities without discrimination. A pregnant or parenting student retains all rights, privileges, and responsibilities afforded to all students. Decisions regarding a student's continued participation in coursework and school activities shall be informed by the recommendations of the student's licensed healthcare provider.

The District may request appropriate medical documentation to support the student's ability to safely participate in their educational program.

A student who wishes to continue their education but seeks an alternative to the traditional school setting is encouraged to contact the building principal or school counselor to discuss available options and supports that best meet their individual needs.

LEGAL REF.: MCL 380.1301

BOARD POLICY JR

STUDENTS
STUDENT RECORDS FEBRUARY 23, 2026

Livonia Public Schools School District will compile, maintain, disclose, delete, or provide access to student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable laws.

LEGAL REF.: MCL, 600.2165; 15.231 *et seq*.; 20 USC 1232g

ADMINISTRATIVE PROCEDURES JR

STUDENTS **MAY 2018**
STUDENT RECORDS

The Livonia Public Schools School District is in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with the Act and past practices, a parent or guardian of a student under 18 years of age and a student 18 years of age and older may have access to the records of the school district relating to the student. Parents and eligible students also have the right to challenge any of the contents of said record to ensure their accuracy and fairness according to procedures established by the Board of Education. Such procedures shall be made available on request and shall include the opportunity for a hearing upon request.

School records are housed and maintained in the locally attended school under the control and jurisdiction of the principal/building administrator. Special services records are housed and maintained in the Student Services offices under the control and jurisdiction of the Director of Student Services, as are the records of former students who did not attain the high school level.

In further accordance with the Act, no records, files, or data relating to the individual student shall be made available to anyone without the consent of the student 18 years of age or over, or of the parents of a student under 18 except (1) to teachers and officials of the school system who have a legitimate educational interest in such information; (2) to other educational institutions in which the student has enrolled; (3) to comply with a court ordered access to such records in which case the student or parent or guardian shall be so notified; (4) to honor requests from an authorized federal administrative agency not connected with financial aid. Such disclosures shall not include names of students or their parents or guardians or any means of identifying such students, parents, or guardians; (5) in other circumstances provided by federal regulations where prior consent is not required; and (6) to honor requests for information which has been designated by the Board of Education as directory information. Directory information includes the following information:

a. Student Name
b. Address
c. Date of birth
d. Major field of study
e. Participation in officially recognized activities and sports
f. Weight and height of athletic team members
g. Student image or likeness in picture, videotape, film, digital format, or other media, including the district or school websites
h. Year of graduation
i. Awards received
j. Sex of pupil

Directory information is considered to be in the category of general school information and when approved by the superintendent will be disclosed publicly by the school system. Should a parent or guardian, or a student 18 years of age or older, wish to have such information

removed from the category of directory information, they must notify the superintendent in writing within 30 days.

Copies of student records may be obtained by those eligible for access. A nominal charge, which covers the cost of reproducing the copy, may be assessed.

Notice of the right to access and privacy of records shall be published annually in a publication generally distributed in the fall of each year. All newly enrolled students 18 years of age or over, or the parents or guardians of students under 18, shall also be properly notified at the time of enrollment.

Education Records Public Law 93-380: Privacy Rights of Parents and Students

Definition of Education Records

An "education record" means any information concerning a pupil which is maintained in writing, print, or on film or tape for others to see or hear. An education record is distinguishable from material in the sole possession of the maker in that the latter consists of data collected for the use of the maker only. Such material does not become an education record until it is made available to a person other than a substitute for the author. Such sharing automatically makes the material an education record subject to the policies and regulations governing education records in the school system.

Procedure for Reviewing Education Records

1. Records may be examined only in the presence of the principal/building administrator, a director, or some other professional staff person designated by the principal/building administrator or director.
2. A request to examine records will be honored within 15 school days of its receipt.
3. Assistance in interpreting the records will be available to the eligible student, parent, or guardian.
4. The student 18 years of age or over, or parent or guardian of a student under 18, will have the right to challenge the contents of the student's records as subsequently provided in these procedures.
5. The school district will honor a request by either parent to review his/her child's education record, except in those cases in which the district has received legal evidence governing such matters as divorce, separation, or custody which specifically provides to the contrary.

Procedures for Access of Student Records to Persons or Agencies Other Than Student (18 or over) or Parent or Guardian (of student under 18) or Other Than Those Covered Under the General Exceptions Listed in the Board Policy Statement

1. Request for access will be in writing on forms provided by the school and will clearly state the specific records desired; the interest that the person or agency making the request has in examining the records; whether records are to be examined at the school or copies sent to the person or agency making the request; and that the records will not be divulged to any other party without the consent of the student 18 years of age or over or the parents or guardians of students under 18.
2. Consent in writing of the student 18 years of age or over, or parent or guardian of the student under 18, must be given to allow examination of or transfer of the records. The student or parent or guardian may request a copy of the records to be examined or

transferred. A record of this request will be recorded and become a part of the cumulative record.

3. A log sheet shall be kept in each student's folder. The log shall provide for: (1) date records were examined; (2) signature of person examining the records; and (3) the legitimate educational interest in the student of the person examining the records.

Procedures for Access to Student Records by a Teacher or School Official Within the System

School officials who have responsibility for a student, in the classroom or in a non-classroom service, have a legitimate educational interest and shall have access to the student's records without making a formal written request.

Educational Information May Be Released to the Following Without Parental Consent

1. Appropriate agents in compliance with a judicial order or pursuant to any lawfully issued subpoena. Efforts will be made to notify parents and eligible students of all such orders or subpoenas by the educational institution or agency.
2. State and local officials or authorities when such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
3. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents.
4. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Miscellaneous Regulations

1. All requests and consent forms as well as the log sheets shall become a permanent part of the education record.

2. There shall be no anonymous entries in an education record or file.

3. Copies of records will be provided to parents or eligible students only under the following circumstances:

   a. As specified in 2., under "Procedures for Access of Student Records to Persons or Agencies Other Than Student (18 or over) or Parent..."

   b. In cases in which failure to provide copies would effectively deny access. Examples are:

      (1) When the parent or eligible student resides at great distance

      (2) Confinement which would prohibit access either at the school or place of confinement.

   Parent or eligible student should direct requests for copies to the Human Resources Department.
4. The school may charge nominal fees for copies for education records. However, no

student or parent or guardian shall be deprived of copies of records as a result of such fees if they are financially unable to pay. The superintendent of schools shall be responsible to recommend an appropriate fee schedule to cover costs for reproducing material maintained in the student's record.

5. A written statement shall be permanently placed in the main administrative office of each school building, indicating the rights of eligible students and parents regarding access to education records.

Procedures for Challenge of Contents of Records

A student 18 years of age or over, or a parent or guardian of a student under 18, shall have the opportunity to challenge the contents of the student's records or files according to the following procedure:

1. The intent to challenge the contents shall be made within 15 school days from the date the records were examined.

2. The initial challenge shall be made with the administrator responsible for records who, within 15 school days, shall meet with the student or parent or guardian to attempt to resolve the questions raised. A parent's failure to attend this meeting and request another meeting will terminate the challenge.

3. If the questions cannot be resolved at that level, the student 18 years of age or over, or the parent or guardian of a student under 18, may, within 15 days of the meeting with that administrator, request a hearing before the superintendent or a committee appointed by the superintendent. Said hearing shall be scheduled within 15 school days from the date of request for hearing.

4. The student or parent or guardian may be represented by counsel and may present evidence.

5. The hearings shall be held in private.

6. If, as a result of the hearing, the decision is made to retain the challenged contents in file, the student 18 years of age or over, or parent or guardian of a student under 18, shall have the right to place a statement in the file indicating objections to the specific material challenged. This statement shall become part of the student's accumulated record.

Handling of Confidential Materials

1. All official communications from clinics and other agencies regarding children referred to them are the property of the Livonia Public Schools and not the property of the person to whom the communication is addressed. That person is the agent of the school representing the school administration; he/she would not receive such a communication otherwise.

2. In the case of any staff member providing pupil personnel services including counselors, psychologists, school social workers, and principals/building administrators, "personal notes" on a given case may be retained by any such person in his/her own confidential file. He/she is not required to divulge this information to anyone else.

3. Confidential materials in the individual school, other than the usual cumulative records (CA-

39's), should be kept in a restricted access file in the principal's/building administrator's or counselor's office with a note in the child's cumulative folder as to the existence of other such records.

4. The use of confidential records should be restricted to professional personnel. Requests for such information should be submitted by the principal/building administrator to the Human Resources Department or the head of such other agency as may be providing the service; or, in the individual school, the request should be submitted to the principal/building administrator for decision.

LEGAL REF: MCL 600.2165; 15.231 *et seq.*; 20 USC 1232g

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BOARD POLICY

KA

GENERAL PUBLIC RELATIONS **AUGUST 17, 2015**
PUBLIC RELATIONS PROGRAM

It is the desire of the Board of Education that communication be maintained at all times between the School District and the stakeholders of the School District. The Board of Education will continuously attempt to maintain schools of the highest caliber and will do its best to keep stakeholders informed of the activities of the School District. Positive and constructive public relations are the responsibility of every employee of the School District.

Community Forums
The Board of Education, through its intent to have strong channels of communication with the community and staff, will, at times, offer opportunities to hear from individuals or groups. These events will be outside the normal opportunities provided to individuals to address the Board during the audience communication portion of Board meetings.

These opportunities could be structured as an open meeting of the entire Board and would, therefore, follow normal Board Operating Procedures and the Open Meetings Act.

They could also be structured in a manner that would provide a more in-depth opportunity for conversation, such as a meeting whereby individual Board members or groups of Board members smaller than a quorum would facilitate conversation with community members and/or staff. The Board will not meet during this time to discuss or deliberate Board business. This structure is not deemed a public meeting of the Board of Education under the Open Meetings Act. During such meetings, the Board wishes to create a comfortable environment for community members and staff to facilitate conversation; thus, the Board may decide not to allow audio or video recording so that all stakeholders feel free to share their thoughts. If there is an informational portion of the meeting when a majority of the Board is present, Board members will only observe the discussion, without participation, to respect the letter and spirit of the Open Meetings Act.

BOARD POLICY

KC

GENERAL PUBLIC RELATIONS
BOARD/COMMUNITY RELATIONS

JUNE 13, 2022

It is the policy of the Board of Education that the community be regularly informed about the goals, achievements, value, and condition of the School District. The Board of Education shall promote public confidence in the School District.

Board members shall:

- Act in the interests of the entire community
- Maintain a cooperative working relationship with professional and community groups and others interested in public schools
- Share publicly the result of formal Board action
- Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs

LEGAL REF.: MCL 15.231

BOARD POLICY

KEA

GENERAL PUBLIC RELATIONS
PUBLIC PERFORMANCES, ASSEMBLIES, AND/OR EXHIBITIONS

SEPTEMBER 26, 2022

All public performances, assemblies and/or exhibitions presented to students shall be recommended by school or District leadership and approved by the Superintendent or designee.

CROSS REF.: DFGA – Admissions and Gate Receipts

BOARD POLICY

KEAA

GENERAL PUBLIC RELATIONS
COMMUNITY ACTIVITIES FOR STUDENTS

JUNE 13, 2022

The use of non-school facilities for student activities must be recommended by school or District leadership and have the prior approval of the Superintendent or designee.

BOARD POLICY

KEC

GENERAL PUBLIC RELATIONS
INTERVIEWS WITH STUDENTS

JUNE 13, 2022

Student questionnaires, focus groups, and interviews requested by outside persons or organizations must receive prior approval of the Superintendent or designee.

CROSS REF.: LDA – Local Government

BOARD POLICY

KG

GENERAL PUBLIC RELATIONS
COMMUNITY USE OF SCHOOL FACILITIES **OCTOBER 19, 2026**

School facilities may be available for use by the public, in accordance with applicable policy and administrative regulations. The District is permitted to charge appropriate fees for the use of its facilities.

The first priority for the use of school facilities is for District purposes.

CROSS REF.: DFG – Fees, Payments and Rentals; EBH – Leasing and Renting

BOARD POLICY KH

PUBLIC RELATIONS
SIGNS ON SCHOOL PROPERTY **NOVEMBER 17, 2014**

This policy is designed to preserve School District property for the use and purposes to which it is dedicated. With the exception of signs relative to the School District, school events, school-sponsored events, and events taking place on school property as a result of Policies DFG, EBH, or KG, the placement of signs on school property is prohibited. This prohibition includes, but is not limited to, signs relative to a political candidate, political party, political committee, or ballot question. For purposes of this policy, a sign is not considered placed on school property if it is affixed to a vehicle or is being carried by an individual.

BOARD POLICY

KI

GENERAL PUBLIC RELATIONS **NOVEMBER 13, 2017**
MATERIAL DISTRIBUTION IN SCHOOLS

The distribution of non-school material must have the prior approval of the superintendent or designee.

Only authorized information and materials are to be distributed.

ADMINISTRATIVE PROCEDURES

KI

GENERAL PUBLIC RELATIONS **NOVEMBER 13, 2017**
DISTRIBUTION OF MATERIALS IN SCHOOLS

Board policy establishes a cooperative working relationship at all times between the Livonia Public Schools and other governmental agencies; including local governments, county agencies, and state and federal governments.

It has been determined that a cooperative working relationship depends, in large measure, upon effective communication processes among the parties involved. In keeping with this premise, it shall be the practice of this School District to allow distribution to schools and staff members of informative newsletters, brochures, and similar materials provided by state and federal legislators, city and county officials, local colleges, and other governmental agencies. It should be stressed that such materials must be of a nonpolitical and/or nonpartisan nature, but approved information relating to nonpolitical elections, i.e., city, county, and college millage or bond proposals, may be distributed.

The system-wide distribution of informative materials and use of the interschool mail delivery system for such distribution must have the prior approval of the superintendent or a designee. It is stipulated that any such material shall be clearly identified as to its source, and all materials to be considered for distribution must be printed at the expense of a governmental agency, not at the expense of an individual. In addition, no new request for permission to distribute materials as described above will be honored if it is received six months or less from the date of a partisan election.

BOARD POLICY

KL

GENERAL PUBLIC RELATIONS
PUBLIC ACCESS TO RECORDS

JUNE 20, 1988
Reviewed 8/2014

Access to public records shall be in accordance with applicable law.

CROSS REF.: JR - Student Records
LEGAL REF.: MCL 15.231 *et seq.*

ADMINISTRATIVE PROCEDURES KL

GENERAL PUBLIC RELATIONS
PUBLIC ACCESS TO RECORDS July 1, 2015

1. Purpose

To establish a procedure for responding to requests from the general public to inspect and/or obtain copies of the records of the Livonia Public Schools School District.

2. Policy and Principles

The Board believes all persons are entitled to full and complete information regarding the affairs of the Livonia Public Schools School District and the official acts of those who represent them as elected officials and public employees.

This statement shall be implemented as set forth and in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976, the "Freedom of Information Act."

Nothing in this policy pertains to the educational records of pupils. Board policy and administrative procedures relative to educational records are contained in Policy and Procedures JR.

An opportunity to inspect the records of the Livonia Public Schools School District and/or receive copies of the records will be provided upon written request from any person or group of persons. Every effort will be expended to provide public access to appropriate records in a manner conducive to good public relations.

Records specifically described in Section 13 of P.A. 442 shall be exempt from disclosure. Such records include but are not limited to:

A. Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
B. Records or information specifically described and exempted from disclosure by statute.
C. A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
D. Appraisals of real property to be acquired by the public body until (1) an agreement is entered into; or (2) three years has elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
E. Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.

F. Medical, counseling, or psychological facts or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.

G. Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. This exemption does not apply unless the public body shows that in the particular instance the public interest in encouraging frank communication between officials and employees of public bodies clearly outweighs the public interest in disclosure.

H. Records or information relating to a civil action in which the requesting party and the school district are parties.

I. Information or records that would disclose the social security number of any individual.

3. Units Involved

All Livonia Public Schools School District units.

4. Procedure

A. All written requests to inspect the records of the Livonia Public Schools School District shall be referred on the day received to the Superintendent, or the designee named by him/her in writing, for reply. Pertinent information or correspondence regarding the request shall be included.

   Nothing in this procedure shall imply that routine, day-to-day inquiries to the school district for information must be subject to these procedures.

B. The Superintendent or a designee shall maintain copies of requests received, correspondence relating to those requests, and the final response to the request.

C. Within five business days of the request having been received, unless the School District has informed the requesting person of a single extension of not more than ten business days, the Superintendent or his/her designee shall render one of the following responses:

   1) Grant the request.

   2) Deny the request. A denial of the request must state the reason for the denial, including an explanation of the requesting person's right to appeal or seek judicial review of the decision. Failure to respond to the request may constitute a denial.

   3) Grant the request in part and deny the request in part. Material which is partially exempt and partially subject to disclosure must be separated and the nonexempt material offered for inspection.

D. Upon receipt of direction by the Superintendent or a designee, the request shall be filled in one or more of the following ways:

   1) Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person.

   2) Providing copies of the records if so requested.

3) Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a renewal subscription basis. A listing of the requestor's name, address, record subscribed to, charge (if any) and expiration date of the subscription shall be maintained by the person issuing the record.

E. The School District may charge a fee for a public record search, for the necessary copying of a public record for inspection, or for providing a copy of a public record. The fee shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information.

The total fee shall not exceed the sum of the following components:

a) That portion of labor costs directly associated with the necessary searching for, locating, and examining of public records in conjunction with receiving and fulfilling a granted written request. The School District shall not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in the particular instance. Labor costs under this sub-section shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down.

b) That portion of labor costs, including necessary review, if any, directly associated with the separating and deleting of exempt information from nonexempt information. The School District shall not charge more than the hourly wage of its lowest-paid employee capable of separating and deleting exempt information from nonexempt information in the particular instance. In cases in which the School District does not employ a person capable of separating and deleting exempt information from nonexempt information, it may treat necessary contracted labor costs used for the separating and deleting of exempt information from nonexempt information in the same manner as employee labor costs when calculating charges. Total labor costs calculated under this sub-section for contracted labor costs shall not exceed an amount equal to 6 times the state minimum hourly wage rate determined under section 4 of the Workforce Opportunity Wage Act, 2014 PA 138, MCL 408.411 to 408.424. Labor costs under this sub-section shall be estimated and charged in increments of 15 minutes, with all partial time increments rounded down. The School District shall not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the public record in question and the redacted version is still in the School District's possession. Any public records available to the general public on the School District's internet site at the time the request is made are exempt from any charges under this sub-section.

c) For public records provided to the requestor on non-paper physical media, the actual and most reasonably economical cost of the computer discs, computer tapes, or other digital or similar media. The requestor may stipulate that the public records be provided on non-paper physical media, electronically mailed, or otherwise electronically provided to him or her in lieu of paper copies. This sub-section does not apply if the School District lacks the technological capability necessary to provide records on the particular non-paper physical media stipulated in the particular instance.

d) For paper copies of public records provided to the requestor, the actual total incremental cost of necessary duplication or publication, not including labor. The cost of paper copies shall be calculated as a total cost per sheet of paper and shall be itemized and noted in a manner that expresses both the cost per sheet and the

number of sheets provided. The fee shall not exceed 10 cents per sheet of paper for copies of public records made on 8-1/2 inch by 11-inch paper or 8-1/2 inch by 14-inch paper. The School District shall utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.

e) The cost of labor directly associated with duplication or publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requestor on non-paper physical media or through the internet or other electronic means as stipulated by the requestor. The School District shall not charge more than the hourly wage of its lowest-paid employee capable of necessary duplication or publication in the particular instance. Labor costs under this sub-section may be estimated and charged in time increments of 15 minutes, with all partial time increments rounded down.

f) The actual cost of mailing, if any, for sending the public records in a reasonably economical and justifiable manner.

When calculating the costs of labor costs, the School District may also include the cost of fringe benefits, in an amount up to 50% to the applicable labor charge.

A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the School District determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public. A public record search shall be made and a copy of a public record shall be furnished without charge for the first $20.00 of the fee for each request by either of the following:

a) An individual who is entitled to information under this act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigency. If a requestor is ineligible for the discount, the School District shall inform the requestor specifically of the reason for ineligibility in the School District's written response. An individual is ineligible for this fee reduction if any of the following apply:

   (i) The individual has previously received discounted copies of public records under this sub-section from the School District twice during that calendar year.

   (ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. The School District may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

b) A nonprofit organization formally designated by the state to carry out activities under subtitle C of the developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:

(i) Is made directly on behalf of the organization or its clients.

(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.

(iii) Is accompanied by documentation of its designation by the state, if requested by the School District.

A fee shall not be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the School District because of the nature of the request in the particular instance, and the School District specifically identifies the nature of these unreasonably high costs.

If the School District knows or has reason to know that all or a portion of the requested information is available on its website, it shall so notify the requestor in its written response. The written response, to the degree practicable in the specific instance, shall include a specific webpage address where the requested information is available. The School District shall separate the requested public records that are available on its website from those that are not available on the website, and shall inform the requestor of the additional charge to receive copies of the public records that are available on its website.

The School District may require a good-faith deposit from the person requesting information before providing the public records to the requestor if the entire fee estimate or charge exceeds $50.00, based on a good-faith calculation of the total fee. The deposit shall not exceed 1/2 of the total estimated fee, and a School District's request for a deposit shall include a detailed itemization. The response shall also contain a best efforts estimate by the School District regarding the time frame it will take to provide the public records to the requestor.

After the School District has granted and fulfilled a written request, if the School District has not been paid in full, the School District may require a deposit of up to 100% of the estimated fee before it begins a full public record search for any subsequent written request from that individual if all of the following apply:

a) The final fee for the prior written request was not more than 105% of the estimated fee.

b) The public records made available contained the information being sought in the prior written request and are still in the School District's possession.

c) The public records were made available, subject to payment, within the time frame estimate described above.

d) Ninety days have passed since the School District notified the requestor in writing that the public records were available for pickup or mailing.

e) The requestor is unable to show proof of prior payment to the School District.

f) The School District calculates a detailed itemization that is the basis for the current written request's increased estimated fee deposit.

The School District shall no longer require an increased estimated fee deposit if any of the following apply:

a) The requestor is able to show proof of prior payment in full to the School District.

b) The School District is subsequently paid in full for the applicable prior written request.

c) Three hundred sixty-five days have passed since the requestor made the written request for which full payment was not remitted to the School District.

If a request for a public record is denied, in whole or in part, the requestor may do either of the following:

a) Submit to the head of the School District a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the disclosure denial.

b) Seek judicial review.

Within 10 business days after receiving such a written appeal, the head of the School District shall do 1 of the following:

a) Reverse the disclosure denial.

b) Issue a written notice to the requesting person upholding the disclosure denial.

c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the School District shall respond to the written appeal. The head of the School District shall not issue more than 1 notice of extension for a particular written appeal.

If the requestor believes that the School District has charged a fee in excess of that allowed by these Procedures and Guidelines, and the requestor wishes to dispute that fee, the requestor must submit to the head of the School District a written appeal that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the School District's Procedures and Guidelines.

Within 10 business days after receiving such a written appeal, the head of the School District shall do 1 of the following:

a) Waive the fee.

b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis that supports the remaining fee. The determination shall include a certification from the head of the School District that the statements in the determination are accurate and that the reduced fee amount complies with these procedures and guidelines, and with applicable law.

c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with these procedures and guidelines, and with applicable law.

d) Issue a notice extending for not more than 10 business days the period during which the head of the School District must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

5. Effective Date

This procedure shall become effective on July 1, 2015.

BOARD POLICY

KM

GENERAL PUBLIC RELATIONS
VISITS TO SCHOOLS

APRIL 20, 2026

Parents/guardians and other visitors having legitimate business to conduct are welcome in our schools. For the health, safety, and welfare of the students and staff, all visitors shall remain in the secured vestibule and follow the security protocols in order to gain access into the main office for visitation approval.

Visits to classrooms by parents/guardians and other citizens must, have the approval of the building principal/administrator; be arranged in advance; and not disrupt the educational process.

Visitors from other school districts must make appropriate arrangements in advance through the Office of the Superintendent or his/her designee.

CROSS REF.: KMACUnauthorized Persons on School Property

ADMINISTRATIVE PROCEDURES KM

GENERAL PUBLIC RELATIONS
VISITS TO SCHOOLS **March 1, 1990**

The following procedure should be followed throughout the school buildings in handling visitors to the schools:

1. Visitors should report to the main office and gain permission for a brief visit.

2. Former students will not be permitted to visit teachers during regular school hours unless they have made an appointment in advance to meet the teacher during a conference hour.

3. Students may visit with a teacher after 3:00 p.m., if the teacher has no other school-related commitments and wishes to see the students.

4. Any staff member finding an unauthorized visitor or group of visitors in the hall should return with this person(s) to the office.

5. When a visitor is denied permission to visit, and is asked to leave and does not do so, an administrator should be immediately informed.

CROSS REF.: KMA - Unauthorized Persons on School Property

BOARD POLICY

KMA

GENERAL PUBLIC RELATIONS
UNAUTHORIZED PERSONS ON SCHOOL PROPERTY **APRIL 20, 2026**

For the protection and safety of students and staff, the protection of school property, and the general necessity of the efficient administration of school buildings, no person shall loiter on school grounds or in any school building.

Students who are under suspension or have been expelled from school are not allowed on school property or in any school building and shall not be admitted to any school activity or event. If a student is serving an in-school suspension, the student is not allowed on school property outside of the normal school day hours.

Any persons causing any disturbance to school programs or school activities shall be directed by the building administration to leave the school property immediately. If a person refuses to leave, he/she shall be considered to be trespassing, and the police shall be called.

LEGAL REF.: MCL 380.1808 (Revised School Code); and City of Livonia Ordinance, Title 9; Chapter 9

ADMINISTRATIVE PROCEDURES KMA

GENERAL PUBLIC RELATIONS
TRESPASSING **March 1, 1990**

For the safety of students and protection of school property, unauthorized persons are not allowed to loiter on or adjacent to the school grounds or in any school building. All visitors will be expected to report to the principal's office.

Students who are under temporary suspension or have been expelled from school are not allowed on school property, in any school building, or admitted to any school function.

Persons causing any disturbance to school programs or activities shall be requested to leave the school property at once. Failure to comply will be considered grounds for police assistance.

EXHIBIT

KMA

GENERAL PUBLIC RELATIONS
LIVONIA ORDINANCES **June 20, 1988**

Livonia Code of Ordinances

Sections of City Ordinance are incorporated as follows:

Section 9.04.040 False fire alarms and false calls for police or ambulance service.

A. It is unlawful for any person within the city to knowingly or willfully:

1. Communicate in any way at any gathering in any public place that a fire exists when in fact a fire does not exist or to aid or abet in any such false communication;

2. Ring any bell or operate any mechanical apparatus, electrical apparatus, or combination thereof, for the purpose of communicating that a fire exists when in fact a fire does not exist, or to aid or abet in any such false communication;

3. Communicate by telephone or in person that a fire exists when in fact a fire does not exist, or to aid or abet in any such false communication.

B. It is unlawful for any person within the city to knowingly and willfully summon by telephone or otherwise, the police department, any public or private ambulance, or any other service of any kind to any address where the service called for is not needed, or to aid or abet in any such act of communication.

9.04.050 Fictitious crimes - Report to police officers - Bomb scares.

It is unlawful for any person to knowingly and willfully make a fictitious report of the commission of any crime to any police officer, knowing the same to be false, or to knowingly and willfully communicate to any police officer, or to any other person, a fictitious report of a bombing, an attempted bombing or threat to bomb, knowing the same to be false.

9.12.010 Assault and battery prohibited.

It is unlawful for any person within the city to attempt or offer, with force and violence, to do a corporal hurt to another, or to assault and/or batter any other person.

9.12.020 Assaulting or molesting persons on school grounds.

No person shall annoy, disturb, assault or molest any student or employee of any school or college, whether public, private, or parochial, while in such school or college, or on such school or college grounds.

9.24.020 Indecent language or behavior in school or college areas.

No person shall use profane, indecent or immoral language or conduct himself in a lewd, wanton or lascivious manner in speech or behavior in any building or on any property adjacent to any building within the city occupied as a school or college, whether public, private, or parochial.

9.32.120 Restrictions near educational institutions.

No person shall possess or consume any alcoholic beverage on any parking lot, playground, playfield, or grounds of a public, private, or parochial school, without the express permission of the administration of such educational institution.

9.40.030 Disorderly conduct in or near educational institutions.

No person shall make or assist in making any noise or disturbance by which the peace, quietude or good order of any school or college, whether public, private, or parochial, is disturbed, or in any other way annoy, disturb, or prevent the orderly conduct of classes or activities of any such school or college.

9.40.050 Loitering and disturbances on school or college property.

A. It is unlawful for any person to loiter, idle, wander, stroll, or play in, about, or on any school or college grounds or buildings, whether public, private, or parochial, either on foot or in or on any vehicle, without having some lawful business therein or thereabouts, or in connection with such school or college, or the employees thereof.

B. Any person found to be creating a disturbance in any school or college, whether public, private, or parochial, or on the surrounding school or college grounds, shall leave immediately when so directed by the administrator or his designee.

C. All persons who enter and remain in any school or college building, whether public, private, or parochial, in the city, for any reason whatsoever, shall be required to obtain permission from the administrator of such building, or such other person as may be designated and authorized by the administrator; provided, however, that students regularly enrolled in such a school or college building, as well as teachers, employees and other authorized personnel in good standing and assigned to such a building shall be presumed to have the permission herein prescribed.

9.42.020 School and college playground - Hours for use - Exceptions.

It is also unlawful for any person to use, occupy, frequent, loiter, or be on any school or college playground, whether public, private, or parochial, in the city, between the hours of 10 p.m. and 6 p.m. of the following morning unless a special permit for such use or occupancy has been previously given by an officially designated administrative officer of the school board or college board or authority responsible for school or college property involved or unless such person is employed by the legal governing body or authority of the school or college involved.

9.44.010 Cruising in motor vehicles.

No person shall operate, park, or move a motor vehicle in the immediate vicinity of the grounds of any school or college, whether public, private, or parochial, for the purpose of molesting or distracting the attention of the students or employees thereof, or in an effort to induce, entice, or invite students into such vehicles for immoral purposes or purposes contrary to rules adopted by the school or college authority.

9.44.020 Borrowing from students.

No person shall borrow or attempt to borrow any money or thing of value from any student in any school or college, or on property of same in the city, whether public, private, or parochial, or during any time when any such student is going to or returning from any regularly scheduled session of any such school or college with out first obtaining approval of the administrator or his designee.

9.46.010 Throwing stones, missiles and other objects prohibited when.

It is unlawful for any person within the city to throw or aid and abet any person to throw any stone, brick, or any other missile of whatever nature, including, but not limited to, sticks, tomatoes, eggs, cans, bottles, etc., at any train, bus, automobile or any other motor vehicle, bicycle, dwelling, building, wall, fence, garage, shed, or accessory building of another.

BOARD POLICY

KN

GENERAL PUBLIC RELATIONS
PUBLIC COMPLAINTS

NOVEMBER 13, 2017

Complaints, including those concerning instructional matters and employees, are best handled and resolved as close to their origin as possible. The Board acts as a source of final appeal concerning complaints where specifically required by law or outlined in Board policy.

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BOARD POLICY

LA

INTERORGANIZATIONAL RELATIONS
GOALS AND OBJECTIVES

JUNE 20, 1988
Reviewed 8/2014

While the school district has the primary responsibility for the formal education of the students, the Board of Education recognizes that many governmental agencies and community organizations play a definite role in education.

It is the desire of the Board to establish positive working relationships with other public and private organizations which contribute to the education process and the general welfare of the citizens of the community.

BOARD POLICY

LDA

INTERORGANIZATIONAL RELATIONS
LOCAL GOVERNMENT

JUNE 20, 1988
Reviewed 8/2014

The Board of Education and all employees of the District shall maintain a cooperative working relationship at all times with other governmental agencies.

These agencies shall include local city, county, state and federal agencies and departments.

CROSS REF.: KEC – Interviews with Students

ADMINISTRATIVE PROCEDURES LDA

INTERORGANIZATIONAL RELATIONS **January 10, 2022**
ADMINISTRATIVE GUIDANCE REGARDING POLICE INTERVIEWS OF STUDENTS DURING SCHOOL HOURS

The Livonia Public Schools building administrators partner with the Livonia and Westland Police Departments to provide a safe and secure school environment for staff, students, and visitors.

These guidelines are not to be interpreted by any person as a limitation to the actions and authority of law enforcement authorities during an emergency involving the safety and welfare of all people in LPS buildings or on LPS property.

School administrators are responsible for student discipline issues. Student discipline matters within the school setting will be managed by the school administration in accordance with the Student Code of Conduct (Policy JD). Law enforcement officials, including school resource officers (SRO), should not initiate administrative investigations to determine whether student conduct policies have been violated, but may be used to assist school administrators in such investigations for safety or other reasons as determined necessary by the principal or his/her designee. In all circumstances interviews and investigations by the SRO or other law enforcement official will be conducted under the auspices of the law enforcement agency, not the individual school or the school district. Additional guidance is provided below:

- The building administration will advise the SRO and other law enforcement personnel that the interviewing of students regarding matters not connected to the school or the safety of school personnel should take place at a location other than the school building.

- The building administration will establish protocols whereas the SRO and other law enforcement personnel must inform and be granted permission by the building principal or a designee before an investigation takes place with an LPS student in an LPS building regarding a matter that is not directly related to the school setting or a student safety issue.

- Before the SRO or a law enforcement officer may interview a student regarding an event that is not directly related to the school setting or an emergency situation, a reasonable attempt will be made by the school administration to notify and receive parental consent. This does not apply in cases of child abuse or child neglect investigations conducted by local or state agencies.

- The building principal will adhere to an 'in loco parentis' (in the place of a parent) perspective when police request to investigate a student during the school day. A school administrator or a designee will be present during a police interview of a student at school.

- If the SRO or law enforcement officer has a warrant for the student's arrest, the officer must be permitted to arrest the student; however, whenever possible, the arrest should be conducted out of the view of other students.

- These guidelines are not to be interpreted by any person as a limitation to the SRO or other security personnel from establishing personal relationships with students that include informal and informative dialogue.

- School officials are not to release personally identifiable student information in education records to the police without prior written permission of the parent, a lawfully issued subpoena, or a court order, unless it is an emergency situation involving the health or safety of the involved student(s) or other student(s). Proper directory information may be disclosed upon request.

- The building administration will provide a follow-up notification to their appropriate district-level director when the SRO or other law enforcement officials have interviewed a student at school regarding a non-school related matter. Principals are encouraged to contact the LPS Administrator of Public Safety or their appropriate district-level director if there are questions regarding whether a student should be interviewed by law enforcement authorities at the school building during the school day.

BOARD POLICY

LDAB

INTERORGANIZATIONAL RELATIONS
TAXATION AUTHORITIES

JUNE 20, 1988

The school district shall by resolution enter into an agreement with the local taxing authorities specifying the financial relationship which will exist between the Livonia Public Schools School District and the local taxing authorities.

BOARD POLICY

LDAJ

INTERORGANIZATIONAL RELATIONS **JULY 10, 2000**
SCHOOL SAFETY

The superintendent shall appoint a School Resource Officer (SRO). The SRO duties will include:

- Receiving and compiling information reported by local law enforcement officials, prosecutors, and the courts pursuant to 1999 PA 102, MCL 380.1308 and,

- Reporting to appropriate local law enforcement officials reportable incidents, as defined in the School Safety Response Guide published pursuant to 1999 PA 102 according to such understandings and agreements as may be reached between the district and those officials.

The superintendent may direct the school resource officer to meet with local law enforcement officials, prosecutors, and the courts, annually or from time to time, to review and evaluate the effectiveness of the district's School Safety Information Policy. The superintendent may also publish administrative guidelines to implement this policy.

ADMINISTRATIVE PROCEDURE LDAJ

INTERORGANIZATIONAL RELATIONS **JULY 10, 2000**
SCHOOL SAFETY INFORMATION

The principal of each school in the district, or his/her designee, will act as that school's SRO.

Each school's SRO shall report to the district's SRO "reportable incidents" as defined in the School Safety Response Guide.

The district's SRO shall transmit to local law enforcement officials "reportable incidents" according to such understanding and/or agreements as may be reached between the district and those officials.

The district's SRO shall receive and compile information reported to the district by local law enforcement officials, prosecutors, and the courts pursuant to 1999 PA 102.

A district SRO shall notify parents or legal guardians when a minor student victim or witness is interviewed by law enforcement authorities. School SROs shall notify the district SRO whenever a minor student victim or witness is interviewed by law enforcement authorities.

The district's SRO shall, upon request, provide law enforcement authorities with appropriate, detailed plans, blueprints and site plans for the district's buildings.

BOARD POLICY

LDAJA

INTERORGANIZATIONAL RELATIONS **NOVEMBER 13, 2017**
SECURITY FOOTAGE

In the interest of the safety and security of individuals and property, security cameras may be present on School District premises and buses.

Security footage will be kept, used, or routinely erased, as determined by administration. In the event that the District preserves footage, administration will retain it until it is no longer needed or required. The administration will tender such footage to the proper authorities if warranted or necessary. Signs will be posted notifying the public that school premises are monitored by cameras.

BOARD POLICY

LEB

INTERORGANIZATIONAL RELATIONS
RELATIONS WITH PARENT ORGANIZATIONS

JUNE 20, 1988
Reviewed 8/2014

The Board of Education is aware of the constructive role which parent-teacher groups can play in the school system. The effective leadership provided by the PTA organizations and advisory councils is valuable to the improvement of educational programs and community support of schools. The Board shall offer these groups its cooperation and shall urge parents, teachers and administrators to become active participants.

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MMA.....Public School Academies - Board of Directors

BOARD POLICY

MC

RELATIONS WITH OTHER EDUCATIONAL AGENCIES
PRIVATE SCHOOLS AND INTERDISTRICT

JUNE 20, 1988
Reviewed 8/2014

Cooperative working relationships shall be maintained between the Board of Education and staff of the school district and representatives of nonpublic educational organizations.

LEGAL REF.: MCL 380.1296; 380.1321-380.1324; R340.281 *et seq.*

BOARD POLICY

MF

RELATIONS WITH OTHER EDUCATIONAL AGENCIES COLLEGES AND UNIVERSITIES

JUNE 20, 1988
Reviewed 8/2014

The Board of Education believes that the staff and students of the school district should take full advantage of the resources provided by the colleges and universities in the area. The superintendent or designee shall endeavor to keep the Board informed of all opportunities for shared and cooperative services between the school district and institutions of higher learning.

BOARD POLICY

MFB

RELATIONS WITH OTHER EDUCATIONAL AGENCIES
STUDENT TEACHING AND INTERNSHIP

JUNE 20, 1988
Reviewed 8/2014

The Board of Education authorizes contractual arrangements to be made for the acceptance for training of student teachers from regular accredited colleges and universities.

Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines also will be written to provide a definite program for the improvement of the student teacher while assigned to this school district.

BOARD POLICY

MK

RELATIONS WITH OTHER EDUCATIONAL AGENCIES ACCREDITATION

NOVEMBER 13, 2017

Livonia Public Schools School District will maintain accreditation status through AdvancED or a current accreditation provider.

BOARD POLICY

ML

RELATIONS WITH OTHER EDUCATIONAL AGENCIES
PROFESSIONAL VISITORS AND OBSERVERS

JUNE 20, 1988
Reviewed 8/2014

Board of Education members and staff are encouraged to visit other school systems with novel, experimental or innovative programs. The Board also welcomes visitors from other districts.

Outside visitors will follow district procedures for classroom visitations.

BOARD POLICY

MM

RELATIONS WITH OTHER EDUCATIONAL AGENCIES **December 16, 2013**
PUBLIC SCHOOL ACADEMIES

The Board believes that public school academies can serve an important function in the education of students as permitted by applicable law. In an effort to foster diversity of educational opportunity without sacrificing quality of education or unnecessarily duplicating existing educational opportunities, it shall be the policy of the Board to review or cause to be reviewed applications for contractual authorization of public school academies and to review the prospective applications of members proposed for the boards of directors thereof in accordance with Board Policy.

An entity interested in pursuing authorization of a public school academy through the District must submit an application in a form approved by the Superintendent's office.

All approved programs must have clearly defined educational goals, competent administration and staff to carry out those goals, and means and methods for ongoing evaluation of the program, sufficient financial resources, and will not be in conflict with the operation of the regular K-12 program.

The Superintendent or his designee shall review proposed applications and recommend approval, modification, amendment or rejection of the application to the Board for action.

The recommendation shall include as an information item the complete application.
In reviewing whether to recommend the issuance of a contract to a proposed public school academy and whether to issue said contract, the Superintendent and Board, respectively, shall consider:

- The resources available for the proposed public school academy;
- The population to be served by the proposed public school academy;
- The educational goals to be achieved by the proposed public school academy;
- The applicant’s track record, if any, in organizing public school academies or other public schools;
- The graduation rate of a school district in which the proposed public school academy is proposed to be located;
- The population of a county in which the proposed public school academy is proposed to be located;

- The number of schools in the proximity of a proposed location of the proposed public school academy that are on the list under section 1080c(1) of the public schools in this state that the Michigan Department of Education has determined to be among the lowest achieving 5% of all public schools in this state;
- The number of pupils on waiting lists of public school academies in proximity of a proposed location of the proposed public school academy; and
- The authorizer may give priority to a public school academy intended to replace a closed public school academy

The Superintendent shall be the Board's designee for purposes of effecting the purposes of this Policy and shall implement such guidelines as he deems necessary hereunder. To the extent permitted by law, the Superintendent and Board reserve the right to waive any irregularities in the application or any other document related to the purposes of this policy.

LEGAL REF.: 2011 Public Act 277

BOARD POLICY

MMA

RELATIONS WITH OTHER EDUCATIONAL AGENCIES
PUBLIC SCHOOL ACADEMIES' BOARD OF DIRECTORS: METHOD OF SELECTION, APPOINTMENT, AND REMOVAL

December 16, 2013

The Board of Education declares that the method of selection, length of term, and number of board members of any approved academy shall be as follows.

Method of Selection and Appointment

The Board of Education ("Board") shall prescribe the method of appointment for members of an academy's board of directors. The superintendent is authorized to develop and administer an academy board selection and appointment process that includes an *Application for Public School Academy Board Appointment* and is in accord with these policies:

(a) The Board shall appoint the initial and subsequent academy board of directors by resolution, except as prescribed by subparagraph (d). The superintendent shall recommend qualified individuals to the Board.

(b) The academy board of directors, by resolution and majority vote, shall nominate its subsequent members, except as provided otherwise. The academy board of directors shall recommend to the superintendent at least one nominee for each vacancy. Nominees shall submit the *Application for Public School Academy Board Appointment* for review by the superintendent. The superintendent may or may not recommend the appointment of a nominee submitted by the academy board. If the superintendent's office does not recommend the appointment of a nominee submitted by the academy board, he/she may select and recommend another nominee or may request the academy board submit a new nominee for consideration.

(c) An individual appointed to fill a vacancy created other than by the expiration of a term shall be appointed for the unexpired term of that vacant position.

(d) Under exigent conditions, and with the approval of the Board President, the superintendent may appoint a qualified individual to an academy's board of directors. All appointments made under this provision must be presented to the Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, modify, ratify, or approve any appointments made under this provision.

Length of Term

The director of an academy board shall serve at the pleasure of the Board. Terms of the initial positions of the academy board of directors which shall be staggered in accordance with *The Academy Board of Directors Table of Staggered Terms and Appointments* established and administered by the director. Subsequent appointments shall be for a term of office not to exceed four (4) years, except as prescribed by *The Academy Board of Directors Table of Staggered Terms and Appointments*.

Removal and Suspension

If the Board determines that an academy board member's service in office is no longer necessary, then the Board may remove an academy board member with or without cause and

shall specify the date when the academy board member's service ends. An academy board member may also be removed from office by a two-thirds (2/3) vote of the academy's board for cause.

With the approval of the Board President, the superintendent may suspend an academy board member's service, if in his/her judgment the person's continued presence would constitute a risk to persons or property, or would seriously impair the operation of the academy. Any suspension made under this provision must be presented to the current Board for final determination at its next regularly scheduled meeting. The Board reserves the right to review, rescind, modify, ratify, or approve any suspensions made under this provision.

Number of Directors

The number of members of the academy board of directors shall not be less than five (5) nor more than nine (9). If the academy board of directors fails to maintain its full membership by making appropriate and timely nominations, the Board or its designee may deem that failure an exigent condition.

Qualifications of Academy Board Members

To be qualified to serve on an academy's board of directors, a person shall, among other things:
(A) be a citizen of the United States; (B) submit all materials requested by the superintendent's office including, but not limited to, the *Application for Public School Academy Board Appointment* which must include authorization to process a criminal background check; and (C) annually submit a conflict of interest disclosure as prescribed by the superintendent.

The members of an academy board of directors shall not include: (a) employees of the academy; (b) any director, officer, or employee of a service provider or management company that contracts with the academy; (c) a District official or employee, as a representative of the District.

Oath of Public Office

All members of the academy board of directors must take the constitutional oath of office and sign the *Oath of Public Office* before beginning their service. No appointment shall be effective prior to the filing of the *Oath of Public Office* with the District.

Tenure

Each Director shall hold office until the Director's replacement, death, resignation, removal or until the expiration of the term, whichever occurs first.

Resignation.

Any Director may resign at any time by providing written notice to the corporation. Notice of resignation will be effective upon receipt or at a subsequent time if designated in a written notice. A successor shall be appointed as provided in the Academy bylaws or applicable District policy.

Board Vacancies

A Board of Director vacancy shall occur because of death, resignation, removal, failure to maintain residency in the State of Michigan, disqualification or as otherwise specified in the Code. Any vacancy shall be filled as provided in the Academy bylaws or applicable District policy.

Compensation.

A Director of the Academy shall serve as a volunteer Director. By resolution of the Board, the Directors may be reimbursed for their reasonable expenses incident to their duties.

LEGAL REF.: 2011 Public Act 277