Hamtramck Public School District

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ADMINISTRATIVE REGULATIONS

MILLER JOHNSON

School Policy Services

Miller Johnson School Policy Services

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TABLE OF CONTENTS

2000-AR STUDENTS....1

2001-AR Admission and Enrollment....1
Resident Students....1
Nonresident Students....1
Foreign Exchange Students....2
Homeless Students....2
Shared Time Instructions....3

2002–AR Learning and Achievement....3
Assessments....3
Progress Reports and Grades....3
Placement....4
Promotion and Retention....5
Graduation Requirements....6
Full-Time Status....7
Board-Approved Courses....7

2003-AR Education Records....8
Creation and Retention....8
Cumulative File (CA-60)....8
Special Services File....8
Directory Information and Access to Student Education Records....8
Amendment of Education Records....9
Other Agencies or Institutions....9

2004-AR Extracurricular Activities....9
School District Clubs and Other Activities....9
Fundraising....9

2005-AR Communication....10
Memorials....10

2006-AR Behavior....10
Student Code of Conduct....10
Student Bullying....11
Positive Behavior Supports and Alternatives to Corporal Punishment....13
Athletic Code of Conduct....13
Snap Suspensions....13

2007-AR Health and Safety....13
Medication....13
Seclusion and Restraint....14
Wellness....14
Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists....15
Cardiac Emergency Response Plan....16
Surveillance....17
Sports Concussions....17

3000-AR CURRICULUM AND INSTRUCTION....20

3001-AR Curriculum Development....20

3002-AR Parent and Family Engagement....20
Generally....20
Improving Student Academic Achievement and School Performance....21
Program Supports....21
Supporting and Training – Parents....21
Supports and Training – Staff....21
Coordination of Parental Involvement with Community Programs....21
Evaluation of Parental Involvement Policy....21

3004-AR Textbooks and Other Instructional Materials....21

3005-AR Selection of Media Center Materials....22

3006-AR Parental Objections....22

3010-AR Field Trips....22
School District Sponsored Field Trips....22

4000-AR PERSONNEL....23

4001-AR Administrative Staff and Organization....23

4002-AR Employment Considerations....23
Recruiting....23
Applications....23
Physicals and Drug Tests....23
Hiring and Recommendations for Hiring....23
Criminal Background Checks....23

4003-AR Conditions of Employment....27
Purposes of Conditions of Employment....27
Transportation Employees....27
Staffing, Layoff, and Recall of Teachers....30
HIPAA....30
Remote Work....31
Family and Medical Leave Act (FMLA)....32
Aiding or Abetting....34

4003.1-AR Teacher Placements....34

4003.2-AR Teacher Vacancies....35

4003.3-AR Staffing Reductions....36

4003.4-AR Program Reductions....36

4003.5-AR Recall Process....36

4004-AR Evaluations, Discipline and Discharge, Resignations....37
Evaluations....37
Discipline and Discharge....38
Retirement and Resignation....38

4005-AR Other Matters of Employment....38

Whistleblowers' Protection Act....38
Employment Contracts and Collective Bargaining Agreements....38

4006-AR Appeals....39

5000-AR BUSINESS....40

5002-AR Budget Planning and Adoption....40

5003-AR Purchasing....40
Procurement Using Federal Grants and Awards....40
Procurement of Professional Services....42
Bid Protest....42

5004-AR Surplus Property....42
Generally....42
Disposal of Real Property....42
Disposal of Personal Property....43

5005-AR Investments....44
Operating Procedures....44
Reporting Requirements....44

5006-AR Risk Management....44

5008-AR Meal Charge / Food Services....44
Free School Lunch and Breakfast....45
Requests for Reduced-Price or Full-Price Meal Benefits....45
Meal Account Balance....45
Competitive Foods....45

5014-AR Post-Issuance Tax Compliance....45

6000-AR FACILITIES AND OPERATIONS....47

6002-AR Safety and Security....47
Facilities Inspection and Maintenance Program....47
School Safety Commission Liaison....47
Behavior Threat Assessment and Management Team....47

6004-AR School Crisis, Response, and Closure....49

6005-AR Hazardous Chemicals and Substances....49
Hazard Communication Program....49
Procedures for Storage and Disposal of Chemicals....49

6007-AR Integrated Pest Management....49

6008-AR Transportation....50
School District Discretion....50
Use of School Buses for Non-School Functions....50
Transportation Fees....50
Travel Reimbursement....50

6011-AR Surveillance of and in School District Buildings and Facilities....50

6012-AR Stormwater Discharge....50

7000-AR SCHOOL-COMMUNITY RELATIONS....51

7001-AR Michigan Freedom of Information Act....51
Introduction....51
Requesting Public Records....51
Response to Request for Public Records....51
Timeline....51
Types of School District Responses....51
Allowable Fees....52
Appeals....53

7002-AR Community Use of School District Facilities....54
Generally....54
Agreements....54
Fees....55
Building or Facilities Permit Procedures....55
Regulations Pertaining to Rental of School District Facilities....55
Insurance....55

7003-AR Gifts, Bequests, and Donations....56

7004-AR Distribution of Information / Materials....56
Review Process....56
Content....56
Disclaimer....56

7005-AR Public Complaints....56
Complaint Procedure....56

7007-AR District Support Organizations....57

7008-AR Advertising....58
Approval....58
Content....58
Manner of Advertising....58

7010-AR School Visitors....58

7012-AR Media Utilization....59

8000-AR GENERAL ADMINISTRATIVE REGULATIONS....60

8001-AR Acceptable Use....60
Guidelines....60
Internet Safety....61
Artificial Intelligence....61

8002-AR Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504)....62

Procedure....62
Prohibition Against Retaliation....63
Service Animals....63
Therapy Dogs....63

8003-AR Web Accessibility....64
Website Audit....65
District Training....65
Report of Accessibility Concerns/Issues....65
Formal Discrimination Complaint....66

8005-AR Communicable Diseases....66
Communicable Diseases Known Not to Be Spread by Casual Contact....66
HIV, ARC, or AIDS....66
Communicable Diseases Known Not to Be Spread by Casual Contact, Other Than HIV, ARC, or AIDS....68
Confidentiality....68

8006-AR Copyrighted Works....69
Generally....69
Single Copying for Teachers' Use....69
Multiple Copies for Classroom Use....69
Additional Permitted Use – Spontaneity....69

8007-AR Discrimination and Harassment....70
Compliance Officer and Title IX Coordinator....70
Days....70

8007.1-AR Discrimination and Harassment (Non-Title IX) – Students....70
Generally....70
Definitions for 8007.1-AR....70
Informal Complaint Resolution Procedure....71
Formal Complaint Resolution Procedure....72
Filing a Complaint with the Office for Civil Rights....73
Cooperation with Law Enforcement Agencies....73
Retaliation....73
Maintenance of Records....73

8007.2-AR Discrimination and Harassment (Non-Title IX) – Employees....74
Generally....74
Definitions for 8007.2-AR....74
Informal Complaint Resolution Procedure....74
Formal Complaint Resolution Procedure....75
Filing a Discrimination or Harassment Complaint with State or Federal Agencies....76
Cooperation with Law Enforcement Agencies....77
Retaliation....77
Maintenance of Records....77

8007.3-AR Sexual Harassment Under Title IX....77

Employees and Students....77
Generally....77
Definitions for 8007.3-AR....77
Duty to Respond to Known or Reported Sexual Harassment....78
Formal Complaint....79

Informal Resolution....80
Training....82
Confidentiality and Retaliation....82
Filing with OCR or EEOC....82
Cooperation with Law Enforcement Agencies....83
Record Retention....83

8009-AR Digital Communications....83
Digital Communication Involving Students....83
Digital Communication Involving Board and Staff Members, Parents, and Others....84
Personal Digital Social Networking....84
Social Media Authorizations....84

2000-AR STUDENTS

The 2000 series of Board Policies requires or permits the Superintendent[1] to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and students are required to follow these administrative regulations.

The Superintendent designates the School District's Executive Director of Student Achievement to review the 2000 series of Board Policies and these regulations at least annually. The Executive Director of Student Achievement is also expected to recommend to the Superintendent legally compliant revisions and additions to the 2000 series of Board Policies and these administrative regulations.

2001-AR Admission and Enrollment

Resident Students

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

Early Enrollment. A parent[2] may apply for early enrollment to the Superintendent.

Documentation. A parent who seeks to enroll a child in the School District will prove the child's age, typically with a certified copy of a birth certificate. If the parent cannot produce a certified copy of a birth certificate, the parent must explain the reason to the enrollment official and prove the child's age to the reasonable satisfaction of the enrollment official. A parent enrolling a student who has attended school in another school or school district must provide the enrollment official with a release for the student's education record on a form created by the School District or otherwise acceptable to the enrollment official.

Residency. Residency is defined in Michigan's Revised School Code. Proof of residency will be established as follows:

For Homeowners:	A deed or land contract and a current utility bill establishing the parent lives within the School District's geographic boundaries; or, a property transfer affidavit establishing the parent will live within the School District's geographic boundaries within 30 days of the beginning of the student attendance year in question; or,
For Renters:	A fully executed lease and current utility bill confirming the parent lives within the School District's geographic boundaries (which lease includes names of all children enrolled or enrolling in the School District).

Nonresident Students

Schools of Choice (Inter-District). The School District may allow inter-District schools of choice students according to periodic Board of Education resolutions.

Schools of Choice (Intra-District). The School District permits intra-District transfers. Parents who wish their children to attend another District school should complete an application for the Superintendent's consideration and approval before the beginning of the school year. Click here for the

[1] "Superintendent," as used in these regulations, includes the Superintendent's designee, unless otherwise indicated.

[2] The term "parent," as used in these regulations, includes a guardian or an adult student.

application and submit it to the School District's pupil services department at 9324 Conant, Hamtramck, Michigan 48212.

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

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

Foreign Exchange Students

Generally. The School District will accept international/foreign exchange students, subject to the Superintendent's reasonable discretion. A student wishing to enroll in the School District as an international exchange student must meet the following requirements: the completion of an application to the School District's High School Principal between March 1 and June 30 of the preceding school year; the provision of evidence of approval by the United States Department of State, including an F-1 or J-1 student visa; affiliation with a program on the Council on Standards for International Education and Travel (CSIET) Advisory List on International Education Travel and Exchange Programs; the provision of the name, address, and telephone number of the program's local representative and most recent brochure; the provision of the names, addresses, and telephone numbers of at least two suitable host families, unless the School District is aware of suitable host families; proof he/she will be at least 16 years old by the date of first attendance in the School District; provision of suitable proof of health and accident insurance; proof of the ability to communicate and learn in English, as evidenced by a secondary level English proficiency test on which he/she earned a high intermediate or advanced level score.

Acceptance and Placement. High School Principals, no later than June 15 of each school year, will forward to the Superintendent no more than four recommendations for international exchange students who meet the criteria set forth in the preceding paragraph. The Superintendent will review the recommendations and, if he/she is satisfied, approve the recommendations for placement for the upcoming school year according to applicable Board policies and administrative regulations. Approved international exchange students attending the School District are subject to the same policies and administrative regulations as other students and will not receive diplomas from the School District except according to applicable administrative regulations.

Homeless Students The Superintendent appoints the School District's McKinney-Vento Coordinator to serve as the School District's Homeless Liaison in accordance with the McKinney-Vento Act. The Liaison's duties include, but are not limited to:

1. Establishing practices designed to facilitate the school enrollment of homeless students;

2. Assisting with the enrollment of homeless students and providing assistance with obtaining academic and medical records;

3. Informing parents or unaccompanied homeless students of the educational and related opportunities available to them;

4. Assisting with school placement decisions based on the best interest of the student and desires of the parent or unaccompanied student;

5. Ensuring that referrals are made for health care, dental, mental health, and other appropriate services;

6. Monitoring each enrollment to assure that homeless students are not isolated or stigmatized because of their homeless status;

7. Handling enrollment disputes and ensuring that disputes over the placement of homeless students are resolved in a timely manner;

8. Arranging transportation and informing the parent or unaccompanied homeless students of the transportation services the School District must make available; and,

9. Disseminating public notice of the educational rights of homeless students in places within the community where they are likely to be seen by homeless students, their families and advocates for the homeless.

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

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

2002–AR Learning and Achievement

Assessments

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

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

Progress Reports and Grades

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

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

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

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

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

Accommodations and Modifications. Accommodations permit a student to access School District facilities and services, including educational services such as the District's curriculum. Modifications change the District's curriculum at a student's grade level. Teachers may not consider accommodations when giving academic progress reports or awarding grades. Teachers may note modifications on individual academic progress reports and grade reports. The School District does not note modifications on student transcripts.

Grade Appeals. Teachers are responsible for awarding grades consistent with Board policies and administrative regulations. A student or a parent who wishes to appeal a grade awarded by a teacher may do so by notifying the building administrator in writing no later than 15 calendar days after the grade is issued. The building administrator will promptly schedule a meeting with the parent and/or student and teacher to discuss the appeal. If the teacher does not concur with the appeal, the building administrator will issue a final decision resolving the grade appeal.

Academic Recognition. Building principals will take all reasonable opportunities to encourage scholarship by recognizing students who excel in their studies. Building principals at the middle school and high school levels will set and communicate honor roll standards and publish honor rolls within the school and to the media. The High School Principal will grant the following honors to seniors graduating with a Michigan Merit Diploma based on grade point averages calculated at the end of the first semester of their senior years: summa cum laude (cumulative GPA 4.0 or higher), magna cum laude (cumulative GPA 3.75-3.99), and cum laude (cumulative GPA 3.5-3.74).

Placement

Generally. The Superintendent designates to building administrators in consultation with the Executive Director of Student Achievement the responsibility for placing students in schools, grades, and courses. Building administrators in consultation with the Executive Director of Student Achievement should exercise good judgment with respect to placement decisions and consider the following factors, among others:

1. The student's academic achievement and ability as reflected in scores on standardized tests;

2. The student's academic performance in School District classes or while enrolled in another school district;

3. The student's chronological age;

4. The student's social maturity; and

5. In accordance with Board policy.

In the event of disagreement, the student and his or her parents should be consulted before a final placement decision.

Parent-Requested Grade Placement.

1. **Parent request**. A parent may submit a written request that a student be retained, promoted, accelerated, permitted to skip a grade, or placed in a grade other than the grade indicated by the student's educational records and ordinary grade progression. For a high school student, grade classification will also reflect earned credits and applicable graduation requirements.

2. **Review and consultation**. The building administrator, in consultation with the Executive Director of Student Achievement, the Department of Pupil Services when appropriate, and other appropriate District personnel, will review the student's educational records, academic performance, age, prior grade placement, assessment information, credits when applicable, and other relevant factors. The parent will be given an opportunity to provide information supporting the request.

3. **Decision**. The District will consider the request but is not required to grant it. The building administrator will provide the parent with a written decision and a brief educational basis for the decision. The District retains final authority over grade placement, subject to applicable State and federal law and the authority of an IEP Team or Section 504 Team.

4. **Required safeguards**. Nothing in this regulation limits a parent's rights under MCL 380.1147 concerning early kindergarten enrollment. A student will not be placed in a lower grade solely because of English proficiency, newcomer status, disability, or suspected disability. Requests involving a student with an IEP, a Section 504 Plan, or a suspected disability must be addressed with the appropriate staff and in accordance with applicable procedural requirements.

Administrative process

- Use a written request and written decision; retain both in the student's education record.

- If the request is denied, communicate the educational reasons and any available supports or next steps.

- For a retention request, follow both this placement language and the retention procedures on the Retention Review and Decision Form.

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

1. Teachers should identify students who are not meeting grade level objectives in one or more subjects and notify the building administrator and the students' parents by the end of the first semester of each school year. When such notification occurs:

    (a) The teacher, building administrator, and parents should meet to review the student's academic record, current test scores, work samples, and anticipated progress;

    (b) Follow-up meetings may be scheduled between the teacher, building administrator, and parents;

    (c) Before a final retention decision, the teacher and building administrator will document the grade-level concerns; the interventions and supports provided; the frequency and duration of those interventions; the student's progress-monitoring results; and any adjustments made in response to the data; and,

    (d) Communications and meetings with parents will be conducted in a language they can understand. Qualified interpretation or translated documents will be provided when needed.

2. The building administrator is responsible for making a final decision on retention, after consulting the teacher and the parents, and considering the following factors, among others:

    (a) The student's academic achievement in all subject areas, especially attainment of grade level objectives, as determined by the School District's curriculum, assessments, progress reports, tests, assignments, and work samples;

    (b) The student's chronological age;

    (c) The student's attendance;

    (d) The student's social and emotional maturity;

    (e) Retention decisions will be based on multiple measures. No student will be retained based solely on a State or local test score, grade or report-card mark, attendance, behavior, age, social or emotional maturity, disability or suspected disability, or English learner or newcomer status. Retention will not be used as punishment or as a substitute for appropriate instruction, intervention, language assistance, evaluation, accommodations, special education, or related services; and,

    (f) For a student with an IEP, Section 504 Plan, or suspected disability, the building administrator will ensure that appropriate special education or Section 504 personnel are consulted and that legally required evaluation, placement, IEP, or Section 504 responsibilities are addressed. For an English learner or newcomer, multilingual learner staff will be consulted and the team will consider the student's English proficiency, access to grade-level instruction, and opportunity to learn.

3. Written Documentation and Retained-Student Plan. The building administrator will record the final decision and its basis on the District's retention form and provide a copy to the parent. If the student is retained, the form will identify the grade placement, measurable goals, instruction and supports that will be materially different during the retained year, responsible staff, progress-monitoring schedule, and schedule for reporting progress to the parent. The form will document whether the decision was reviewed with the parent and the parent agreed, or whether it was reviewed and the parent did not agree. If the review could not be completed, contact attempts must be documented. The completed form and supporting documentation must be submitted to the Department of Pupil Services no later than June 15 each year and maintained in the student's education record.

Graduation Requirements

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

Building principals may recommend eligible students for graduation and a diploma when the student has met the requirements established by these regulations. A student is eligible for recommendation for graduation when he/she:

- has completed four years of high school, unless a request for early graduation has been granted;
- has earned 18 total high school credits, including all required by the Michigan Merit Curriculum (MMC) courses and credits (which may include middle school courses aligned with MMC, but not for purposes of calculating GPA);
- has completed all scheduled assessments; and

- has completed the Free Application for Federal Student Aid (FAFSA) (unless a waiver form is provided or the School District exempts eligible students in accordance with the below qualifying exemptions).

MMC. The MCC eligibility requirement may be fulfilled through a Personal Curriculum (PC) created according to Michigan law and approved by the Superintendent. The Superintendent will not approve PC deviations from School District graduation eligibility requirements based on a student's personal preference for one or more subjects over others.

FAFSA. Completion of the FAFSA is required, unless students 18 years of age and older or the student's parent submits a FAFSA Waiver Form indicating that they understand what these aid opportunities are and have chosen not to complete a FAFSA.

If either the completed FAFSA or waiver form are not provided, the School District will provide an exemption that certifies to the Board of Education that good-faith efforts were made to assist in completion of the FAFSA or obtaining a waiver form.

The School District will exempt a student from completion of the FAFSA if any of the following are met:

- The student 18 years of age and older or the student's parent has submitted a FAFSA Waiver Form to the School District,
- The student is unable to complete the FAFSA because of privacy concerns, or
- All of the following are met:
    - After a good-faith effort, the student's parent refuses to sign the waiver, is unresponsive, or cannot sign the waiver;
    - The student is unable to complete the FAFSA as an independent student;
    - The student agrees to opt out of completing the FAFSA;
- Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.

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

Full-Time Status A student is considered to be full-time if s/he is enrolled as follows:

- For high school students: 6 courses, totaling at least 3 credits.
- For middle school students: 6 courses, totaling at least 3 credits.
- For elementary school students: full-time enrollment.

Board-Approved Courses The School District will adopt a list of Board-approved courses offered for credit or grade promotion. The list will include traditional course offerings and courses offered through other means, such as experiential learning courses, online courses, courses offered in share time

programs, etc. In addition, the list will include the extended learning opportunities associated with each course and a description of such opportunities.

The School District will maintain a document describing the content of each approved course as well as documentation related to course approval, including the list of Board-approved courses.

2003-AR Education Records

Creation and Retention The School District maintains records according to the Michigan Department of Technology, Management, & Budget General Retention Schedule #2 for Michigan Public Schools.

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

1. The student's Academic Records and other records showing enrollment, emergency contact information, photos, attendance records, disciplinary records, and other similar records;

2. The student's health records;

3. Personal protection order records related to the student;

4. The student's enrollment eligibility records;

5. The student's standardized testing data;

6. The student's work permit records

7. The student's transfer request records;

8. The students special program authorization records, like authorizations to allow a student to participate in federally or state-funded special programs; and

9. An eligible student's most recent IEP or Section 504 Plan, and other files that document the services provided to a special education student.

Special Services File The School District's Executive Director of Special Services will publish legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the Individuals with Disabilities in Education Act and Michigan special education law, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990. The special education file may be created and maintained digitally. The guidelines are available at this link: https://docs.google.com/document/d/1mVii4NmGG0tU2vR14aKZTrkrW0kM3ZGCtLMxnV0S7Vk/edit?usp=sharing

Directory Information and Access to Student Education Records

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

Access to Education Records.

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

Adult Students. Adult students may inspect their education record.

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

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

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

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

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

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

1. The parent will request the amendment in writing, including: identifying the education record(s) in question and, the reason(s) the education record should be amended;

2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so;

3. The building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and the parent's right to a hearing.

4. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

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

2004-AR Extracurricular Activities

School District Clubs and Other Activities On or before September 30 of each school year, each building administrator will forward to the Superintendent a complete list of the School District clubs and other activities offered in the building. Building administrators may not add new District clubs or activities that cost the District money without the approval of the Superintendent. The building administrator will also promptly notify the Superintendent of any changes during the school year.

Fundraising

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

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

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

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

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

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

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

2005-AR Communication

Memorials Generally, tributes, ceremonies, and memorials (collectively, memorials) recognizing an adult or student are not held or permitted on School District premises. A person who wishes to organize a memorial on School District premises must seek the permission of the building administrator, who will consult with the Superintendent before granting permission.

A student who dies during the school year will be acknowledged in his or her school yearbook that year in a manner within the discretion of the building administrator, unless the yearbook has already gone to print. The student's parents or friends may seek the permission of the building administrator to acknowledge the student in subsequent years.

A student who dies during the school year may also be acknowledged in the next edition of any official school newsletter or student publication. Any article concerning the student must be written with the assistance of the school's trauma team, if any, and approved by the building administrator and the student's parents. Such articles should be similar in content and length. The building administrator may also permit the dedication of a single program, playbill, book, or specific event related to the student's interests or activities no later than one calendar year of the student's death.

2006-AR Behavior

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

Student Bullying

Implementation.

Responsible School Official. The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which he or she is assigned.

Publication. The Superintendent will revise the School District's Student Code of Conduct, consistent with this administrative regulation, specifically, to prohibit bullying and cyberbullying, as defined below. The Superintendent is directed to post this administrative regulation and it's implementing policy on the School District's website.

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

Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

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

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

(ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;

(iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

"Cyberbullying" means any electronic communication 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:

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

(ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;

(iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or

(iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability. Each student in the School District is accountable for his/her own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

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

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

Complaint Procedure. In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes that he/she has been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or his/her designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy 8007.

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce his/her response to writing and to produce any documents or other things supporting his/her response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not

to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and
- Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three years.

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

Athletic Code of Conduct The Superintendent has developed and promulgated the School District's Athletic Code of Conduct. The current Athletic Code of Conduct is posted on the School District's website and is also accessible by clicking here and on Page 31. Building administrators, teachers, club sponsors, and coaches are responsible for enforcing the Athletic Code of conduct in their buildings and programs.

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

Medication

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

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

1. Medication must be submitted in its original container, whenever possible. If medication is not in its original container, the parent must label the container with the following information: the name of the student, the name of medication, the dosage, the time and frequency of administration during the school day, and other special instructions, if any.

2. Medication must be brought to and returned from the school by the parent for elementary students;

3. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;

4. The parent must ensure that the school is informed in writing of any changes in medication instructions; and,

5. In the event a student refuses medication, the parent will be notified immediately.

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

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

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

Wellness The Superintendent will establish the School District's Wellness Committee. The Wellness Committee will participate in the development, implementation and periodic review and update of the School District's Wellness Policy, which includes this administrative regulation. At least every three years, the School District's nurse will post an invitation to the school community (including parents, students, school food authority representatives, PE teachers, school health professionals, school board members, school administrators and the general public), offering the opportunity to participate in the Wellness Committee. The Superintendent delegates to the School District's nurse the duty of appointing and coordinating the duties of the Wellness Committee, maintaining a regular meeting schedule, and

ensuring that the Wellness Policy has been implemented within the School District. The School District's Wellness Policy will be posted on its website.

The School District's nurse and Wellness Committee will comply with all applicable legal requirements including, but not limited to: proposing and, upon the Superintendent's approval, implementing School District nutrition and physical activity standards; integrating the School District's nutrition and physical activity standards into the School District's curriculum consistent with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education; assuring that School District staff professional development addresses nutrition and physical activity issues; assuring that food and nutrition services staff receive annual training in accordance with USDA Professional Standards; and assuring that School District students receive nutrition education and engage in vigorous physical activity. The School District will promote nutrition standards by ensuring all foods and beverages sold, marketed, made available or provided to students at any time at school meet the USDA Smart Snacks standards and National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, as applicable. Free water will be available in the cafeteria during mealtimes. The School District will also ensure that students' eligibility for and/or participation in free or reduced priced meals will be kept confidential by not identifying students or otherwise singling them out.

The Wellness Committee will also develop and deliver a regular report to the Superintendent, including: monthly School District menus and meal counts; a la carte, vending, and competitive foods sold on School District premises; and, physical activity and program opportunities for School District students. At least once every three years, the School District's nurse will report to the School District's Superintendent: the extent to which the Wellness Policy compares to model school wellness policies; the extent to which the School District's schools are in compliance with the Wellness Policy; and, the School District's progress in attaining the goals established by the Wellness Committee. The Wellness Committee will update the Wellness Policy, as necessary, based on the results of the report. The School District will make the report and any updates to the Wellness Policy available to the public.

Epinephrine Auto-Injectors (Epi-Pens) and Opioid Antagonists

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

1. The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);

2. The building administrator has received a copy of the necessary written permissions; and,

3. The school has on file a written emergency care plan (or IEP or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.

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

Under no circumstances should School District students administer opioid antagonists to themselves or others.

District Acquisition and Maintenance. The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building and at least one otherwise unassigned functioning package of an opioid antagonist. The building administrator is responsible for maintaining the epi-pens and opioid antagonists at his or her building, making them readily accessible to designated staff

members, and notifying the Superintendent if the building administrator believes the necessary number of epi-pens or opioid antagonists is not available or functional.

Training and Designation. The School District is responsible for training (and maintaining a record of such training) a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. For opioid antagonists, the School District is responsible for training at least two staff members in each building which stores an opioid antagonist. All training will be supervised, evaluated, and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections and opioid antagonists on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections and opioid antagonists on school grounds and for notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

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

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

An opioid-related overdose is a condition which includes, but is not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death that results from the consumption or use of an opioid or another substance with which an opioid was combined or that an individual who has received training approved by a licensed registered nurse in the administration of an opioid antagonist would believe to be an opioid-related overdose that requires medical assistance.

Reporting. The building administrator is required to notify the parent of any student who receives an epi-pen injection or opioid antagonist at school, and call 911 for any student believed to be experiencing an opioid related overdose. When notifying the parents about a student's opioid related overdose, the building administrator is required to encourage the parent to seek treatment for the student from a substance use disorder services program licensed under part 62 of the Public Health Code, 1978 PA 386. Notification is to be made to the Superintendent and the School District's nurse at the same time. The Superintendent designates School District's nurse to annually report to the Michigan Department of Education the number of epi-pen injections and opioid antagonists provided to students at school each year; the number of epi-pen injections and opioid antagonists to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens and opioid antagonists.

Cardiac Emergency Response Plan

Introduction. This regulation was adopted to comply with 2014 PA 12, 2024 PA 36, and 2024 PA 37. Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing, or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations, or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: Mayo Clinic Website. The School District's Superintendent will be responsible for the periodic review and implementation of these regulations, including the cardiac emergency response plan for each building or facility.

Equipment. The District will make best efforts, based on funding, to purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds and athletic facilities within one to three minutes of a sudden cardiac arrest at school. AEDs must be easily retrievable and may not be locked or otherwise secured against public access. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training. All building administrators, high school sports coaches, members of the cardiac emergency response team, 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR), first aid, and the use of AEDs. The District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's List of Approved Providers for First Aid and CPR. Each building principal will be responsible for informing all school staff members of the identities of trained staff members and the dissemination of the cardiac emergency response plan throughout their school's campus. Each building principle is required to continuously monitor and inform their supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year. Members of the cardiac emergency response team are required to participate in at least one cardiac emergency response drill annually.

Emergency Response Team. Each school's cardiac emergency response team will consist of the building principal, and his or her designees.

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

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

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

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

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

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

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

Surveillance The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School

District staff; observation by law enforcement personnel; video surveillance devices; and, other monitoring School District equipment, including computers, and networks. School District surveillance will be within all applicable legal requirements.

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

Do-Not Resuscitate (DNR) Orders and POST Forms An individual who either determines a declarant is wearing a DNR identification bracelet or has actual notice of a declarant's DNR order is prohibited from attempting to resuscitate the declarant before a health professional, as defined under section 11 of the Michigan Do-Not-Resuscitate Procedure Act, MCL 333.1051, *et seq.* (Act), arrives at the declarant's location. This paragraph applies to declarants who are minor children enrolled and located at school.

Revocation. A declarant may revoke a DNR order executed by the declarant or a person acting on the declarant's behalf at any time and in any manner the declarant is able to communicate. If the declarant's revocation is not in writing, any person who observes the declarant's revocation will: sign a written statement describing the circumstances of the revocation; deliver a copy to the declarant's attending physician, or his/her delegate, as the terms are defined under section 2 of the Act and MCL 333.16215, respectively; and to the administrator, or his/her designee, of the declarant's school. A revocation of a DNR order is binding upon another person at the time that person receives actual notice of the revocation.

A parent may revoke an order on behalf of a declarant at any time by issuing the revocation in writing and providing actual notice of revocation by delivering the document to, among others, the administrator, or his/her designee, of the declarant's school.

Probate Court Petition. In the event a person interested in the welfare of a declarant or ward believes a DNR order has been executed contrary to the wishes of the declarant or the best interests of the ward, the person may petition the probate court to have the order and the conditions of its execution reviewed.

Storage of DNR Orders. An administrator, or his/her designee, who receives a copy of a DNR order or a POST form, or a revocation of either, for an enrolled student will do all of the following:

- Immediately place the DNR order or revocation in a file created specifically for such documents and the POST form or revocation in a file created specifically for such documents, in the manner and location determined by the administrator.

- If the administrator, or his/her designee, receives a DNR order or POST form during the immediately preceding school year, the administrator, or his/her designee, must contact the student's parent at the beginning of the school year to determine if the DNR order or POST form is still in effect and, if applicable, request an updated POST form.

- Provide actual notice, of a DNR order or POST form, or the revocation of a DNR order, as defined under section 10 of the Act, or POST form to each teacher or other school employee who provides instructional or non-instructional services directly to the student.

Training. Upon a school's receipt of a DNR order, the Board will ensure timely and appropriate training regarding compliance with the order to teachers or other School District employees who provide services to the student, according to each employee's level of responsibility.

This administrative regulation is promulgated pursuant to the Act and sections 1180 and 1181 of the Revised School Code.

Definitions for this Administrative Regulation.

"Actual notice" for a DNR order includes the physical presentation of the order, a revocation of an order, or another written document authorized under the Act for a declarant. "Actual notice" for a POST form is defined under the Public Health Code, MCL 333.1101, *et seq.* and includes all of the following:

- The physical presentation of a form or revoked form.
- The electronic transmission of a form or revoked form, if the recipient sends electronic confirmation indicting it was received to the patient, patient representative, or attending health professional.
- Knowledge of an individual's intent to revoke the POST form by a health professional who is treating the patient, by an attending health professional, or by emergency medical services personnel.

"Declarant" means an individual who has executed a DNR order for him-/herself or on whose behalf a DNR order has been executed. "Declarant" includes a "ward," which means an individual for whom a guardian has been appointed.

"Parent" means the natural or adoptive parent of a minor child who possesses legal decision-making authority for important decisions affecting the welfare of the child and, for purposes of this administrative regulation, includes "guardian" as the term is defined under the Estates and Protected Individuals Code, MCL 700.1101, *et seq*.

"Physician orders for scope of treatment form" or *"POST form"* is the standardized POST form defined under section 5674 of the Public Health Code.

"Resuscitate" means to perform cardiopulmonary resuscitation or a component thereof, including, but not limited to: cardiac compression; endotracheal intubation or other advanced airway management; artificial ventilation; defibrillation; the administration of a cardiac resuscitation medication, and/or related procedures. "Resuscitate" does not include the Heimlich maneuver or a similar procedure used to expel throat obstructions.

"School" means a public or nonpublic school as those terms are defined under MCL 380.5.

3000-AR CURRICULUM AND INSTRUCTION

The 3000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the School District's Executive Director of Student Achievement to review the 3000 series of Board Policies and these regulations at least annually. The Executive Director of Student Achievement is also expected to recommend to the Superintendent legally compliant revisions and additions to the 3000 series of Board Policies and these administrative regulations.

3001-AR Curriculum Development

The curriculum identifies the School District's prescribed programs and courses. Ongoing review with input from School District personnel, other professional educators, and parents is necessary to assure the curriculum remains relevant and up to date. The School District's Executive Director of Student Achievement] will be responsible for overseeing the ongoing review of the curriculum and equivalence among schools in the provision of curriculum materials and instructional supplies as required by law. The Executive Director of Student Achievement will form curriculum committees and serve as their chairperson. Any revisions to the curriculum that are recommended by the committee will be reported to the Superintendent for review. The Superintendent will report all revisions to the Board for review, consideration, and possible adoption.

3002-AR Parent and Family Engagement

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

For purposes of this administrative regulation, the School District will follow the statutory definition of parent and family engagement:

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

To implement parent and family engagement, the School District's Executive Director of Student Achievement will develop a joint Districtwide Parent and Family Engagement Plan in the following manner: the School District will hold meetings with parents and families, at least semi-annually, to jointly develop, review, and modify the Parent and Family Engagement Plan; send periodic communications addressed to parents and families through the School District's website and other media; and, circulate a draft Parent and Family Engagement Policy to parents and families before it is adopted.

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

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

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

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

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

Coordination of Parental Involvement with Community Programs The School District will make efforts to coordinate parental involvement programs with programs in the local community.

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

3004-AR Textbooks and Other Instructional Materials

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

social development of the students for whom the materials are selected; and, support a balanced approach to controversial issues that include representations of various points of view.

3005-AR Selection of Media Center Materials

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

3006-AR Parental Objections

Parents who object to instructional or media center materials may present their objection(s) to the Superintendent in writing. Objections must specifically state which instructional, or media center materials are at issue, the specific reason for the objection, and any requested accommodations for their child. The Superintendent may review the parents' objection(s) with others. The Superintendent, based on this review, will: sustain the objection, in whole or in part, or deny the objection and notify the parents with a brief explanation of the decision. Before granting any requested accommodation, the Superintendent will consider, at a minimum, the student's age, the reason for the requested accommodation, and any disruption, interference, or burden that the requested accommodation may cause. Superintendent may also consider whether other reasonable accommodations are available. If the objection is sustained in whole or in part, the Superintendent will take action consistent with their decision. The decision will be final and binding.

3010-AR Field Trips

School District Sponsored Field Trips

The School District may, from time to time, sponsor field trips as one method of implementing the School District's curriculum. Proposed field trips must be approved by the building principal and Executive Director of Student Achievement, except out-of-state and overnight field trips must be approved by the Board of Education. Guidelines, forms and timelines must be adhered to for all field trips, extended field trips, and extended international field trips.

Students may not participate in field trips without parental consent. Field trips will be supervised by School District staff and/or School District-approved chaperones. No other persons may supervise or accompany students on a field trip.

The School District may, or may not, ask parents or other responsible adults to serve as field trip chaperones. The School District may require adult chaperones to complete background checks as deemed appropriate by the School District. Adult chaperones may not engage in illegal activities or drink alcoholic beverages on School District sponsored field trips.

Students who participate in School District sponsored field trips are subject to the same rules as when they are in school, including the District's Student Code of Conduct.

4000-AR PERSONNEL

The 4000 series of Board Policies permits or requires the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and students are required to follow these administrative regulations.

The Superintendent designates the School District's Executive Director of Human Resources to review the 4000 series of Board Policies and these regulations at least annually. The Executive Director of Human Resources is also expected to recommend to the Superintendent legally compliant revisions and additions to the 4000 series of Board Policies and these administrative regulations.

4001-AR Administrative Staff and Organization

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

4002-AR Employment Considerations

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

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

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

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

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

Local Agency Security Officer (LASO). The School District will appoint the Executive Director of Human Resources] as its LASO. The LASO will be designated on the appropriate form as provided by MSP and the School District will submit an updated form for each newly-appointed LASO. The LASO will be responsible for ensuring compliance with these regulations and relevant laws. The LASO will also be

responsible for ensuring personnel security screening procedures are being followed, appropriate security measures are in place for the protection of CHRI, MSP is informed of any security breaches, and only approved School District personnel have access to and are using the CHRI in a manner compliant with the law. The LASO will also employ one or more of the following techniques to increase the security and privacy awareness of system users: displaying posters; offering supplies inscribed with security and privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; and conducting awareness events.

Access to CHRI.

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

The School District will provide consent forms, such as the Livescan form (RI-030), to all personnel requested to undergo fingerprint-based criminal background checks. School District personnel should be provided the opportunity to contest or appeal their CHRI results.
This procedure should also be used for information technology contractors and vendors with the exception that approval should not be granted to contractors and vendors with outstanding arrest warrants. Non-information technology contractors or vendors will not have access to CHRI.

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

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

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

Reassignment/Transfer. The LASO will review the reassignment or transfer of all School District personnel with access to CHRI to determine whether access remains appropriate and, if access is no longer appropriate, will suspend access within 24 hours of the employee's reassignment or transfer. The person responsible for approving the reassignment or transfer will provide notice to the LASO that an employee has been reassigned or transferred as soon as possible. In addition, the School District will follow the bulleted steps identified under "Termination," below.

Termination. Within 24 hours of receiving notice that a School District staff member with access to CHRI has terminated their employment with the School District, the LASO will remove the employee's access to CHRI. The LASO will notify all current and new personnel that s/he should be informed of a staff member's termination via email as soon as possible. In addition:

- The IT Department will disable the employee's digital accounts and accesses.

- The LASO will collect all physical keys and/or key cards from the employee.

The LASO will inactivate the employee on the Criminal History Record Internet Subscription Service system. If the employee is the LASO, a new LASO will be appointed immediately following the steps set forth by the Michigan State Police.

Security Awareness Training. In accordance with the role-based training accessible on CJIS Online, the School District will provide all approved personnel with security awareness training before gaining access to CHRI and annually thereafter. Training will be provided in accordance with four different roles: Basic Role, General Role, Privileged Role, and Security Role. The LASO will maintain records of all personnel who have completed training.

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

Media Containing CHRI. Only School District personnel who have undergone CHRI training will have access to digital and physical media containing CHRI. The School District will ensure all CHRI and information system hardware, software, and media are stored in a physically secure location which can only be accessed by approved persons. A physically secure location will be protected through access control measures, such as a lockable filing cabinet, drawer, closet, office, safe, vault, etc. Access will be limited to the physically secure location during CHRI processing times and only authorized personnel approved by the School District to access or view CHRI will have access to this location. When CHRI is unattended, it will be locked and secured to prevent unauthorized access. Information system devices and documents containing CHRI will be positioned in such a way as to prevent an unauthorized individual from access or view. Encryption requirements will be implemented for digital storage (e.g. data "at rest") of CHRI, such as according to the most current FBI CJIS Security Policy. Cloud storage is not permitted.

The School District will note via posters, signs, or other indicators, the perimeter of the physically secured location in which CHRI data is maintained and ensure it remains separate from non-secure locations. In addition, the School District will control all items entering and exiting the physically secure location to ensure CHRI is not removed.

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

Destruction of Media. Upon approval in writing by the LASO and the Superintendent, CHRI media no longer needed by the School District will be destroyed as follows: digital media will be deleted by either overwriting the media at least three times or by degaussing (demagnetizing), prior to disposal or reuse of the media. Physical media must be cross-cut shred or incinerated by approved personnel only. The LASO will maintain records of all CHRI media approved for destruction for five years and written documentation of the steps taken to destroy any media for 10 years. Such records must include the date the media was destroyed and the signatures of the approved personnel performing and/or witnessing the media's destruction.

Media Use. The School District prohibits the use of personally owned and non-identifiable owner digital media devices on all District owned or controlled systems that store, process, or transmit CHRI.

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

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

Incident Response. For information security incidents, defined as major incidents that significantly endanger the security or integrity of CHRI, the LASO will draft a written incident report and provides copies to the Superintendent and the head of the IT Department. The LASO will also gather evidence of the breach, including: how the breach was initiated, any information that was disseminated, and steps the School District will take to prevent recurrence of the breach.

The School District will report incidents to the local police department and the District's legal counsel. Reported incidents will be tracked and documented on an ongoing basis. When an incident involves the breach of CHRI, the School District will report the security breach to the MSP ISO by use of the "Information Security Officer (ISO) Computer Security Incident Response Capability Reporting" form (CJIS-016). A copy of any completed forms will be retained and kept by the LASO.

The School District will consult with the local police department and the District's legal counsel to determine if notification to individuals is needed. The incident will be assessed to determine the extent of the harm. When a breach has occurred, the School District will identify all applicable privacy requirements.

The School District will engage in annual incident response testing according to the following tests: tabletop or walk-through exercises, simulations, or other appropriate tests as determined by the School District.

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

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

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

4003-AR Conditions of Employment

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

Transportation Employees School District employees who operate commercial motor vehicles or who are required to hold a commercial driver's license (CDL) as part of their District employment (Driver(s)) must be medically certified as physically qualified to do so and are subject to the School District's alcohol and controlled substances testing program[3]. Prospective employees for Driver positions must agree to pre-employment testing and pre-employment query via the Motor Carrier Safety Administration (FMCSA) National Drug and Alcohol Clearinghouse (Clearinghouse). For purposes of this part, "alcohol" and "controlled substances" are defined by 49 C.F.R. § 382.107. Unless excepted by law, no Driver may operate a school vehicle if their blood alcohol concentration is 0.04 or higher or if they are under the influence of a controlled substance. Drivers are subject to the other use restrictions set forth in 49 C.F.R. Part 382. The School District will select the vendor to provide drug and alcohol testing under this section. Self-administered tests do not meet the requirements of this procedure. Drivers should direct questions regarding this Regulation to Angela Hunt, General Manager at Auxilio.

Drivers who refuse to participate in the testing program will be dismissed or have their job offer revoked.

Pre-Employment Testing and Query. Prior to beginning work for the School District, Drivers must submit a verified, negative alcohol and controlled substance test results, which must have been taken within thirty days prior to hire or assignment. This requirement applies both to prospective new

[3] MCL §§ 257.1849, 257.1853 (citing 49 C.F.R. Parts 40 and 382).

employees and current employees reassigned to Driver positions. Employment or promotion offers for Driver positions are conditioned on negative alcohol and controlled substances test results.

The School District may, at its discretion, choose not to require pre-employment controlled substances testing if the applicant has undergone drug testing for another employer or prospective employer within thirty days of hire or assignment. Any decision not to require testing will be made in strict compliance with FMCSA regulations.

Within fourteen days after the first time a Driver performs work required a CDL ("Drive," "Drives," or "Driving"), the School District must obtain and review any FMCSA-mandated positive alcohol tests with results of 0.04 or higher, controlled substance test, and/or refusal to test from any employer for which the Driver performed safety-sensitive functions in the previous two years. The School District will conduct a full pre-employment query via the Clearinghouse for all prospective Drivers. As a condition of employment, prospective Drivers must provide the School District with a release for such information and submit electronic consent through the Clearinghouse granting the School District access to their records.

Annual Query[4]. The School District must annually conduct a limited or full search of the Clearinghouse for all employee school bus drivers each Driver as required by law. If, as part of its annual search, the District locates Driver records of which it was not aware, it must address the failure to report as appropriate with the relevant Driver.

Random Testing. Throughout each twelve-month period, the School District will conduct random alcohol testing of at least 10% of the average number of Driver positions. The School District will conduct random controlled substances testing at an annual rate equal to at least 50% of the number of Driver positions. These required random testing rates are set by the FMCSA and are subject to change.

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

Upon notification of being selected for random testing, Drivers must proceed immediately to the testing site. The School District will arrange for substitute employee Drivers so selected Drivers may attend the testing.

Drivers will only be randomly tested for the presence of alcohol immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District.

If a Driver who is selected for alcohol and/or controlled substances testing is absent from work on the day or time of the scheduled test, the School District may select another Driver for testing. If the Driver is absent when the testing selections are announced, but is expected to be available for testing during the current designated testing period, the School District may keep the original selection confidential until the Driver returns to duty.

Reasonable Suspicion Testing. Drivers must submit to alcohol or controlled substances testing where a School District supervisor [recommend including specific title] has reasonable suspicion that the Driver has violated alcohol or controlled substances prohibitions. Any employee may report suspicion of a violation; however only a School District supervisor or administrator who has received mandated training[5]. may make the reasonable suspicion determination. The person making the reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the Driver. Reasonable suspicion for controlled substances use may also be based on indications of chronic and withdrawal effects of the controlled substances.

[4] 49 C.F.R. § 482.701(b)

[5] 49 C.F.R. § 382.603 (at least sixty minutes of training on alcohol misuse and at least an additional sixty minutes of training on controlled substances use).

Within twenty-four hours of the observations or before the results of an alcohol or controlled substance reasonable suspicion test are released, whichever is earlier, the School District will record in writing the observations leading to the reasonable suspicion test, which record must be signed by the supervisor or School District administrator who made the observations.

The School District will remove the Driver from driving functions at least until the verified test results are reported or as specified below. All tests should be administered as soon as practicable in the particular circumstances.

Reasonable Suspicion Alcohol Testing[6]**.** Reasonable suspicion alcohol testing observations must be made during, just before, or just after the period of the work day in which the Driver is subject to alcohol prohibitions. Simply possessing alcohol is not enough to required reasonable suspicion testing. The test must be administered as soon as practicable following the observation, but no later than within eight hours of the observation. If a reasonable suspicion alcohol test cannot be administered within two hours following the observation, the District must create and maintain a record explaining why.

If reasonable suspicion exists, the Driver shall not drive for the School District until an alcohol test is administered and the Driver's blood alcohol concentration measures less than 0.02, or at least twenty-four hours have elapsed following the reasonable suspicion determination.

A Driver with a blood alcohol level equal to or greater than 0.02, but less than 0.04, may not return to duty until the start of the Driver's next regularly scheduled duty period, but not less than twenty-four hours from administration of the test. [7]

Post-Accident Testing[8]**.** Unless excepted by law, where a commercial motor vehicle being operated for the School District is involved in an accident, the School District shall, as soon as practicable under the circumstances, test the following Drivers for alcohol and controlled substances; any Driver who was driving, if the accident involved the loss of human life; any Driver who receives a citation for a moving traffic violation arising from the accident.

Immediately following an accident, the Driver must inform their supervisor or a School District administrator of the accident. The Driver must remain available for testing, except that Drivers may leave the scene of an accident to seek necessary medical attention for injured persons, to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The School District must order the Driver to complete post-accident alcohol and controlled substances testing as soon as reasonably possible under the circumstances. If an alcohol test is not administered within eight hours following the accident, or a controlled substances test is not administered within thirty-two hours following an accident, the School District will not continue to request or administer the test. In either instance, the School District will prepare and maintain a record of any reasons why a test is not administered within two hours of the accident.

Breath or blood test results for alcohol use, or urine test results for controlled substances use that are administered by federal, state, and/or local officials having independent authority to conduct the test, meet the requirements of this procedure if the results are released to the School District.

Return to Duty Testing[9]**.** Any Driver who has tested positive for alcohol or controlled substances, or has otherwise violated this Regulation, will be subject to testing before they may return to Driving for the School District. The Driver may be subject to additional testing after returning to duty.

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[6] 49 C.F.R. § 382.307.

[7] 49 C.F.R. § 382.505(a).

[8] 49 C.F.R. § 303(d).

[9] 49 C.F.R. § 382.309 (citing 49 C.F.R. Part 40, Subpart O).

Before returning to duty, any Driver who has violated the alcohol use prohibition must have a verified test indicating a blood alcohol concentration of less than 0.02. A Driver who has violated the controlled substances prohibition must have a verified negative return to duty test result before returning to duty.

In order to return to Driving at the School District, and prior to taking any required return-to-duty alcohol or controlled substance test, the Driver must be evaluated by a substance abuse professional ("SAP") and successfully participate in any prescribed assistance program. Before the Driver may return to work, the School District must receive a written statement from the SAP that the employee has been evaluated and has complied with any prescribed rehabilitation. Notwithstanding this provision, and subject to any applicable Collective Bargaining Agreement, the School District is not required to return the Driver to work after they meet these requirements.

Follow-Up Testing[10]**.** Following a determination by a SAP that Driver needs assistance resolving problems associated with alcohol misuse and/or controlled substances use, the School District will conduct unannounced follow-up alcohol and/or controlled substances testing of that Driver as directed by the SAP. The District shall conduct at least six unannounced tests during the first twelve months following the Driver's return to Driving. The District will conduct follow-up alcohol testing of Drivers only immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District. The District's random testing program and/or any cancelled tests may not be used to meet this requirement.

Refusal to Test.[11] As set forth by federal regulations and subject to any limitations therein, a Driver has refused to take a controlled substance or alcohol test if they: fail or decline to take an employer required test; fail to appear for any test within a reasonable time (as determined by the School District); fail to remain at the testing site until the testing process is complete (except for pre-employment testing); fail to provide a specimen; fail to permit observation or monitoring of providing the specimen or fail to follow an observer's instructions; fail to provide a sufficient amount of specimen when directed; fail to undergo a medical examination or evaluation as part of insufficient specimen procedures; fail to cooperate with any part of the testing process; admit to the collector that they used an adulterated or substituted specimen. For alcohol tests, refusal to test also includes refusal to complete Step 2 on the alcohol test form (ATF).

Reporting Requirements. The School District will report necessary Driver information to the Clearinghouse consistent with applicable laws.

Recordkeeping[12]**.** If the School District maintains a valid Clearinghouse registration, it is not required to maintain physical records of queries conducted and information received from the Clearinghouse. The School District shall maintain all other records relating to its alcohol misuse and controlled substance use prevention programs as required by state and federal law.

Staffing, Layoff, and Recall of Teachers This administrative guideline applies to those individuals whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq*. As used herein, the term "effectiveness" is based on the effectiveness label given a teacher in their most recent year end evaluation pursuant to the School District's evaluation system. The term "qualification" as used herein includes, but is not limited to, an individual's: areas of certification, level of degree attained, type of degree attained (major, minor, or area(s) of focus), relevant previous experience, grade level of relevant experience, relevant classes or training, previous ratings, effectiveness and overall performance as a teacher, or past disciplinary or other employment concerns.

HIPAA The School District is committed to compliance with the health information privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The School District currently offers its employees HAP. These are considered "health plans" within the meaning of

[10] 49 C.F.R. § 382.311 (citing 49 C.F.R. Part 40, Subpart O).

[11] 49 C.F.R. §§ 40.191, 40.261.

[12] 49 C.F.R. §§ 382.401, 382.701(e).

HIPAA and the School District is the "Plan Sponsor." In order to assure compliance with HIPAA, the following Administrative Safeguards have been established.

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

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

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

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

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

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

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

Remote Work

Voluntary Request. Employees may submit a written remote work request to the Superintendent. The Superintendent may grant or deny employee requests at their sole discretion.

Accommodation Request. Employees may request to work remotely in unique circumstances or when an employee with a qualifying disability believes that working remotely would allow them to perform the essential functions of their job. The Superintendent will review such requests consistent with all applicable legal standards.

Remote Work Considerations. Generally, the Superintendent will consider requests to work remotely when: working remotely is appropriate considering the nature and essential functions of the employee's job; the employee has demonstrated sustained high performance and the Superintendent believes the employee can maintain the expected quantity and quality of work while working remotely; the employee has a suitable off-site work location; and other circumstances to be considered.

Conversely, building administrators will generally not approve requests to work remotely when: the nature of the employee's job requires their physical presence in the workplace, such as when the employee must

supervise the work of other employees or be present to interact with other employees, students, or third parties; the employee has received disciplinary action within the last 18 months; the employee has a demonstrated attendance problem; the employee requires close supervision; the employee has been employed for less than 12 months, or other circumstances to be considered.

Remote work requests that are granted may be withdrawn at the School District's sole discretion. If a remote work request is approved, employees must comply with all School District and building policies, procedures, and safety standards to the same extent as if they were working in person.

Family and Medical Leave Act (FMLA)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Earned Sick Time Unless specifically enumerated by a collective bargaining agreement, contract, or handbook, eligible employees will accrue earned sick time (EST) at the rate of one hour for every 30 hours worked. Eligible employees may not use more than 72 hours of EST during a benefit year. The School District's benefit year begins on July 1. Eligible employees may carry over up to 72 hours of accrued and unused EST from one benefit year to the next, but in no case may an employee use more than 72 hours of EST in any benefit year. Days when school is closed will not be considered closed due to a public health emergency unless specifically designated as such by the School District's Superintendent. EST must be used in one hour increments. Eligible employees are required to follow all rules for calling in to report absences, tardiness, or leaving early. When foreseeable, employees must provide at least seven days' notice, or as soon as practicable if such notice is impossible. Eligible employees who use or wish to use EST will be required to provide documentation acceptable to the School District after more than three consecutive absences to determine EST is being used only for reasons permitted by Michigan law. EST has no cash value and accrued but unused time shall be forfeited upon separation from employment.

Positions Ineligible for ESTA. In addition to unpaid trainees or interns, individuals employed in accordance with the Youth Employee Standards Act, and public officials, the Executive Director of Human Resources may designate certain positions as ineligible to earn EST because they are permitted to schedule their own working hours.

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

4003.1-AR Teacher Placements

Definition. Teacher placement is the determination of the classroom teaching assignment for a teacher.

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, 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 permit.

Between qualified candidates, teacher placement will be based on the following criteria, in order:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher;
- 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 prior year effectiveness of teachers qualified for the assignment;
- The teacher's disciplinary record;
- The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area will 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.

4003.2-AR Teacher Vacancies

Definition. 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 vacancy 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:

- Transfer of an internal teaching candidate to a vacant position;
- A leave of absence is extended beyond sixty school days;
- An unplanned resignation or departure occurs which will require a substitute for sixty or more school days;
- 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.

The Superintendent may close any vacancy in their sole discretion at any time.

Internal Candidates:

- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent, will be provided an opportunity to interview for any vacancy

Selection Process to Fill a Vacancy:

- The Superintendent's most highly rated and qualified candidate will be selected for any vacancy.
- In the event that an internal candidate is the most highly rated qualified candidate, before filling the vacancy with the internal candidate, the Superintendent 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. If the Superintendent determines the selection of the internal candidate will negatively impact the instructional program, the Superintendent may select the next most highly rated and qualified candidate.
- In the absence of a qualified candidate, the Superintendent may select a candidate who best demonstrates the following:
    - Ability to obtain temporary or alternative credentialing to be qualified for the position
    - Commitment to the profession of teaching
    - Commitment to the school community

- Commitment to the student body

4003.3-AR Staffing Reductions

Definition. 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 has the sole authority to determine and conduct a staffing reduction. The Superintendent will conduct any staffing reduction based on the department and location, using following criteria, in order:

- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit;
- 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 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.
- The teacher's disciplinary record;
- 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.

4003.4-AR Program Reductions

Definition. A program reduction is the decision to eliminate curricular courses or courses of study.

The Superintendent has the sole authority to determine and conduct a program reduction.

Program reductions will be carried out in the following manner:

- Upon the decision to implement a program reduction, the Superintendent 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.

4003.5-AR Recall Process

Definition. 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 or Highly Effective*: Teacher will be offered the opportunity to return to a vacancy for which they are qualified
- *Minimally Effective or Developing:* Teacher will be offered the opportunity to interview for a vacancy for which they are qualified
- *Ineffective or 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

Eligibility for recall will be determined based on the following criteria, in order:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating
- If two teachers are being considered and share the same evaluation rating, then the Superintendent 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 his/her 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 (teachers will accumulate seniority while on layoff, but will not advance more than one increment upon recall from layoff).

4004-AR Evaluations, Discipline and Discharge, Resignations

Evaluations

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: effective, developing, and needing support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

Administrators. The Superintendent will evaluate administrators annually using School Advanced. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent will assign a mentor to the school administrator. The Superintendent will, for each year the administrator is evaluated, conduct a midyear progress report.

Teachers. Building principals will evaluate teachers annually using Charlotte Danielson's Framework for Teaching. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law.

Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes, but need not be an entire class period. One observation will be unscheduled. Building principals will meet with teachers following observations and provide written observation feedback within thirty (30) days of the observation.

Employees Whose Evaluations are Not Governed by Section 1249 of the Revised School Code. The Superintendent will determine the manner in which such employees are evaluated.

Discipline and Discharge

Voluntary Discipline and Discharge. Voluntary discipline and discharge should be documented in an agreement approved by the School District's Executive Director of Human Resources.

Involuntary Discipline and Discharge.

Due Process. Involuntary Discipline and Discharge should be preceded by such due process as is required by the law and the employee's individual employment contract or collective bargaining agreement.

Authority. The School District's Superintendent and Superintendent and Executive Director of Human Resources have authority to approve involuntary discipline or discharge. Involuntary discipline and discharge (as well as other actions) that trigger the requirements of the Teachers' Tenure Act may only be taken in conformity with the Act's requirements.

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

4005-AR Other Matters of Employment

Whistleblowers' Protection Act A person who reasonably believes a violation of the law, Board policy, or these administrative procedures has or is about to occur should submit their concern, in writing, to the School District's Executive Director of Human Resources or, if the School District's Superintendent is involved in the violation, the President of the Board of Education. Such concerns will be investigated.

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

The Executive Director of Human Resources is directed to review and understand the teaching, staffing, and financial implications of all collective bargaining agreements into which the School District may have entered and, prior to each round of collective bargaining, to propose to the Superintendent necessary and

desirable changes to improving teaching and learning in the School District given the School District's financial resources and other limitations. The Executive Director of Human Resources should also police the implementation of the School District's collective bargaining agreements in a legally compliant manner and in the interest of improving teaching and learning in the School District consistent with the School District's financial resources and other limitations.

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

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

4006-AR Appeals

A School District employee may appeal a decision arising under or relating to the 4000 series Board policies and administrative procedures. Such an appeal must be submitted to the School District's Superintendent, in writing, no later than 10 calendar days after the employees becomes aware of the grounds for appeal.

5000-AR BUSINESS

The 5000 series of Board Policies requires or permits the Superintendent, or his/her designee, to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and Students are required to follow these administrative regulations.

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

5002-AR Budget Planning and Adoption

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

The Chief Financial Officer will develop and present to the Superintendent with a proposed annual budget on or before two weeks prior to Board approval of the proposed annual budget each school year. The proposed annual budget will meet all applicable legal requirements and, in addition, will be consistent with Board policy and administrative procedures and best practices, including GASB 54. The Chief Financial Officer will develop and present to the Superintendent, in a timely fashion, such proposed amendments to the District's annual budget as may be warranted by the District's financial circumstances.

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

5003-AR Purchasing

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

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

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

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

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

The School District's Executive Director of Student Achievement must approve all costs posted against federal grants and awards and, then, only after the School District's grant or award manager has approved a received bill or invoice. Payroll costs will be documented according to the December 2013 OMB Supercircular. When permitted by the grant or award, indirect costs will be charged using the rate approved by Michigan Department of Education.

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

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

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

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

Construction. As reflected in the Board of Education Policies, the School District will construct new buildings and add to or renovate existing buildings through competitive bidding as required by law. The

School District will also purchase materials, equipment, and supplies for School District operations on a competitive basis as required by law.

Procedures.

- Any construction of new buildings or additions or renovations of existing buildings will, to the extent required by law, be based on competitive bidding, typically through an RFP approved by the School District's Chief Financial Officer, the School District's Superintendent and the Board of Education.

- All purchases of materials, equipment and supplies will be made through the issuance of a purchase order signed by the School District's Chief Financial Officer.

- Prior to issuing a purchase order, competitive pricing is to be pursued, as follows:

    1. *Competitive Bids.* The competitive bidding process will be followed, where required by law.

    2. *Purchases Not Subject to Competitive Bidding.* In all other instances, the School District shall use measures, considered reasonable under the particular circumstances, intended to secure the highest quality product at the lowest possible price.

- Generally, orders or contracts will be awarded to the lowest, responsible, qualified vendor, considering the following factors: price, quality, conformance to specifications, identified needs, service and maintenance, and vendor reliability.

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

Bid Protest A vendor who has actually submitted a bid may file a bid protest if that bid is not selected and otherwise conforms with the requirements for a complete bid under the solicitation documents. The bid protest must: contain a complete statement of the basis for the protest and all supporting documentation, including identifying information for the project (e.g., title, bid/RFP date, requisition number); refer to the specific portion(s) of the solicitation or other documents upon which the bid protest is based; and, include the name, address, and telephone number of the person representing the protesting vendor.

A bid protest must be filed in writing with the Superintendent within three (3) business days after the opening of the bid protested. Failure to strictly comply with any requirements for a bid protest will constitute waiver of protest proceedings.

Within five (5) business days after receipt of a bid protest, the Superintendent will review the bid protest. The Superintendent will within a reasonable time thereafter issue a written decision on the bid protest, and the decision will be final. The Superintendent may notify the Board of Education of the bid protest and the Superintendent's decision.

5004-AR Surplus Property

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

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

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

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

Disposal of Personal Property The Superintendent, or designee, will periodically prepare a list of the personal property of the School District that is found to be no longer needed for School District purposes. The property shall be classified within broad groupings.

The list shall be submitted to the Board of Education with a recommendation for disposal of the same. If the Board approves the disposal of some or all of the property, the Superintendent or his/her designee may proceed with the sale or other disposition of the property. The method of sale or disposition shall depend on the nature of the property and other circumstances. All determinations shall be made based upon what is considered to be in the best interest of the School District.

5005-AR Investments

Operating Procedures The Superintendent designates to the School District's Chief Financial Officer primary responsibility for the investment of School District funds. The Chief Financial Officer will publish operating procedures that will be delivered to the Superintendent and Board of Education for approval. These procedures will include: the specific delegation of authority to persons responsible for investment transactions; and, a system of controls to regulate investment activities, to be reviewed annually by the School District's independent auditor. The controls will include:

- Control against improper collusion;
- The separation of transaction authority from accounting and record keeping;
- Custodial safekeeping;
- The written confirmation of transactions for investments and wire transfers; and,
- The development of a form wire transfer agreement.

Reporting Requirements The Superintendent will make a quarterly report to the Board concerning the District's investments. The Chief Financial Officer will prepare a quarterly report for the Superintendent concerning the District's investments and deliver it to the Superintendent at least two weeks before the end of each quarter. Each of the Chief Financial Officer's quarterly reports to the Superintendent will include detailed information concerning: portfolio diversification; maturity structure; potential risk; and, a comparison of the performance of the School District's portfolio with generally followed market measures.

Separately, the Superintendent will make an annual report to the Board concerning the District's investments. The Chief Financial Officer will prepare an annual report for the Superintendent concerning the District's investments and deliver it to the Superintendent two weeks before Board approval each school year. The Chief Financial Officer's annual report will include a list of all of the institutions the School District used to make investments during the school year and the types of investments made by each institution. The Chief Financial Officer may not use institutions or make investments prohibited by law and may not authorize investments in derivatives, leveraged investments, or other instruments with significant risk of price volatility. The Chief Financial Officer, when considering a particular investment, should consider the following criteria, in the following priority: preservation of principal; School District cash flow needs; yield; and, coordination with other available financial services and School District needs.

5006-AR Risk Management

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

5008-AR Meal Charge / Food Services

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

Free School Lunch and Breakfast The School District shall provide reimbursable breakfasts and lunches at no cost to all students in the School District's breakfast and lunch program. The Finance Manager shall submit information regarding the number of reimbursable breakfasts and lunches served as prescribed by the Department of Education, maximize federal reimbursement by operating as if it is eligible for the Community Eligibility Provision of the Richard B. Russell National School Lunch Act, meet all applicable state (such as Section 30d of the State School Aid Act) and federal standards in the School District's breakfast and lunch programs, make all efforts to maximize and implement policies that require parents or guardians to fill out relevant family income information for the purpose of determining student eligibility for federal free or reduced cost meal reimbursement rates and Community Eligibility Provision eligibility determinations.

Requests for Reduced-Price or Full-Price Meal Benefits Parents may request reduced-price or full-price meal benefits by submitting Education Benefits Form found in the Enrollment Packet, or by contacting Variety Food Services at mbaran@hamtramckschools.org.

Meal Account Balance Payment for school meals, other than those provided for free by law, is expected at the time of purchase. Parents are expected to regularly monitor their child's meal account balance online.

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

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

5014-AR Post-Issuance Tax Compliance

This regulation establishes guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations issued by the School District (generally referred to as "Obligations"). Tax exempt borrowings and other borrowings of the School District, including but not limited to tax-exempt bonds, refunding bonds, tax credit bonds, installment and lease purchase agreements, lines of credit, and state aid notes (SAN) and tax anticipation notes (TAN), and are collectively referred to as "obligations".

The School District intends to ensure that all tax-exempt obligations issued by the District satisfy all requirements of the Internal Revenue Code of 1986, as amended (the "Code") and regulations there under (the "Regulations"). The Internal Revenue Service (IRS) has recommended that issuers of tax-exempt and tax-advantaged obligations have written procedures in place to enable the issuer to

effectively monitor the post-issuance compliance requirements outlined in the IRS Code. Accordingly, the School District will maintain a procedure for post-issuance compliance that encompasses the following key elements: due diligence review at regular intervals; identifying the District official or employee responsible for review; training of the responsible District official or employee; retention of adequate records to substantiate compliance (e.g. records relating to expenditure of proceeds); procedures reasonably expected to timely identify noncompliance; and, procedures that the issuer will take steps to timely correct noncompliance

The School District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as circumstances warrant. The School District also reserves the right to amend this policy and all related procedures from time to time as deemed necessary in the District's sole discretion. In addition, this policy is subordinate to the Code and any regulations thereto and is subject to amendment or deletion depending on the content of any new regulations or Code amendments promulgated by the United State Treasury.

6000-AR FACILITIES AND OPERATIONS

The 6000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and Students are required to follow these administrative regulations.

The Superintendent designates the School District's Interim Director of Buildings and Grounds to review the 6000 series of Board Policies and these regulations at least annually. The Interim Director of Buildings and Grounds is also expected to recommend to the Superintendent legally compliant revisions and additions to the 6000 series of Board Policies and these administrative regulations.

6002-AR Safety and Security

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

School Safety Commission Liaison Pursuant to Section 1241 of the Revised School Code, the Board appoints the Executive Director of Student Achievement as the School District's school safety commission liaison. The liaison will work with the statewide School Safety Commission and the Office of School Safety to identify model practices for determining school safety measures.

Behavior Threat Assessment and Management Team

Policy 6002 provides for the development of a behavior threat assessment and management team, including protocol intended to assist school staff in responding to situations that arise in the operation of the school which pose a threat to the health, safety, and welfare of the school community pursuant to MCL 380.1308e. This administrative regulation is intended to outline that protocol and the expectations of staff.

1. The Superintendent shall establish, for each school, a behavior threat assessment and management team, for the assessment of and intervention with individuals whose behavior may pose a threat to themselves or the safety of school staff or students.

2. The Superintendent shall develop or acquire a behavior threat assessment tool or form to guide behavior threat assessment and suicide intervention which is consistent with the U.S. Secret Service and Department of Homeland Security's "Enhancing School Safety Using a Threat Assessment Model."

3. A behavior threat assessment and management team may serve one or more schools as determined by the Superintendent.

4. Each team shall include persons with expertise in school administration, counseling, instruction, and law enforcement and, in the case of any school in which a school resource officer is

employed, at least one such school resource officer. The team may include persons with other areas of expertise. Members of the behavior threat assessment and management team will be provided training in the use of any threat assessment tool.

5. Each team shall:

    a. Provide guidance and training to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self, including training that a student's communication or behaviors *might suggest* either that an individual may cause physical harm or presents a potential threatening situation and that the behavior threat assessment and management team must inquire about the student's access to weapons with the student and when contacting the parent;

    b. Identify one or two members of the behavior threat assessment and management team who can, if necessary, operate or use any video surveillance system, and obtain training for that team member if necessary;

    c. Identify one or two members of the behavior threat assessment and management team who can, if necessary because of the volume of behavior threat assessments, filter reports of concerning conduct with authority to elevate concerns to the full behavior threat assessment and management team for review;

    d. Identify members of the school community to whom threatening behavior should be reported; and

    e. Recommend school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

6. The Superintendent may establish a committee charged with oversight of the behavior threat assessment and management team(s). An existing committee may be designated to assume the oversight responsibility. Any such committee established for oversight of the behavior threat assessment and management team(s) shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

7. All school division employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.

8. In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.

9. Regardless of behavior threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and Michigan law.

10. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the behavior threat assessment and management team shall immediately report its determination to the Superintendent. The Superintendent shall immediately attempt to notify the student's parent or legal guardian.

11. Nothing in this regulation shall preclude school division personnel from acting immediately to address an imminent threat.

12. Nothing in this policy regulation preclude the behavior threat assessment and management team from notifying the Superintendent of any individual (other than a student) who poses a threat of violence or physical harm to self or others.

13. Upon a preliminary determination by the behavior threat assessment and management team that an individual poses a threat of violence to self or others, exhibits significantly disruptive behavior, or has a need for assistance, members of the behavior threat assessment and management team may request and obtain criminal history record information (of adults and juveniles) and health records.

14. Unless required by law, no member of a behavior threat assessment and management team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the behavior threat assessment and management team.

15. The behavior threat assessment and management team may not maintain the criminal history record printed from the system access terminal, nor may they make copies of it.

16. Juvenile delinquency or criminal history information may not be placed in a student's central educational/scholastic record unless the school is taking disciplinary action related to the incidents. School staff (including members of the threat assessment team) with a legitimate educational interest may store information about such incidents in records they maintain that are separate from the student's educational/scholastic record.

6004-AR School Crisis, Response, and Closure

The Superintendent will appoint a District Crisis Response Team. The Team will meet during the month of August, each year, to review and consider revisions to the School District's School Crisis Response Plan. The Superintendent authorizes and directs the Principal of each building to appoint a School Crisis Team to respond to coordinate the response to crises that may arise at the building. The principal of each building will notify the Superintendent of the members of the building's crisis team no later than September 15 of each school year. In addition, the Board will develop and adopt an Emergency Operations Plan pursuant to MCL 380.1308b.

6005-AR Hazardous Chemicals and Substances

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

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

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

6007-AR Integrated Pest Management

The School District will provide students, staff and members of the school community with a school environment that is free of pests while reducing the use of harmful pesticides. The Interim Director of Buildings and Grounds is designated the Integrated Pest Management manager for the School District. He/she will: review and recommend to the Superintendent revisions to the School District's Integrated Pest Management Plan; develop and implement specific procedures to identify pest problems, review

control options and application strategies and select, in each particular instance, the least toxic control method to manage problems; and, educate and train staff on pest identification and safe application strategies.

6008-AR Transportation

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

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

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

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

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

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

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

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

6012-AR Stormwater Discharge

The Superintendent appoints the School District's Interim Director of Buildings and Grounds to determine whether the School District is required to obtain an NPDES Municipal Separate Storm Sewer System (MS4) discharge permit and, if so, to obtain a permit and create a Stormwater Management Program Plan (SWMP) or any other mechanism that implements and carries out those inspections, procedures, and best practices necessary to comply with permit requirements.

7000-AR SCHOOL-COMMUNITY RELATIONS

The 7000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and Students are required to follow these administrative regulations.

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

7001-AR Michigan Freedom of Information Act

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

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

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

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

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

Timeline The District has five (5) business days to respond to a written request for public records. Requests sent by email or other electronic transmission are not considered "received" until the first business day after the email or electronic transmission was sent. If the email or electronic transmission was delivered to the District's spam or junk mail folder, the request is not considered received until the

District actually becomes aware of the request. The District may extend the time for responding by ten (10) business days if the nature of the request justifies an extension by so notifying the person who made the request, in writing, and within the original five business day response window.

Types of School District Responses

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

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

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

Labor Costs.

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

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

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

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

Reproduction Costs.

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

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

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

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

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

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

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

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

Reduction of Labor Charges for Untimely Response. The District will reduce otherwise permitted labor charges by 5% per day (to a maximum of 50%) for each day the District's response is untimely if:

the late response was willful and intentional; or, the written request conveyed a request for information within the first 250 words or the request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," or a recognizable misspelling of such, or appropriate legal code reference on the front of the envelope or the subject line of the request.

Appeals The requestor may appeal the denial of all or part of a request in two ways: submit an appeal to the District's Superintendent or file a civil action in the circuit court where the District is located. The requestor may also appeal an allowable fee calculation that violates the Act or this administrative regulation.

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

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

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

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

7002-AR Community Use of School District Facilities

Generally The School District's buildings, facilities, and property were acquired to support its educational programs and activities. To the extent individual groups or organizations want to use those buildings, facilities, or property for a purpose that is consistent with the School District's mission, educational programs, and activities, the School District, in its discretion, may approve that use. The Superintendent

may develop and implement additional administrative procedures permitting the use of District buildings, facilities, and property.

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

Fees The School District facilities currently in use for the K-12 instructional program are made available to responsible groups and organizations in the Superintendent's discretion. Groups and organizations requesting the use of District facilities are assessed fees available from the Director of Recreation

Building or Facilities Permit Procedures A group or organization that wishes to use a School District building or facility must obtain a permit from the Superintendent or, for stadium and community center use, the Director of Recreation. To obtain a permit, the group or organization must:

1. Complete and submit a Facility Use Permit form, or its equivalent, to the Operations Department at least one (1) week prior to the activity. **Payment is due when the building request is made. A $10.00 late fee will be charged for requests not submitted with the one (1) week time limit. Refunds will be given if cancellation is made five (5) days or more before the event.**

2. Fees will be charged for additional service from school personnel on weekdays, weekends, or holidays and/or after 10:00 p.m. Monday through Thursday and for any event held on Friday.

3. Space will be tentatively reserved pending approval of the Building Principal/Supervisor and the Operations Department.

4. Upon approval, the space will be reserved and a confirmation will be communicated to the applicant. The applicant must have the permit with them at the time of building use.

5. All permits are subject to cancellation for school activities.

Regulations Pertaining to Rental of School District Facilities

- Those in attendance must confine themselves to the area rented by the organization.

- The use or sale of intoxicating beverages and tobacco is not permitted on the premises. Violators will be subject to removal and possible prosecution.

- School District facilities are not available for private parties.

- The sale of food or any commodity requires prior approval from the School District. A request must be included on the reservation request form at the time the reservation form is submitted.

- All current fire and safety regulations must be strictly observed.

- An employee of the School District may be on site during events.

- Users of School District facilities will be fully responsible for damage to school property occasioned by the group's use of School District property. The renting organization will be required to replace damaged property at its sole cost and expense.

Insurance The Board of Education requires all users of School District facilities to carry comprehensive general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 annual aggregate. Furthermore, the Board of Education, its individual board members, officers, and agents, and the School District, as well as its employees and volunteers, shall be named as additional insureds.

7003-AR Gifts, Bequests, and Donations

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

7004-AR Distribution of Information / Materials

The School District periodically receives requests from various organizations to distribute informational or promotional materials on District property. In order to minimize intrusions on the time of students and employees that result from such distribution, the following will apply:

Review Process Organizations must submit the following information for review and approval prior to distribution: a final pdf version of the flyer; and, a cover sheet with the following information: name and phone number of contact person; the method by which the organization wishes to be contacted following review; the target audience to receive the materials (i.e. students, parents, staff, or some combination thereof); and, the name of the school buildings where it is contemplated that the materials will be distributed. The Superintendent will review and approve materials for which a request for distribution has been received before distribution occurs.

Content In order to be accepted for distribution, materials may not: be obscene, indecent, or vulgar; advocate illegal activities, violence, or hate; contain libelous or defamatory information; discriminate or contain bias toward any individual's race, gender, sexual orientation, or religious or ethnic identity; be likely to cause substantial disruption of or material interference with discipline or the education of students in the school in which the material is posted or distributed; promote, favor, or oppose a candidate for elected office or a ballot measure; or, advocate religion or a particular faith or religious viewpoint.

Disclaimer All materials that will be distributed on District property must include the following statement:

> This event/activity/offer is not sponsored by the School District. The School District assumes no responsibility for the conduct or safety of persons attending or participating in the event/activity/offer.

7005-AR Public Complaints

Citizens who have concerns with District staff, programs, or practices are encouraged to bring their concerns to the person in charge at the closest point of origin. In most cases this will be the building

principal. Where the matter is unresolved at that level, the following formal complaint procedure may be utilized:

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

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

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

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

The parties involved in the complaint may request to meet with the Superintendent within five (5) school days of referring the complaint to the Superintendent. Any such meeting must occur fifteen (15) school days after the Superintendent receives the designee's decision.

The Superintendent will make a decision and notify the citizen, in writing, within: fifteen (15) school days after: receiving the complaint and the designee's decision, if the parties involved in the complaint have not requested a meeting with the Superintendent; or, within ten (10) school days of meeting with the parties involved in the complaint. The response of the Superintendent will: deny the allegations contained in the complaint and/or identify corrective measures deemed necessary to resolve the complaint.

7007-AR District Support Organizations

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

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

District Support Organizations are entities, groups, or other organizations formed to support the School District or its programs or activities.

The Board expects all District Support Organizations to operate in a manner consistent with public expectations for the School District. All District Support Organizations are expected to abide by the

Board's policies and these administrative regulations and District Support Organizations are responsible for their own compliance.

District Support Organizations must use their own accounting and bookkeeping procedures and maintain accounts for income and expenses that are separate from School District accounts. District Support Organizations may not use School District funds, and the School District is not responsible for any purchases or procurements made by District Support Organizations. Under no circumstances may a District Support Organization use the School District's tax identification number. District Support Organizations are encouraged to obtain 501(c)(3) status, where applicable, in order to receive a charitable tax-deduction.

District Support Organizations may not use the School District's name, logo, or mascot without prior approval by the Superintendent, and the Superintendent may revoke any approval previously granted.

District Support Organizations may hold fundraising activities on School District property consistent with applicable policies and administrative regulations and with prior approval by the Superintendent. District Support Organizations must comply with policies and administrative regulations pertaining to the use of School District facilities and property. District Support Organizations may not commingle any funds with other School District funds. All funds and other donations must comply with School District policies and administrative regulations.

Except for student-initiated organizations, each District Support Organization will submit a copy of its bylaws and/or Articles of Incorporation and proof of 501(c)(3) status to the appropriate building principal for review and approval, to the extent such documents exist. Each District Support Organization will also notify the building principal of any upcoming district support events.

7008-AR Advertising

Approval In accordance with relevant laws, the Superintendent reserves the right to approve or deny any and all requests for advertising on a case-by-case basis, including whether the advertisement is consistent with the educational objectives of the School District. The Superintendent may request that samples of the proposed advertisement be made available for inspection.

Content Advertisements may not: be obscene, indecent, or vulgar; advocate illegal activities or violence; contain libelous or defamatory information; illegally discriminate on the basis of race, color, national origin, religion, sex, language, disability, or any other basis prohibited by law; be likely to cause substantial disruption of or material interference with discipline or the education of students in the school or facility in which the advertisement is posted or distributed; promote, favor, or oppose a candidate for elected office or a ballot measure; or advocate religion or a particular faith or religious viewpoint.

Manner of Advertising Advertising on School District premises or by School District students or personnel is prohibited unless, in the sole judgment of the Superintendent, the advertisement: benefits the School District, school, student population, or specific student activity; is consistent with the School District's Wellness policy; and/or is consistent with an exclusive agreement entered into between the School District and the advertiser.

7010-AR School Visitors

In addition to typical visitors to a school building, officials/agents from federal agencies such as Immigration and Customs Enforcement (ICE) or Homeland Security (HS) may appear on school grounds for purposes of engaging in enforcement activity. If an ICE or HS official/agent arrives at the school to engage in enforcement activity, building staff should adhere to the following protocol:

Initial Interaction:

- Politely greet the law enforcement officer at the school's main entrance.
- Request to see official identification and inquire about the purpose of their visit.
- Inform the officer that you will need to notify the school administrator for supervisory review.

Obtain Documentation:

- Ask the officer to provide any legal documents authorizing their action, such as a warrant. Make photocopies for review process.
- Obtain officer name, contact, agency, badge number (do not attempt to photocopy an official badge or Government ID).
- Do not share information or consent to access without legal review.

Contact School Administration:

- Politely ask officer to wait while you notify school administration.
- Immediately contact the principal or designated administrator to apprise them of the situation and provide documentation for legal review process.

Legal Consultation:

- The administrator should promptly reach out to the Superintendent for guidance on how to proceed, ensuring that all actions comply with current laws and district policies.
- The Superintendent will contact legal counsel with any questions/clarifications.

Maintain Confidentiality:

- Do not disclose any information about students or staff without proper authorization.
- Ensure that any intake process discussions regarding the situation are conducted discreetly to protect the privacy of individuals involved.

Await Further Instructions:

- Politely inform the officer that the school is consulting with legal counsel and that they will receive a response shortly.
- Explain that school procedures and federal privacy laws (e.g., FERPA) require verification before sharing any information.
- Do not give consent to the officer to proceed with any enforcement action on school premises until authorized by the school administration in consultation with legal counsel.

Post-Interaction:
Record the details of the interaction in a written summary, including reference to any legal documents presented. Retain officer's name, badge number, agency, and stated reason for visit.

7012-AR Media Utilization

The School District will: post information on the School District website; consider School District-wide mailings on issues of importance; schedule public forums for the dissemination of information and to receive feedback from the community; and, work with local and other media outlets to share School District information with the community.

8000-ARGENERAL ADMINISTRATIVE REGULATIONS

The 8000 series of Board Policies requires or permits the Superintendent to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on June 16, 2026 and posted them on the District Website. All School District personnel and Students are required to follow these administrative regulations.

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

8001-AR Acceptable Use

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors.

Guidelines Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal and District web manager is needed to place anything on the building or District web pages.

Technology Users Will:

- Comply with School District policies, rules, and regulations.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.

- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.

- Use School District technology for commercial or "for profit" purposes.

- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.

- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.

- Disclose confidential information, passwords, or access codes.

- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.

- Use School District technology to distribute and/or access materials that:

    1. Violate FERPA, or any other law which affords students certain rights with respect to their education records;

    2. Jeopardize the health and safety of students;

    3. Are obscene, pornographic, or libelous;

    4. Cause disruption of school activities;

    5. Plagiarize the work of others;

    6. Are commercial advertisements; or

    7. Have not been approved by the building administrator, network administrator, or web master.

Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

Internet Safety The School District will implement software and/or other safeguards on School District-owned technology which protects adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors.

The School District will educate students about appropriate online behavior, including: interacting with other individuals on social networking websites and chat rooms, and cyberbullying awareness and response, in accordance with Board policy 2006 and any implementing regulations.

Artificial Intelligence

The School District's Director of Technology will be responsible for overseeing the ongoing review of Artificial Intelligence tools. The School District will comply with industry-standard data protection when engaging with any contractor which will use school district data. The use of all tools is subject to the terms of the District's Acceptable Use Agreement. Student use of such tools, even when off-campus, may be subject to the terms of the Student Code of Conduct. Student creation of deepfakes which violate the Student Code of Conduct is strictly prohibited.

The School District's Executive Director of Student Achievement will provide appropriate training to staff in the use of large language models and generative artificial intelligence. Training will provide guidance on the risks of using AI tools and acceptable uses.

The use of large language models or generative artificial intelligence by staff is prohibited until the staff receives appropriate training.

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

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

Procedure

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

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

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

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

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

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

Service Animals A service animal, as defined by the ADA, means a dog (or in some instances, a miniature horse) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual, or mental disability, or a veteran diagnosed with post-traumatic stress disorder, traumatic brain injury, or other service-related disabilities. A service animal in training means an animal accompanied by an animal raiser or trainer with the intent that animal is being raised, socialized, and trained to become a service animal, and for the purposes of this administrative regulation, is considered a service animal. A service animal is generally allowed in any District-controlled space in which an individual with a disability is allowed. Service animals are not required to have any specific identifying license, paperwork, or harness.

If not obvious, the District may ask whether a service animal is required because of a disability. The District may also ask what work or task the animal has been trained to perform. The District may not ask what disability requires the use of the service animal. Issues or questions related to service animals may be directed to the Human Resources Department.

A service animal shall be under the care and control of its handler and shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether; or the use of such restraint would interfere with the service animal's safe, effective, performance of work or tasks. In such cases, the handler shall control the service animal through other means (e.g. voice control, signals, or other effective methods).

The District may ask an individual to remove a service animal from campus if: (1) the animal is out of control and the animal's handler does not take effective actions to control it or (2) the animal is not housebroken. Though the District may exclude a service animal for these reasons, it shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the District's property.

Therapy Dogs Therapy animals are professionally trained dogs for, and are actively used for, therapy purposes. Their responsibility is to provide psychological or physiological therapy to individuals other than their handlers. These animals have stable temperaments and friendly, easy-going personalities. Therapy animals are encouraged to interact with a variety of people while they are on-duty.

- Therapy animals may be used in well-defined and very limited instances when a clear benefit for students can be demonstrated. Such instances shall normally be non-reoccurring.

- All therapy animals and owners shall be tested and accredited by Therapy Dogs International or a comparable authority as determined by the Administration.

- Employees of the District wishing to use a therapy animal must provide, on an annual basis, the following to the Superintendent/Designee:

    - Proof of current inoculations;
    - Proof of health, such as a current health certificate from a veterinarian;
    - Documentation of adequate liability insurance.

Animal Control Requirements All service animals must be properly vaccinated, licensed, and otherwise compliant with all state, county, and/or local animal control or public health requirements.

Approval Employees wishing to use a therapy animal must obtain the approval of the building principal, and adequately document the specific and appropriate educational purpose to be fulfilled through the use of the therapy animal, the frequency of visits, and the anticipated timeframe for the activity.

Therapy animals are not considered a reasonable accommodation under the Americans with Disabilities Act (ADA).

Requests for the use of a therapy animal on District property must, whenever possible, be made no less than three (3) weeks prior to the proposed use of the therapy animal. Under no circumstances may a therapy animal be on District property without the prior approval of the Superintendent's Office.

The Building Principal shall notify parents on an annual basis regarding the presence of therapy animals in the school building.

Supervision and Care The owner or handler of a therapy animal is solely responsible for all aspects of the animal's supervision and care, including feeding, exercising, and clean up. Therapy animals must wear proper identification and must be harnessed, leashed, or other form of restraint mechanism. The handler or designated employee is responsible for the disposal of any animal waste.

Removal or Exclusion The District retains discretion to exclude or remove a therapy animal from its property if:

- the therapy animal is out of control and /or the animal's handler does not effectively control the therapy animal's behavior, or
- the therapy animal is not housebroken; or
- the therapy animal's presence or behavior fundamentally interferes with the function of the School, or
- the therapy animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.

Injuries or Damage to School District Property The therapy animal's owner or handler is solely liable for any damage the animal might cause to School District property or injury to personnel, students, or others caused by the therapy animal.

General Provisions Whenever an animal will be in a school, the school nurse shall be contacted to determine whether there are students with known allergies in the areas where the animal will be. If allergies exist, parents/guardians must be contacted for further direction.

No animals, other than service animals, may be transported on school buses.

Employees or students who have been bitten by an animal shall report such incident to the principal and the nurse immediately. The principal shall notify the Health Department if the injury merits medical follow-up. The Health Department should determine appropriate actions to be followed if a serious injury results.

Wild animals may not be brought on District premises unless the animal is under the direct supervision of a trained representative of a conservation agency or public zoo.

The Principal must approve any classroom pets and visits to the school by any other domesticated animal.

8003-AR Web Accessibility

With regard to the District website and any District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 so that students, parents, employees, and members of the public are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use. The District further

seeks to ensure that those individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online. All existing, new, or updated web content produced by the District will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, as soon as practicable.

With respect to third-party content, the District, through its Web Accessibility Coordinator, will confirm the accessibility of such content before posting/linking to the District's web presence, to the extent possible, by testing same through a web accessibility checker or similar resource and/or manual checking. If the accessibility of third-party content cannot be verified prior to posting/linking, the District shall avoid posting/linking of same.

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

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

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

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

- Name;
- Contact information (phone or email);
- Type of information that was inaccessible (PDF, video, etc.);

- Specific web page the user was on (URL or page title);
- Date the user was unable to access the information; and
- Any other information the user believes might be helpful to the District in resolving the issue.

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

Formal Discrimination Complaint A student, parent, or member of the public who wishes to submit a formal complaint regarding a violation of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 related to the accessibility of any District web presence that is developed by, maintained by, or offered through the District, third party vendors, and/or open sources, may utilize the District's established complaint procedures are contained in administrative regulation 8007.1.

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

8005-AR Communicable Diseases

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8006-AR Copyrighted Works

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

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

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

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

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

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

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

All copies must include a notice of copyright.

Additional Permitted Use – Spontaneity

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

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

8007-AR Discrimination and Harassment

The Board of Education is committed to maintaining an educational and work environment that is free from discrimination and harassment based on race, color, national origin, sex (including sexual orientation and gender identity/expression), disability, religion, genetic information, marital status, pregnancy status or any other legally protected characteristic. The Board has therefore adopted anti-discrimination and anti-harassment policies that prohibit discrimination and harassment by Board members, School District employees, students, contractors, volunteers and others connected with the School District. A student, employee, or any other person who believes that a student or employee has been subjected to discrimination or harassment may seek resolution of the matter through the procedures that follow. Complaints of sexual harassment within any educational program or activity of the School District will be investigated and resolved under 8007.3-AR, as required by Title IX and its implementing regulations ("Title IX sexual harassment"). All other complaints of discrimination, harassment or retaliation, other than Title IX sexual harassment, will be investigated and resolved under 8007.1-AR or 8007.2-AR. The District will work to address and remedy any violations of this regulation that prevent individuals from equal access to an education and to the workplace.

Compliance Officer and Title IX Coordinator The Executive Director of Human Resources and Executive Director of Student Achievement, whose telephone number is 313-591-3817 and whose email address is bkilgo@hamtramckschools.org, is the School District's Title IX Coordinator for purposes of reports made under 8007.3-AR and the School District's Compliance Officer when addressing other reports made under this Administrative Regulation.

Days As used in 8007.1-AR through 8007.3-AR, the word "days" means school days during the school year when school is in session and business days during the summer break.

8007.1-AR Discrimination and Harassment (Non-Title IX) – Students

Generally Any person who believes that a student has been subjected to discrimination or harassment (or retaliated against for opposing discrimination or harassment) should report it to the School District's Compliance Officer. That report will be resolved through the informal or formal procedures described in this Administrative Regulation.

Definitions for 8007.1-AR

"Complainant" means the student who is reported to have been discriminated against or harassed based on a legally protected characteristic. Complaints of Title IX sexual harassment will be addressed under 8007.3-AR.

"Respondent" means the person who is reported to have discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means unequal treatment based, in whole or part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability, or other legally protected characteristic, which adversely effects Complainant's educational opportunities or participation in the School District's educational program or activities.

"Harassment" means behavior based, in whole or in part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, disability or other legally protected characteristic, which is sufficiently severe and pervasive that it:

- Affects Complainant's ability to benefit from the School District's educational programs or activities;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
- Otherwise adversely affects Complainant's educational opportunities.

Informal Complaint Resolution Procedure The informal complaint resolution procedure is a less formal option for Complainants who believe they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against District employees or other District-affiliated adults.

Step 1. A student, or any other person, may report discrimination or harassment to any School District employee whose primary responsibility includes student supervision or discipline, including a teacher, counselor, building administrator or central-office administrator, including the Compliance Officer.

If not reported directly to the Compliance Officer, all informal complaints received by School District employees must be reported to the Compliance Officer within two (2) days. The Compliance Officer will either facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant and Respondent, informal resolution may involve, but not be limited to, one or more of the following:

- Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the School District's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

Step 3. The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the process at any time prior to agreeing on a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer in accordance with the Board of Education's records retention and/or Student Records policies.

Formal Complaint Resolution Procedure

Step 1. A student, or any other person, may file a formal complaint of discrimination or harassment with any building-level or central-office administrator, including the Compliance Officer. If not reported directly to the Compliance Officer, all such complaints must be forwarded to the Compliance Officer within two (2) days.

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

- The name of Complainant and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the information in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview and ask Complainant to verify the accuracy of the summary by signing it.

Step 2. Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator) will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent disagree with the proposed action, the Compliance Officer may nevertheless, following consultation with the Superintendent, take whatever actions deemed appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation.

The Compliance Officer will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and/or Investigator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;

- Interviews with other witnesses who may have information relevant to the allegations; and,

- Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent, summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence, including whether the complaint should be substantiated based on a preponderance of the evidence ("more likely than not") standard. The recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment and should consider the factors set forth in Section 1310d of the Revised School Code. Disciplinary recommendations may range from counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and recommendation for censure or a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and/ or Investigator's report, the Superintendent will issue a final written decision or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and absent extenuating circumstances, the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Complaint with the Office for Civil Rights Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Cooperation with Law Enforcement Agencies In certain instances, an allegation of discrimination and harassment may be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a Complainant, a person who filed a complaint alleging discrimination or harassment, or a person who participates in an investigation under this Administrative Regulation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

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

8007.2-AR Discrimination and Harassment (Non-Title IX) – Employees

Generally Any employee who believes that they have been subjected to discrimination or harassment not covered by Title IX (or retaliated against for opposing discrimination or harassment) should notify the School District's Compliance Officer and seek resolution of the matter through the informal or formal procedures described below.

Definitions for 8007.2-AR

"Complainant" means the employee who reported that they have been subjected to discrimination or harassment. Complaints of Title IX will be addressed under 8007.3-AR.

"Respondent" means the person who was reported to have discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means taking an adverse employment action against an employee based, in whole or in part, on the employee's race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristic.

"Harassment" means unwelcome physical acts, attempted acts, statements, gestures, jokes, written or graphic material, or other conduct or communications that are both:

- Based on race, color, national origin, religion, sex, marital status, genetic information, age, height, weight, disability or other legally protected characteristics; and

- Sufficiently severe or pervasive to create a hostile working environment.

Harassment may also include sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, where submission to this conduct becomes a condition of any person's continued employment or the basis for employment decisions. To the extent sexual harassment occurs within any educational program or activity of the School District and is covered by Title IX, the matter will be resolved through 8007.3-AR.

Informal Complaint Resolution Procedure The informal complaint resolution procedure is a less formal option for a Complainant who believes they were subjected to discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints alleging sexual violence.

Step 1. The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central-office administrator; or the Compliance Officer.

If not made to the Compliance Officer, all informal complaints must be reported to the Compliance Officer within two (2) days. The Compliance Officer will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.

- Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondent and other individuals.

- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.

Step 3. The Compliance Officer will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant is dissatisfied with the informal complaint resolution process at any point prior to agreeing to a mutual resolution, the Complainant may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and the Title IX Coordinator in accordance with the Board of Education's records retention policy.

Formal Complaint Resolution Procedure

Step 1. Complainant may file a formal complaint with: the building administrator of the building to which they are assigned; the Superintendent or other central-office administrator; or the Compliance Officer. If not filed directly to the Compliance Officer, the person with whom a complaint is filed must report it to the Compliance Officer within two (2) days.

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

- Complainant's name and, if different, the name of the person reporting the allegation;

- The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);

- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,

- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer will ask for the details in an interview. Thereafter, the Compliance Officer will prepare a written summary of the interview, and Complainant will be asked to verify the summary by signing it.

Step 2. Typically, within two (2) days of receiving the formal complaint, the Compliance Officer or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken during the investigation to protect Complainant and Respondent from discrimination or harassment, including, but not limited to, a change of work assignment or schedule for Complainant or Respondent. In making such a determination, the Investigator will consult the parties to assess their reaction to the proposed action. If Complainant or Respondent are unwilling to consent to the proposed change, the Compliance Officer may nevertheless, after consulting with the Superintendent, take whatever actions deemed appropriate for the protection of Complainant, Respondent, and the integrity of the investigation.

The Investigator will inform Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and be provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be informed of the opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer or Investigator will keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within thirty (30) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with any other witnesses;
- Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and/or Investigator will prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and, if applicable, the date any incident was reported to the police. The report will provide recommendations, including whether the complaint should be substantiated based on a preponderance of the evidence ("more likely than not") standard. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to discharge, in the case of an employee; and censure to a complaint to the Governor, in the case of a Board member. The report will be provided to the Superintendent within sixty (60) days after the formal complaint was made, unless there is good reason for the process to take longer.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final written decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final written decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and absent extenuating circumstances, such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Discrimination or Harassment Complaint with State or Federal Agencies An employee alleging discrimination or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303;
TDD: 800-877-8339
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

A complaint may also, or instead, be filed with:

United States Department of Labor
Equal Employment Opportunity Commission
Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

or

State of Michigan
Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies In certain instances, an allegation of discrimination or harassment may also be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Retaliation Retaliation against a person who files a complaint alleging discrimination or harassment, or participates in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records All materials generated as a part of the formal complaint process will be retained in a single location under the control of either the Compliance Officer or the Title IX Coordinator in accordance with the Board of Education's records retention policy.

8007.3-AR Sexual Harassment Under Title IX Employees and Students

Generally This Administrative Regulation sets forth the procedure the School District follows to investigate and resolve complaints of sexual harassment made against School District employees or students within any education program or activity of the School District, as required by Title IX. Administrative Regulations 8007.1-AR and 8007.2-AR apply to discrimination and harassment on other bases.

The School District's Title IX Coordinator is responsible for implementing 8007.3-AR. The Title IX Coordinator will ensure his/her contact information is posted on the School District's website, included in the School District's annual notifications document, and published in every handbook and catalogue distributed to parents and students.

Definitions for 8007.3-AR

"Complainant" means an individual who is reported to have experienced conduct that could constitute sexual harassment under Title IX.

"Respondent" means the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.

"Investigator" means a person the Title IX Coordinator has appointed to investigate allegations of sexual harassment against Respondent.

"Sexual Harassment" means conduct on the basis of sex that falls within one or more of the following categories:

- An employee of the School District conditioning an aid, benefit, or service on Complainant's participation in unwelcome sexual conduct;

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to the School District's education program or activity; or,

- "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

"Supportive Measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the School District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Any supportive measures provided to the complainant or respondent will remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the School District to provide the supportive measures.

Duty to Respond to Known or Reported Sexual Harassment The School District has a duty to respond to allegations of sexual harassment any time a School District employee has notice of sexual harassment or receives a report of alleged sexual harassment. All School District employees are required to promptly report all incidents and/or allegations of sexual harassment to the Title IX Coordinator.

Absent extenuating circumstances, within two (2) days, the Title IX Coordinator will contact Complainant (and/or Complainant's parent/guardian(s), as appropriate) to discuss how to resolve their concerns, including the option and process for filing a formal complaint. The Title IX Coordinator will also discuss the availability of supportive measures, with or without the filing of a formal complaint. The Title IX Coordinator will consider Complainant's wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Complainant's access to the School District's programs or activities without unreasonably burdening Respondent. When the Title IX Coordinator notifies Respondent (and/or Respondent's parent/guardian) of Complainant's allegations, the Title IX Coordinator will also discuss the availability of supportive measures with Respondent and consider Respondent's wishes with respect to supportive measures as well as whether supportive measures are reasonably available and appropriate to restore or preserve Respondent's access to the School District's programs or activities without unreasonably burdening Complainant. The Title IX Coordinator will be responsible for offering and coordinating effective implementation of supportive measures.

Action to remove a student-Respondent from the School District's program or activity prior to a final decision is not a supportive measure. However, the Title IX Coordinator may temporarily remove a student-Respondent from the School District on an emergency basis if, after an individualized risk assessment takes place, the Title IX Coordinator determines that the student-Respondent poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide the student-Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. Any removal of a student-Respondent

with a disability shall also comply with federal law, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

When the Respondent is an employee, the Title IX Coordinator may, after consulting with the School District's chief human resources officer, place the Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

If, as an initial matter, it is clear that the reported sexual harassment is not covered by Title IX because (1) the allegations, even if true, do not rise to the level of sexual harassment; (2) the alleged sexual harassment occurred outside of the School District's program or activities; or (3) the alleged sexual harassment occurred outside of the United States, the Title IX Coordinator will explain how that could impact disposition of a formal complaint as well as how other School District policies, administrative guidelines, or codes of conduct may apply.

Formal Complaint. A Complainant (or parent/guardian of a student-Complainant) may file a formal complaint. The Title IX Coordinator may file a formal complaint even if Complainant declines to do so. The formal complaint will include: the names of Complainant and Respondent, or identifying information if Respondent's name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potential relevant documents, data, and other items; and the signature of the person making the complaint or the Title IX Coordinator.

Response to Formal Complaint and Grievance Procedure.

Generally. The Title IX Coordinator will ensure that, at every step of the Grievance Procedure, the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.

Notice. Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include:

- Information about the School District's grievance procedure, including any informal resolution process;

- Notice of the allegations potentially constituting sexual harassment, including sufficient details and time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known; the conduct allegedly constituting sexual harassment; and the date and location of the alleged incident, if known.

- 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 process.

- Notification that the parties may have an advisor of their choice, who may (but is not required to be) an attorney and who may inspect and review evidence.

- Notification of any provision in the School District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the investigation, the School District decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

Dismissal. The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment under Title IX, even if they are true; did not occur in connection with the School

District's programs and services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in the School District ends; or specific circumstances prevent the School District from gathering sufficient relevant evidence to reach a decision on the formal complaint. The School District's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant or Respondent may appeal the dismissal.

Informal Resolution At any point between the filing of the formal complaint and the decision-maker reaching a determination of responsibility, the parties may voluntarily agree to participate in an informal resolution process. The informal resolution process must be completely voluntary, and may not be initiated until:

- the parties have been provided notice of their rights by delivery of the applicable anti-harassment policy and 8007.3-AR;
- the parties have been informed of the consequences of informal resolution, including that it may preclude the resumption of a formal complaint investigation arising from the same allegations and that records may be maintained and shared; and
- the parties have voluntarily consented to informal resolution, in writing.

Any informal resolution process will be completed within fifteen (15) days of the parties' agreement to participate, absent good cause or written agreement of the parties and the Title IX Coordinator to extend the timeline.

Investigation The Title IX Coordinator or designee (the Investigator) will investigate a formal complaint. The burden of undertaking and completing the investigation rests on the School District. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

Within five (5) days after the Investigator provides Respondent with notice of the formal complaint, Respondent may file a written response. The Investigator will provide a copy of any written response to the Complainant. Regardless of whether Respondent files a written response, the Investigator will undertake an investigation that will include, but not be limited to:

- interviewing Complainant and Respondent, unless they refuse to be interviewed or fail to timely respond to the Investigator's interview request;
- interviewing relevant witnesses and other potentially relevant witnesses who Complainant or Respondent request, unless the witness refuses to be interviewed or fails to timely respond to the Investigator's interview request;
- obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses;
- preparing an investigative report that fairly summarizes the interviews and relevant evidence; and,
- providing the investigative report to the parties simultaneously.

Neither Complainant nor Respondent are required to participate in the investigation process, including interviews. The Investigator will not draw any negative inferences based solely on a Complainant's or

Respondent's lack of participation, but participation is encouraged so that the Investigator has the benefit of hearing the perspective of all parties. The School District will not interfere with the parties' ability to discuss the allegations or gather and present evidence.

Prior to finalizing the investigative report, the Title IX Coordinator or Investigator will send each party and their advisor(s) a copy of all of the evidence directly related to the allegations of sexual harassment in the formal complaint. The parties will have up to ten (10) days to review the evidence and submit a written response, which the Investigator will consider prior to completing the investigation report. Absent good cause, the investigation report will be completed with sixty (60) days. The Title IX Coordinator will, upon completing or receiving the Investigator's Report, simultaneously send a copy to Complainant, Respondent, and their advisors, if any, and allow for a written response.

The Title IX Coordinator will also send a copy of the Investigation Report to the Decision-maker, and notify the parties of their right, within ten (10) days, to: submit relevant written questions that the party wants the Decisionmaker to ask a party or witness; receive answers to any such written relevant questions; and allow for additional, limited follow-up questions from each party. Any questions or evidence about Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they are offered to prove that someone other than Respondent committed the conduct alleged by Complainant; or they concern specific incidents of Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent. If the Decision-maker declines to ask a party or witness a question, the Decision-maker will provide a written explanation to the party who posed the question.

The Title IX Coordinator may permit a delay or extension of the investigative timelines for good cause. If this occurs, the Title IX Coordinator will notify Complainant and Respondent of the delay or extension and reason for it. Separately, if Respondent is a School District employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

Decision. The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review the investigation report and relevant evidence gathered through the investigation process. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Absent extenuating circumstances, the Decision-Maker will issue a decision within ten (10) days of receiving the investigation report and evidence and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations; findings of fact; the application of the applicable anti-harassment policy, this 8007.3-AR, and the School District's Student Code of Conduct to the facts; and a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve equal access to the School District's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education. Remedies may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Appeal. Within five (5) days of the Decision-Maker sending the decision to the parties and any advisors, Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent on one or more of the following bases:

- Procedural irregularity that affected the outcome;

- New evidence being discovered that was not reasonably available at the time of the determination or dismissal; or

- A conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent by the Investigator, Title IX Coordinator or Decision-Maker that affected the outcome of the grievance process.

The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal, and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision as it relates to the permissible bases for appeal. The Superintendent will review the appeal, and after considering the appeal, the decision, and any other relevant evidence or information relevant to the appeal, may either: (1) affirm the decision, in whole or in part, or (2) reverse the decision, in whole or in part. The Superintendent may also remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. Absent extenuating circumstances, the Superintendent will issue the appeal decision within ten (10) days of receiving the appeal or response, if any, and provide his/her decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

Training The Title IX Coordinator will ensure that the Title IX Coordinator, all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of the School District's programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX's "rape-shield" provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the School District's training and training materials are posted on the School District's website.

Confidentiality and Retaliation Except as required or permitted by law, the School District will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither the School District nor any other person may retaliate against an individual who has made a report or formal complaint or participated or refused to participate in an investigation or other proceeding under this Administrative Regulation.

Filing with OCR or EEOC An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education
Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303;
TDD: 800-877-8339
Email: OCR.Denver@ed.gov
Web: http://www.ed.gov/ocr

An employee alleging sexual harassment against another employee or supervisor may also, or instead, file a complaint with:

United States Department of Labor

Equal Employment Opportunity Commission
Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

or

State of Michigan
Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Record Retention The School District will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

8009-AR Digital Communications

Digital communication (including social networking) provides educational and other opportunities for staff and students. There are also potential pitfalls arising from, among other things, the speed, permanence, and perceived anonymity of digital communication. These regulations are intended to help staff and students take advantage of opportunities presented by digital communication in a manner that enhances education, student achievement, and appropriate relationships between staff, students, parents, and the larger community. These regulations are not intended, and should not be interpreted, to limit the legal rights of any person.

Digital Communication Involving Students Digital communication between staff and students should always be professional and of the same content, tone, and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:

- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students (see Policy 2003); communication that violates Board Policy against illegal harassment (see Policy 8007); etc.

- Communication that is false or misleading.

- Communication that attributes the staff member's personal views to others, including the School District, school administration, or other staff members.

- Communication that defames or personally insults staff members or students, or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.

- Communication that defames or personally insults Board members, parents or other community members.

- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.

- Communication that has as its purpose or effect the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

The School District encourages staff to use School District equipment and sites for all digital communication with students. School staff may not communicate with students through personal social media and other similar platforms, like Snapchat, that promptly delete evidence of those communications with students. Use of messaging apps, like Remind, which send general communications and alerts to parents and students are not prohibited.

The School District does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct or interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, the School District reserves the right to report suspected criminal misconduct to police authorities.

Digital Communication Involving Board and Staff Members, Parents, and Others Digital communication between Board and staff members, parents, and other community members or adults should always be professional. This applies to direct communication and to communication to which they reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate communication include, but are not limited to:

- Communication that violates Board Policy, such as: communications that disclose personally identifiable information about students (see Policy 2003); communication that violates Board Policy against illegal harassment (see Policy 8007); etc.

- Communication that is false or misleading.

- Communication that attributes personal views to others, including the School District, school administration, or other staff members.

- Communication that defames or personally insults staff members or students, or otherwise undermines any staff member's ability to fulfill their responsibilities to the School District or its students.

- Communication that defames or personally insults Board members, parents, or community members and is not otherwise protected by law.

Personal Digital Social Networking The School District does not have the inclination, resources, or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students and, to the extent their personal social networking is "public" or includes members of the school community, such staff members may be subject to greater scrutiny. Furthermore, their communications and behavior may adversely impact their ability (or the ability of the School District or their colleagues) to carry out their responsibility of educating students in a safe and supportive educational environment. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications disrupt the educational environment or adversely affects or undermine the staff member's ability to perform their jobs.

Social Media Authorizations

The Superintendent designates the School District's Director of Technology to review the Board Policy governing Digital Communications and these administrative regulations at least annually. The Director of Technology will maintain and update a list of designated District Social Media accounts. School District social media accounts must be named after school buildings, facilities, or departments and maintained by School District administrators or communications department staff.