

## Section 1000 – Board Bylaws

The Board recognizes and celebrates the diversity of our scholar population, and, thus, is committed to ensuring all scholars receive an inclusive and equitable educational experience. The Board will remove barriers for scholars by providing access, opportunities, and resources. Furthermore, the Board will create and monitor the implementation of policies that will ensure equitable outcomes in the following areas, including, but not limited to, budget, curriculum, human resources, professional learning, and extracurricular activities.

To achieve these goals, the Superintendent will implement the following:

- Review practices, procedures, and programs to assure that they are unbiased and nondiscriminatory and use all available data, disaggregated by race, ethnicity, language, ability, gender identity, gender expression, sexual orientation, socioeconomic background, and mobility to inform all District decision making;
- Gather feedback from scholars, families, and staff in order to create and nurture an inclusive, accepting, and belonging environment;
- Differentiate resource allocation to ensure equitable access to efficacious staff and high-quality curriculum, facilities, and support services;
- Identify and implement culturally responsive instructional materials, assessments, and pedagogies and will mitigate, modify, or eliminate those which are culturally-biased to ensure equitable outcomes;
- Recruit, hire, develop, and retain high quality personnel that reflect scholar demographics at all organizational levels;
- Train and support personnel at all organizational levels to engage in culturally responsive practices and delivery of service;
- Ensure staff participate in diversity, equity, and inclusion training and courses;
- Incorporate the voice and participation of scholars, families, and communities served in decision making;
- Adopt and review an annual budget that provides for the equitable allocation of finances across the district;

- Review its purchasing practices to eliminate barriers to participation and ensure that business owned by traditionally underrepresented persons are equitably included;
- Provide resources, training, and oversight necessary so that District- and building-level equity audits are completed; and
- Provide the Board with an annual report detailing progress on the items listed in this policy.

Approved: March 1, 2021

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 1000 – Board Bylaws**

### Generally

All rules, regulations, or procedures (collectively, “rules”) developed pursuant to Board policies will conform to the intent of the policies. The Board will not approve or adopt rules except when the Superintendent or legal counsel believe formal adoption is necessary or desirable because of potential litigation, public attitudes, or possible scholar or staff reaction. The Superintendent has the authority to develop and implement all necessary rules authorized by Board policy or state statute. All rules will be published on the District’s website. Particular rules will be provided to the applicable staff in a manner determined by the Superintendent. Applicable rules will be provided to scholars through the Student Handbook. The Superintendent will keep the Board informed of any rules developed to implement Board policy and will periodically present them to the Board for review. The Board may veto any rule when, in the judgment of the Board, they are inconsistent with Board policy or intent.

Rules may be issued by the Superintendent directly without adoption of Board policy.

### Staff, Community, and Scholar Involvement

In the development of rules, the Superintendent may include representatives of staff, the community, or scholars who will be affected by such provisions.

The Superintendent will carefully consider the advice given by employees, community members, and scholars, especially those given by groups designated to represent large segments of the respective populations. In addition and when applicable, the Superintendent will inform the Board of such counsel in presenting reports of administrative action and recommendations for Board action.

### Administration in Policy Absence

In cases of an emergency in which action must be taken within the District, where the Board has provided no guides for administrative action, the Superintendent will have the power to act, but their decisions will be subject to review by the Board at the next Board meeting. The Superintendent will inform the Board promptly of such action and of any need for policy.

Approved: June 29, 2009

Revised: August 21, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.11a

## **Section 2000 – General School Administration**

2000    Delegation of Authority

2000

Whenever the words “Superintendent,” “Assistant Superintendent,” “Executive Director,” “Director,” or “Principal” appear in these policies and rules, the words “or designated representative” shall be assumed to follow. The delegation of authority of administrative actions does not relieve the Superintendent or other administrators of the responsibility of the actions of their designated representatives.

Approved:

Revised:        July 29, 2024

Adopted:       July 29, 2024

## **Section 2000- General School Administration**

2100 School Superintendent

2100

### Generally

The Superintendent is the chief administrative head of the District and will have, under the direction of the Board, general supervision of all of the public schools and of all the personnel and various personnel departments of the District. The Superintendent is responsible for the management of the schools under Board policies and is accountable to the Board.

The Superintendent may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.

### Essential Duties

The essential duties and responsibilities of the Superintendent are to:

- Attend all meetings of the Board, unless excused by the Board President , and keep the Board continually informed on the progress and condition of the schools;
- Carry out policies and rules of the Board;
- Initiate matters of educational policy and to make definite recommendations thereon;
- Recommend the number and types of positions required to provide proper personnel for the operation of education programs;
- Nominate for appointment, assignment, transfer, or termination and to define the duties of all personnel, subject to approval of the Board; and
- Suspend a teacher or administrator for cause.

### General Duties

The general duties of the Superintendent are to:

- Administer the development and maintenance of a positive educational program designed to meet the needs of the community, to keep abreast of the best educational developments and to advise regarding changes in programs;

- Supervise the preparation of the annual budget and to recommend it to the Board for consideration;
- Advise and recommend in matters of business administration, to approve all proper requests for equipment and supplies, and to point out possible economies and to supervise activities of the District;
- Conduct a continuous study of the development and needs of the schools and to keep the public adequately informed concerning their findings;
- Supervise and direct the work of all District staff;
- Classify and control the promotion of scholars;
- Recommend to the Board the best methods of arranging the courses of study;
- Recommend to the Board the proper textbooks to be used;
- Make written reports to the Board as identified in policy;
- Make written reports to the state as required by law;
- Assist the Board in matters pertaining to the general welfare of the District;
- By agreement with the Board, undertake, for remuneration, consultative work, speaking engagements, writing, lecturing, membership, and office in educational organizations;
- Accept all employee resignations on behalf of the District. Upon acceptance, resignations will be irrevocable. The Superintendent will inform the Board of any resignations on a monthly basis;
- Evaluate all administrative personnel in writing annually;
- Review all handbooks prior to publication to ensure that the contents conform completely to Board policy and current law; and
- Perform other duties and discharge other responsibilities as the Board might direct that are pertinent and appropriate to the operation of the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.653; 380.654; 380.1229; 380.1246

## Section 2000 – General School Administration

2560 Consultants

2560

The Superintendent will encourage the use of professional consultants and other resource persons when such consultative services will be helpful in the improvement of the educational program in the District. All consultant services will be based on a written contract. The Superintendent will engage in a rigorous process for selecting consultants that prioritizes District outcomes.

Consultants will exercise no administrative authority over the work of employees, but will act only as advisors in those fields in which they are qualified to offer assistance and for which they are contracted.

See also Board Policy 5420 *Nepotism* and Board Policy 3610 *Purchasing Goods and Services*

Approved: June 29, 2009

Revised: December 4, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.11a



## **Section 2000 – General School Administration**

2700 Policy Implementation

2700

The Superintendent will ensure administrative staff will carry out and enforce all policies duly adopted by the Board and all regulations of state authorities.

Failure of any administrative employee to implement the policies of the Board may result in suspension, demotion, probation, or other action in accordance with procedures set forth in these policies and rules.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 2000 – General School Administration**

2790 School Safety Information Policy Implementation

2790

The Superintendent is hereby designated as the official District Contact Person for receiving information from law enforcement<sup>1</sup>, prosecutors, and courts relative to any matters concerning school crime and violence in the District. The Superintendent will keep a file of all incident reports or law enforcement records in accordance with law and the Statewide School Safety Information Policy.

### Incidents to be Reported

Reportable incidents for purposes of this policy are those as listed in the "Index of Reportable Incidents" as found in the School Safety Response Guide published in the Statewide School Safety Policy. Incidents reported involving District scholars will be reviewed under the District's Scholar Code of Conduct relative to possible disciplinary consequences up to and including expulsion.

### Michigan Statewide Unsafe School Choice Policy

The Superintendent will comply with the Michigan Statewide Unsafe School Choice Policy for schools that receive funds under the No Child Left Behind Act of 2001 (NCLB of 2001). All reports mandated by the state policy will be distributed to the Board before being forwarded to the ISD and/or the state. The Superintendent may enact rules to implement compliance with the state policy.

Should any school receiving funds under NCLB of 2001 be designated, "persistently dangerous," as defined by the state policy, the required "corrective action plan," will be prepared and presented by the Superintendent to the Board for review and approval. The Superintendent will also ensure that the transfer and notice requirements found in the state policies are implemented, and that the Board is kept informed of any transfers that are made.

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<sup>1</sup> For the purposes of this policy, "law enforcement" means a regularly employed member of a police force of a city, county, township or village, the Michigan State Police, or a Michigan Indian tribal police force, who is responsible for the prevention and detection of crime and the enforcement of the general criminal laws of this state.

A copy of the current Statewide Unsafe School Choice Policy will be provided to each member of the Board, and a copy of the current policy will be available in the District office.

Community Meetings

Superintendent will set appropriate meetings with representatives of the community regarding the implementation of the Statewide School Safety Information Policy and call an annual meeting to review the effectiveness and review the procedures developed within this District's local School Safety Information Policy. Results of those meetings will be shared with the Board annually.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1308; NCLB

## Section 2000 – General School Administration

2810 Freedom of Information Act

2810

All persons are entitled to full and complete information regarding governmental decision-making, consistent with the Michigan Freedom of Information Act (the “FOIA” or the “Act”). All officers, employees, and agents of the GRPS will protect public records from loss, unauthorized alteration, mutilation, or destruction.

For purpose of this Policy, a “public record” means: a writing prepared, owned, used, in the possession of, or retained by GRPS in the performance of an official function, from the time it is created. Public record does not include computer software.

The Superintendent will designate the “FOIA Coordinator” with the authority and responsibilities stated in the Act and this policy and accompanying rules. The FOIA Coordinator will be responsible to accept and process all written requests for public records under the Act and for approving a denial under Section 5 of the Act (MCL 15.235).

The Superintendent will establish and publish rules for public inspection and copying of records in accordance with the Act. The rules regarding time frames, appeals, and fees do not apply to public records prepared for or disclosed pursuant to another act or statute (i.e., requests for medical records made pursuant to the Public Health Code, or requests made pursuant to the Public Employment Relations Act or the Bullard-Plawecki Employee Right to Know Act, etc.).

Approved: June 29, 2009

Amended: June 22, 2015

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.231, *et seq.*

## **Section 3000 – Fiscal Management**

3100 Annual Operating Budget

3100

The Superintendent is responsible for: (1) planning and presenting to the Board the District's budget; (2) implementing the budget; and (3) at least quarterly, providing the Board with financial reports which include all fund balances. The budget will represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. It is the goal of the Board to adhere to all State of Michigan and local government requirements in adopting the operating budget. The budget will be based on GAAP and GASB pronouncements as applicable.

### Hearings and Reviews

The Board shall conduct budget hearings according to state law.

### Implementation

The budget will be amended as changes occur during the fiscal year and filed with appropriate agencies, as required.

### Safeguarding Money and Assets

The Superintendent is responsible to see that administrative regulations are established and carried out so that all money and other assets within all of the District's facilities are deposited, safeguarded, and accounted for in an efficient manner at all times.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 141.411; 141.421a-440a; 211.209-210; 380.1213-1214; 380.1216;  
380.1218; 388.1702

## Section 3000 – Fiscal Management

### 3200 Local, State and Federal Funding Proposals and Applications

3200

The Superintendent will assume the responsibility for keeping the Board informed of any revenue sources that could enhance the educational program or operation of the District and for which the District may be eligible and make recommendations to the Board for action. The Superintendent will seek and consider as many sources of revenue as possible to supplement the funds received from local taxes and state aid.

#### Grant Procurements and Awards

1. Grant Procurements:

The Superintendent may seek opportunities for non-formula-based grant applications. Applications will align with the District's Strategic Plan and Academic Plan and will not conflict with Board policies. The Superintendent has the authority to apply for a grant without prior approval of the Board.

2. Grant Awards:

The Superintendent is responsible for ensuring all administration notify the Board Finance Committee of grant and other awards. The Finance Committee will recommend approval to the full Board.

Approved: June 29, 2009

Revised: October 15, 2012

January 5, 2015

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 3.541; 3.542; 388.801; 380.1210

## **Section 3000 – Fiscal Management**

### 3280 Borrowing and Debt Service

3280

#### Debt Service

It is the responsibility of the Superintendent to maintain all records of outstanding bonds and debts encumbered against the District. The Superintendent will keep this information readily available and report periodically to the Board on the condition of these accounts.

#### Sale of Bonds

The Board, in compliance with the laws of the state of Michigan, may borrow money and issue bonds on behalf of the District. Bonds will be advertised, prepared, and sold in conformance with Michigan law.

Approved: June 29, 2009

Revised: December 3, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 3000 – Fiscal Management**

3340 Fees, Payments, and Rentals (Cf. 9250)

3340

Proceeds from fees for building or equipment use or rental will be credited to a fund specified by the Board.

### Rental and Leasing of District Property

The Superintendent may authorize the rental or lease of District property not currently in use. The rental or lease of real property for a term of longer than three (3) years must be brought to the Board for approval.

### Gate Receipts and Admissions

School events where admission fees are charged are a part of the District's educational program; therefore, such fees are also a part of the District's budgeting process. Thus, the Superintendent is given the responsibility to set such fees. The level of the fee will be set taking into consideration those factors that are a part of the appropriate school budget.

### Income and Payments from Sales and Service

Jobs or projects may be undertaken by scholars for private individuals or community groups. The facilities of the District may be used for such activities. All receipts will be deposited in the appropriate fund and may be used as a reimbursement for materials and/or to purchase additional supplies and cover expenses of a department.

### Non-Sufficient Fund Checks

In the event the District should receive a check for any purpose that is returned due to non-sufficient funds (NSF) the District will assess a fee to the issuer of the check to cover the administrative and clerical costs of dealing with the matter. The Superintendent will develop and enforce procedures regarding collection of NSF fees.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.111a; 380.1141



## Section 3000 – Fiscal Management

### 3405 Electronic Transaction of Funds

3405

The District, through resolution of the Board, will be a party to an Automated Clearing House<sup>2</sup> (ACH) arrangement.<sup>3</sup> The Superintendent is responsible for the District’s ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with this policy.<sup>4</sup>

#### Internal Accounting

The Superintendent is responsible for development and maintenance of appropriate accounting controls to monitor the use of ACH transactions<sup>5</sup> made by the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 124.301-124.305

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<sup>2</sup> “Automated clearing house” or “ACH” - a national and governmental organization that has authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system (MCL 124.301(d)).

<sup>3</sup> ACH arrangement – the agreement between the originator of the ACH transaction and the receiver of an ACH transaction (MCL 124.301(a)). Under Act 738 of 2002, MCL 124.301, an ACH arrangement is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101, or to provisions of law or charter concerning the issuance of debt by a local unit.

<sup>4</sup> ACH policy – the procedures and internal controls as determined under this written policy developed and adopted by the Superintendent (MCL 124.301(b)).

<sup>5</sup> ACH transaction – an electronic payment, debit, or credit transfer processed through an automated clearinghouse (MCL 124.301(c)).

## **Section 3000 – Fiscal Management**

3500 Audits (Cf. 3520)

3500

The accounting records of the District will be audited annually by an independent certified public accountant in accordance with prescribed standards and legal requirements.

The audit report will be reviewed and approved annually by the Board at a public meeting. The management letter and recommendations of the auditor will be provided to the Board, along with recommendations of the Superintendent as to the feasibility of implementing the recommendations. The Superintendent is responsible for filing the audit reports with all appropriate authorities as prescribed by law or regulation.

The auditing firms selected to conduct the annual audit will be recommended by the Superintendent and approved by the Board. The auditing firm may be selected based on a proposal basis. All District employees must cooperate fully with the auditors.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 388.1618

## **Section 3000 – Fiscal Management**

3520 Fraud Prevention and Investigation (Cf. 3490, 3500, 5203, 8700)

3520

The Board expects all employees, Board members, consultants, vendors, contractors, parent/guardian groups and other parties maintaining any business relationship with the District to act with integrity, due diligence, and in accordance with all laws in their duties involving the District's fiscal resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The Superintendent is responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District. Every District employee must be alert for any indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

Any employee who suspects fraud, impropriety, or irregularity must report their suspicions immediately to their direct supervisor and/or the Superintendent. The Superintendent has the primary responsibility for any necessary investigations and will coordinate investigative efforts with the District's legal counsel, auditing firm, and other internal or external departments and agencies, including the Kent County Prosecutor's Office and law enforcement officials, as the Superintendent may deem appropriate.

In the event the concern or complaint involves the Superintendent, the concern must be brought to the attention of the Board President who is required to contact the District's legal counsel, auditing firm, and any other agency to investigate the concern or complaint.

The Superintendent may elect to employ the District's auditing firm to conduct a partial forensic/internal control/SAS99 audit if deemed necessary. The Superintendent is authorized to order a complete forensic audit if, in their judgment, such an audit would be useful and beneficial to the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 14.141-145; 15.361-369; 141.421-440a; 141.2101-141.2821; 380.1202; 380.1215; 380.1216; 380.1363; 388.1618

## Section 3000 – Fiscal Management

### 3610 Purchasing

3610

The Board will approve the purchase of goods and services, property leases, and inter-agency agreements when the initial order, contract, or agreement exceeds the then-current competitive bidding threshold published annually by the Michigan Department of Education. The Superintendent will authorize the purchase, lease, or agreement that is equal to or less than the then-current competitive bidding threshold. The Director of Purchasing is the sole purchasing agent for the District.

#### Purchasing From District Employees and Board Members

##### 1. Employees:

The District will not purchase goods and/or materials directly from an employee or where an employee has an interest in any of the following:

- a. Any firm, partnership, or other unincorporated association, of which the employee is a partner, member, or employee.
- b. Any private corporation in which the employee is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on a stock exchange, or stock with a present market value in excess of \$25,000 if the stock is listed on the stock exchange.
- c. Any corporation where the employee is a director, officer, or employee.
- d. Any trust of which the employee is a beneficiary or trustee

The District may purchase specialized services from employees in an amount less than \$500 upon approval of the Superintendent.

##### 2. Board Members:

The District will not purchase goods, materials, supplies, or services from a member of the Board, from a Board member's family member, or from a Board member's household, except as outlined in Board Policy 1900.

### Purchases for Personal Use

Board members and employees will not authorize or make any purchase through the District for personal use. The name of the District, school, or an employee's position must not be used to gain personal discounts or cost preferences. The District will not purchase equipment or supplies for resale to employees.

### Emergency Purchases

The requirements of this policy and Policy 3660, *Bids and Quotation Requirements*, may be suspended if an emergency is declared by the Superintendent or the Chief of Staff. Such emergencies may arise because of accidents or other unforeseen occurrences that could affect the life, health, welfare, or safety of the District's scholars or employees.

When the cost of the emergency purchase exceeds the then-current competitive bidding threshold, telephone or electronic communication with members of the Finance Committee of the Board will be made as soon as possible after the emergency is declared, and written notice will be given to the members of the Board at the next scheduled Board meeting.

Refer also to Board Policy 1900 – *Contracts and Board Member Disclosure Information* and Board Policy 4005 – *Employee Conflict of Interest – Purchases*

Approved: June 29, 2009

Revised: April 10, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.321-330; 380.1216; 380.1274

## **Section 3000 – Fiscal Management**

3660 Bids, Quotations, and Local Preference (Cf. 4760)

3660

The Superintendent will develop and maintain lists of potential bidders for various types of materials, equipment, and supplies. These bid lists will be used for the distribution of specifications and invitations to bid. Any supplier may be included in the list upon written request. The Superintendent will review all bid lists annually or as needed.

### Written Quotations

The District will not purchase supplies, materials, or equipment in a single transaction costing between the federal micro-purchase threshold and the competitive bid threshold established by the state of Michigan without obtaining written quotations from a minimum of three vendors.

### Competitive Bids and Cooperative Purchases

The District will not purchase supplies, materials, or equipment in a single transaction exceeding the then-current competitive bidding threshold unless competitive bids are obtained and approved by the Board.

The Superintendent is authorized to consider and recommend for Board approval membership in cooperative purchasing organizations that would benefit the District.

Cooperative purchasing also pertains to what is commonly referred to as “third party bids.” Third party bidding will constitute a competitive bid for purposes of this Policy.

### Bid Specifications

All bid specifications will be clear, concise, and include the following: required performance, surety, bid, statutory bond information, sworn statement of familial relationship, Iranian Business Relationship Affidavit, the debarment and suspension certification, compliance with preferential bid laws, financial statements, the District’s right to reject any or all bids, compliance with all federal, state and local laws, ordinances and regulations, and the date, time, and place for the opening of bids.

The Board, upon recommendation of the Superintendent, reserves the following rights:

- To accept or reject all bid proposals in whole or in part;
- To waive minor irregularities;
- To award a contract to other than the lowest bidder; and
- To award contracts to one or more vendors.

The Purchasing Office will retain all bids and supporting documentation in accordance with State of Michigan guidelines for record retention.

#### Minority and Women Businesses

Pursuant to federal law with respect to the use of federal funds, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

#### Local Purchasing Preference

The District provides a 5% preference (bid discount) in the purchasing of school equipment and supplies from local vendors, providing the quality and service are commensurate with the bid requirements. Bids, or proposals when bids are not required, will be accepted from non-local vendors in order to maintain a fair market price.

In determining the qualification for a Local Purchasing Preference for purposes of this policy, vendors must:

- Have obtained the Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management and Budget and have its primary business operations located within the municipal boundaries of the City of Grand Rapids, Michigan for at least the last six months; or
- Be certified by the City of Grand Rapids as a Micro-Local Business Enterprise and have its primary business operations within the municipal boundaries of the City of Grand Rapids.

A successful recipient of a contract and/or purchase order which has received a Local Purchasing Preference may be required to present proof of its status as a Michigan Based Business and documentation of its location within the City of Grand Rapids at any time upon request from an authorized District official. Failure to provide the requested information or failure to maintain

business operations with the City of Grand Rapids for the duration of the contract will make the contract voidable at the District's discretion and will result in disqualification from future consideration of a Local Purchasing Preference for a period of two years unless excused by the Superintendent.

#### Local Construction Contracting Preference

The District provides a preference (bid discount) in construction contracts from local vendors, providing the quality and service are commensurate with the requirements set forth by the District as to satisfy the demands of the bid or proposal. Bids, or proposals when bids are not required, will be accepted from non-local vendors in order to maintain a fair market price.

In determining the qualification for a Local Construction Contracting Preference for purposes of this policy, vendors must:

- Have obtained the Certification of a Michigan Based Business as determined by the Michigan Department of Technology, Management and Budget and have its primary business operations located within the municipal boundaries of the City of Grand Rapids, Michigan for at least the last six months; or
- Be certified by the City of Grand Rapids, as a Micro-Local Business Enterprise and have its primary business operations within the municipal boundaries of the City of Grand Rapids.

A successful recipient of a contract which has received a Local Construction Contracting Preference may be required to present proof of its status as a Michigan Based Business and documentation of its location within the City of Grand Rapids at any time upon request from an authorized District official. Failure to provide the requested information or failure to maintain business operations with the City of Grand Rapids for the duration of the contract will make the contract voidable at the District's discretion and will result in disqualification from future consideration of a Local Construction Contracting Preference for a period of two years unless excused by the Superintendent or Designee. Preference will be provided on the following basis:

- Contractor Participation: The District will provide up to a 5% bid discount to prime contractors and/or construction managers who satisfy the criteria for consideration as a Local Vendor.



- Subcontractor Participation: Construction bids for non-local vendors may be discounted when a bidder on a Grand Rapids Public Schools' project voluntarily subcontracts with businesses meeting Local Vendor Criteria. Prime contractors and/or construction managers must submit affidavit(s) verifying Local Vendor subcontractor participation.

Prime contractors and/or construction managers must require Local Vendor certification documentation to be submitted by each subcontract bidder with their sealed bid. The District, at its discretion, may request additional documentation to verify the qualification of any Local Vendor subcontractor participating in a construction project.

- The following is a schedule of discounted percentages based upon Local Vendor subcontractor participation achieved by the prime contractor:

<u>LBE Subcontractor Participation</u>	<u>Discount Percentage</u>
i. 1.0% - 2.5%	1.0%
ii. 2.51% - 5.0%	1.5%
iii. 5.01% - 7.5%	2.0%
iv. 7.51% - 10.0%	2.5%
v. 10.01% - 15.0%	3.0%
vi. 15.01% - 18.0%	4.0%
vii. 18.01% +	5.0%

Prime contractors and/or construction managers may not terminate an approved Local Vendor subcontractor working on a District construction project, and then perform the work on the terminated subcontract with its own forces or those of another subcontractor, without prior written consent by the District Executive Director of Facilities and Operations Management. If a Local Vendor subcontractor fails to complete its work on the contract for any reason, a prime contractor/construction manager must notify the District's Executive Director of Facilities and Operations Management and make good faith efforts to find another approved Local Vendor subcontractor to substitute for the original Local Vendor subcontractor. Utilizing good faith efforts, and to the extent reasonable, the prime contractor/construction manager will substitute an

approved Local Vendor subcontractor to perform the same amount of work under the contract as the Local Vendor subcontractor that was terminated.

- a. Joint Venture Bidding: As an incentive to contractors engaging in activities that stimulate the growth and development of local, small emerging businesses as partners bidding as a joint venture, the District will apply up to a 5% bid discount for partnering with a qualified Local Vendor.
- b. The Bid Discounts outlined above may not exceed 5% or \$25,000 per bid, whichever is lower. Project bids from prime contractors and/or construction managers are considered a single bid for purposes of the Bid Discount consideration.

The local preference shall not be applied to purchases of goods and services made with federal funds.

An annual review of the impact of the minority, women, and local preference provisions of this policy will be undertaken by the Superintendent. The Superintendent will create administrative rules to implement this policy.

Refer also to Board Policy 3610, *Purchasing Goods and Services*, Board Policy 1900, *Contracts and Board Member Disclosure Information* and Board Policy 4005, *Employee Conflict of Interest – Purchases*.

Approved: June 29, 2009

Revised: April 10, 2017

June 18, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1267; 380.1274, 2 CFR 200.67, 2 CFR Part 200, Section 200.321

## Section 3000 – Fiscal Management

### 3700 Medicaid or Insurance Billing

3700

The District seeks to provide mental health services for scholars. The Superintendent will make every effort to determine if mental services provided to scholars are eligible for Medicaid reimbursement or other insurance plans.

If the District uses third party entities to bill insurance plans, it will ensure that scholars are not denied services based on their inability to pay and the District will not charge uninsured scholars.

The revenue generated from billing Medicaid or other insurance plans must be used for mental health services operations and programming.

When billing for scholar mental health services, the District will make every reasonable effort to maintain the confidentiality of scholar (patient) information and records. Scholar medical information shall be stored and secured in accordance with requirements of the Health Insurance Portability and Accountability Act (HIPAA).

Approved: May 17, 2021

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Health Insurance Portability and Accountability Act (HIPAA)

## **Section 3000 – Fiscal Management**

3800 Fundraising by Employees and Scholars

3800

### Fundraising by Employees / Crowdfunding Services

Employees may raise funds, including utilizing online solicitations and/or crowdfunding services for school related purposes according to rules created by the Superintendent. Crowdfunding service means a web-service used for the solicitation of goods, services, and/or money from a large number of people via the internet. Some common platforms include, but are not limited to: Go Fund Me, Kickstarter and Donors Choose. All property and proceeds received as a result of online fundraising or solicitation via a crowdfunding service become the property of the Board.

### Fundraising by Scholars

It is the responsibility of the Board to provide the necessary basic texts, materials, supplies, equipment, buildings, and facilities to conduct the approved, basic educational programs of the District. Co-curricular and school-sponsored extra-curricular programs of the District such as athletic programs, school-sponsored scholar clubs, and curriculum- related field trips or excursions may require financial support beyond the District's capacity to provide. Therefore, scholars are allowed to raise funds for certain school related activities with the approval of the Principal and/or the Executive Director or the Superintendent.

This policy does not apply to those regular school programs such as athletics, dramatics or musical concerts, etc., where scholars might sell tickets for an activity in which they are taking part. Elementary scholars will not be asked to sell tickets for middle school or senior high school activities.

If a fundraising project is conducted to sponsor a specific purchase, activity, or trip, the purchase or trip must be approved by the Principal or Supervisor prior to initiation of the fundraising effort. This shall apply to school-related groups as well as to school- community organizations.

Approved: June 29, 2009

Revised: December 3, 2018

Revised: July 29, 2024  
Adopted: July 29, 2024

LEGAL REF: *Gaincott v Davis*, 281 Mich 515; 275 NW 229 (1937); *Cook v Bennett*, 94 Mich App 93; 288 NW2d 609 (1979); Title IX (34 C.F.R. § 106.3(6)); *Title IX Athletics Investigator's Manual*, Office of Civil Rights.

## **Section 3000: Fiscal Management**

### 3950 Surplus Land or Buildings

3950

The Board will provide maximum use of its real properties. The Superintendent will maintain and periodically review a real property inventory containing current use records of all District property and specifically identifying property that is underused or no longer needed for District programs. The Superintendent will recommend sale, lease, or disposition procedures for underused or unneeded real property.

The sale or disposal of District land or buildings requires Board authorization. The Board will determine the method and procedure of disposal.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.11a

## Section 4000 – Business Management

### 4005 Employee Conflict of Interest - Purchases

4005

Employees will not have a direct financial interest in District purchases or benefit directly from any financial transaction with the District, except for specialized services in an amount less than \$500 upon approval of the Superintendent.

Purchases of or use of District property, materials, or personnel by employees will be in accordance with good business practices and within the framework of applicable laws, regulations, and Board policies.

The Superintendent, their cabinet, and any other administrator deemed by the Superintendent to be in a position to influence the purchase of any goods or services will annually, or as changes occur, sign and file a conflict of interest disclosure document.

Refer also to Board Policy 3610 – *Purchasing Goods and Services*

Approved: June 29, 2009

Revised: April 10, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.322-323

## **Section 4000 – Business Management**

### 4010 Buildings and Grounds Management

4010

#### Maintenance Plan

The Superintendent will develop a comprehensive program to ensure proper maintenance of all District-owned real property. All buildings and surrounding property will be maintained and inspected by the Superintendent on an on-going basis.

All records pertaining to District-wide maintenance costs shall be filed in the central office. To the extent possible, a cost analysis of existing and proposed maintenance program will be developed by the Superintendent.

#### Facilities Development Goals

The Board will endeavor to provide the best facilities possible within financial resources available to meet the educational needs of the District's scholars and to satisfy long-term sustainability goals of the community at large. Such efforts will not only encompass new construction and expansion when deemed necessary, but also renovation and remodeling of existing facilities to serve specific educational needs of specific groups of scholars. It is also necessary, in declining enrollment periods, to determine how facilities may be used and/or the interim use of facilities not needed at a given time.

The Board and the Superintendent will, at all times, keep in mind the future building needs of the District and give due consideration to the acquisition of school sites well in advance of need. Decisions pertaining to the acquisition, planning, construction, renovation, and elimination of educational facilities will be made only after sufficient attempts have been made to consider the viewpoints and needs of scholars, staff, parent(s)/guardian(s), and taxpayers.

In determining facility needs and/or elimination of facilities, priority will be given to plans that benefit the largest number of scholars in the District and take into consideration important matters such as safety, equal opportunity for scholars enrolled, and the economic implications to the District. A facilities use report shall be presented to the Board annually (may be in conjunction with the annual energy report).

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024



## Section 4000 – Business Management

### 4015 Insurance Program

4015

The Board will carry insurance on all District property. Such insurance will be obtained from companies licensed to do business in Michigan. The status of the insurance program in its entirety will be reviewed periodically by the Superintendent with specific reference to adequacy of coverage, placement of insurance, and services provided by insurance agents, their representatives, associates, or companies. Any recommended changes or improvements will be brought to Board for action.

Except in unusual circumstances, all insurance will be purchased based on bids, taking into consideration cost, service, potential dividends, and any other factors that may be of benefit to the District.

The Superintendent is responsible to develop specifications for all forms of insurance and make recommendations to the Board.

#### Liability Insurance

Liability insurance will be provided to cover Board members and members of the administrative staff in performance of duties relating to District business and operation.

#### Worker's Compensation

Worker's Compensation insurance will be carried for all employees as provided by law.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1269; 380.1332; 691.1405-1409

## **Section 4000 – Business Management**

4040 Safety (Cf. 8590)

4040

The Board and its staff will make every effort to provide a safe environment for scholars to study and play and for all employees to fulfill their employment duties and responsibilities. The Superintendent will develop safety rules and practices. Annually, these rules will be reviewed with all employees and scholars.

### Emergency Closings

The Superintendent is authorized to close the schools in case of inclement weather or other emergency which makes it unsafe for scholars to attend school. The Superintendent may delay the opening of school in cases of fog or ice until such hour as it is anticipated conditions are safe for transportation. The Superintendent will develop a process to make appropriate information available on which to base the decision.

### Emergency Drills

Each building housing scholars will comply fully with all laws regarding required fire drills, tornado drills, and lockdown drills. The Superintendent shall report to the Board concerning the nature of legally required “lockdown” drills consistent with MCL 29.19(5). There will be coordination with local emergency management, fire, and/or police officials in the conduct of “lockdown” drills.

### Warning Systems

The Board seeks to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the District.

### Safety Inspections

The Superintendent will inspect each attendance center, playgrounds, and playground equipment, boilers, bleachers, and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects.

### Toxic Hazards and Asbestos

The Superintendent will appoint a District employee to serve as the designated person who to carry out the requirements of the Asbestos Hazard Emergency Response Act (AHERA), the Michigan Occupational Safety and Health Act, and the Michigan Right-To-Know Rules and Regulations.

The Superintendent's appointee may develop and implement the District's approved asbestos management plan and will develop a specific job description, which will ensure proper compliance with federal and state laws and the appropriate instruction and in-service of staff and scholars.

The Board will, through either a separate contract, a sub clause to an existing contract, or as a part of a negotiated master contract, defend, hold harmless, and indemnify current and former District employees who have been assigned the responsibilities related to the AHERA regulations from any and all demands, claims, suits, actions, and proceedings brought against those individuals as agents and/or employees of the Board, provided that any such incidents arose while those individuals were acting within the scope of their respective employment contracts and their actions were not intentional, negligent, or criminal acts.

The Board will attempt to maintain a secure liability insurance to help serve as a means of implementing this policy.

### Integrated Pest Management (IPM)

The Superintendent will ensure an IPM program is developed in compliance with the law, stating the goals regarding the management of pests and the use of pesticides. The IPM Program will incorporate all elements required by law.

#### *Integrated Pest Management Coordinator*

The Superintendent will designate an IPM Program Coordinator. The Coordinator will be responsible for implementing this policy. The Superintendent and Coordinator will develop and disseminate appropriate administrative rules, procedures, and forms to implement the IPM Program.

*Education/Training*

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 29.19; 380.1288; 30.409; R 340.1301-1305; Michigan Bureau of Fire Services, Fire Marshal Bulletin 2 - Fire and Tornado Drills, Revised January 2007; MCL 324.8316; R. 285.637.15

**Section 4000 – Business Management**

4060 Energy Conservation Management

4060

The Board recognizes that the District should be ecologically responsible by conserving energy resources, thereby minimizing energy pollution damage to our environment and minimizing energy expenditures that will help to maximize our investment in education.

The Board believes that each member of the District community plays an important part in the management of energy consumption and encourages all to participate. Accordingly, the Board directs the Superintendent to establish a long-term sustainable energy management program.

The Superintendent will present an energy report will to the Board annually. This report will detail cost-saving measures implemented and a quantification of those savings.

Approved: June 29, 2009

Revised: June 16, 2014

Revised: July 29, 2024

Adopted: July 29, 2024

## Section 4000 – Business Management

### 4100 Sustainability

4100

The Board will work with the Superintendent to determine sustainability goals annually.

The District aims to infuse our mission of providing vigorous education with the ethic of sustainability. The District will create a common language for all levels of the District to employ in order to embody sustainability practices and principles. Impacting all aspects of operations will help us graduate responsible stewards of our natural resources, reduce the ecological impact of the district, garner cost savings, and boost productivity of scholars and staff.

Integrating sustainability requires considering all aspects of the District’s activities: Education, Facilities, and Culture.

The District will support educational programming by providing physical spaces that promote health, productivity, and safety of scholars, staff, and community. Facilities will consider the need to reduce life-cycle costs by conserving energy and natural resources, further supporting the District’s educational mission through fiscal responsibility.

The culture of the District will stress inter-departmental learning and collaboration to inspire commitment to sustainability into all future policies and practices, as well as working with the community and with local governmental entities. It will be necessary to balance educational, financial, and environmental issues in daily decision-making.

Approved: June 29, 2009

Revised: June 16, 2014

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 4000 – Business Management**

### 4320 School Vehicles

4320

District owned or leased vehicles will not be loaned, leased, or subcontracted to any person, groups of persons, or organizations except as allowed by law and subject to Board approval. District vehicles will be used in accordance with Board policy and applicable laws.

Cost and long-term energy efficiency will be considered when reviewing transportation options for the District. The Superintendent will perform an analysis of cost and efficiency for transportation. An annual report will be provided to the Board's Finance Committee.

No public funds may be spent by the Board to hire, rent, or lease any form of transportation to be used by any scholar, school employee, patron, or any organization to transport anyone to or from a religious activity.

#### Liability

All school vehicles will be adequately insured.

#### Safety

Every bus driver will have authority and responsibility for the passengers riding in school buses.

#### Safety Inspection

All school vehicles will be inspected annually prior to the opening of school.

#### Records

Every driver of District vehicles will keep accurate records pertaining to each vehicle assigned to them.

#### Licensing of Drivers

Michigan laws and regulations of the Michigan Department of Education set standards for the physical fitness, competence, experience, training, and proper licensing of school bus drivers.

The Superintendent will ensure that these legal requirements and regulations are complied with strictly.

School Bus Safety Program

The Superintendent will develop school bus safety rules for bus drivers and scholars.

Approved: June 29, 2009

Revised: June 16, 2014

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.231 *et seq.*; 257.314; 380.1333; Michigan Department of Education, "Pupil Transportation Best Practices Bulletin", August 10, 2006



## **Section 4000 – Business Management**

4450 School Nutrition Services (Cf. 3660, 8453)

4450

The Superintendent will ensure a school breakfast, lunch, after school snack, or supplemental milk program is made available to all full time scholars enrolled in the District.

The Superintendent will hire a Nutrition Services Director to oversee the District's School Meal Services. The Superintendent will ensure the Director is responsible for the following:

- The Board will participate in the Commodity Supplemental Food Program operated under the U.S. Department of Agriculture, to the extent the Nutrition Services Director will determine the extent of participation based upon need and economic feasibility;
- Designing and implementing a system of accounts which sets forth separately all revenues and disbursements of the food service operation as required by law and for management information purposes;
- Ensuring the financial objective of the School Meal Program is to maintain fiscal operations on a break-even basis by setting daily meal prices to cover actual costs of providing meals, milk, and accessories, including supervision, less the amount of food and financial assistance received from federal, state, and other sources for meals and milk;
- Ensuring free and reduced price meals are provided to eligible scholars according to standards prescribed by the U.S. Department of Agriculture, that information contained in the application for eligibility is kept confidential, and that scholars receiving free or reduced price breakfasts, lunches, or milk are not discriminated against; and
- Providing avenues for parent(s)/guardian(s) and scholar participation in the planning and evaluating of breakfasts, lunches, and other foods dispensed upon school premises.

The Superintendent will further ensure the Director complies with USDA regulations as they pertain to competitive food services and the sale of Foods of Minimal Nutritional Value (FMNV).

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1272-1272d; 42 USC 1779(b); 7 CFR 210.11; 7 CFR 220.12

## **Section 4000 – Business Management**

### 4510 Computer Network

4510

The Superintendent will ensure all computer network implementation is in line with the Board's acceptable use policy on technology, below. And the District's educational goals. Use of the computer network(s) as a part of any class or school assignment will be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications will apply when scholars, staff, or Board members use any computer equipment.

#### Personal Accounts

The Superintendent will ensure all scholars, staff, and Board members are provided with personal accounts, access to the District computer network and the internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access will be provided in furtherance of the District's educational mission, to enhance scholar knowledge and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, scholar and staff expression in public electronic media provided by the District may be subject to review, comment, editing, and/or removal by the Superintendent.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies. Electronic communications and stored material may be monitored or read by school officials. Electronic mail in personal accounts will not generally be inspected without the consent of the sender or a recipient, except as required to investigate complaints, which allege a violation of the District's rules and policies or the law.

Scholar electronic mail and electronic storage space which does not contain material made public by the scholar, is subject to the District's policy and rules regarding scholar records. A fee may be charged by the District to defray the cost of personal accounts. However, if use of personal accounts is required for a core curricular class, no fees may be charged to a scholar for the duration of that class.

### Privacy

The District may collect and store Personally Identifiable Information (PII). In the event PII is collected, it will be secured in accordance with Board Policy 5180 – Unauthorized Release of Information and 8940 – Scholar Records.

### System Integrity

The Superintendent will designate person(s) trained in computer technology (“system administrators”) at the building and/or District level to implement the District’s rules and regulations and to provide computer support for scholars, staff, and Board members. The Superintendent will employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

### Network Use

The Superintendent will develop rules and procedures for computer and network use, and will ensure that rules are published for scholars, parent(s)/ guardian(s), staff, and Board members.

The District’s computer and network use rules will be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity prohibited by law.
- Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or that is abusive, obscene, or sexually offensive.
- District computer equipment will not be used for commercial purposes by any user or for advertisement or solicitation without prior written approval from the Superintendent.
- Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users, or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.

- Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.
- Users may not use the network facility to access or bring into the school environment material that is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

#### District Website

The Superintendent will ensure that any and all websites representing the District will be carried and posted only on the District's web servers and will be designed and published in accordance with rules promulgated by the Superintendent.

#### Limiting Access

The Superintendent and system administrators may make use of technology which attempts to block access to networked computers, data, or services that provide content which, in the opinion of the Superintendent, is not consistent with the educational aims of the District.

Complaints about content of networked information or access to blocked sites shall be handled in accord with the District's policy and procedures for complaints about library and instructional materials.

#### Use of Computers in a School District Library

The Board, pursuant to state statute, requires when a District library offers use of the internet, a computer, computer program, computer network, or computer system to the public, access to minors will be restricted in the following manner: The District will utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those less than 18 years of age.

The Superintendent will develop rules concerning library Internet access in compliance with state law.

### Acceptable Use

The Superintendent will ensure scholar use of the electronic technological system, including the use of chat rooms, electronic mail, and other forms of direct electronic communications, is monitored. The technology protection measure may be disabled for adults for instructional, research, or other lawful purposes.

### New Programs

The Superintendent will ensure new technologies or new applications of technology within the District are implemented only after careful and thorough planning. If needed, whenever funds are allocated for the purchase of new technological hardware or software, an appropriate portion of those funds will be designated for the training of staff and the development of necessary supplementary materials and documentation.

### Data Management

The Superintendent will provide for the orderly acquisition of data base software, information processing equipment, networks, and support materials to best use computer technology in support of District administrative functions. A scholar database will be maintained which contains scholar administrative and instructional information.

The Superintendent will establish procedures which ensure the security, safety, and confidentiality of District or Personally Identifiable Information (PII) data. Access to District or PII data in any form, including use of the database by scholars, staff, and volunteers, shall be limited in accord with the Board policies on District and scholar records. District databases will be implemented in such a way as to facilitate access to subsets or aggregates of non-confidential data.

### Education and Instruction

The Superintendent will ensure that all staff, scholars, and Board members are informed and instructed on the ethical uses of data and computer technology.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 397.606; 15.231 *et seq.*

## **Section 4000 – Business Management**

4760 Responsible/Qualified Contractor Policy (Cf. 3660)

4760

In order to be selected as the successful bidder to construct or renovate buildings in the District, construction firms must be exemplary in their construction techniques and business practices. The purpose of this policy is to assure the Board that the District's construction and renovation projects utilize the specified materials and equipment required for a project as well as employ qualified team members. The Board may refuse to hire any contractor who does not meet the requirements of this policy.

The Board may reject any bid proposals that, in the Board's opinion or findings, contain inaccurate information.

The Board's criteria in selecting a contractor for school construction projects will be determined by the lowest qualified bid(s) that meet the requirements of law, this policy, and the rule for this policy developed by the Superintendent. The Board reserves the right to accept or reject a bid or combination of bids.<sup>6</sup> The criteria and procedures for rejecting a bid or combination of bids will be included in the construction bid documents, as appropriate to the type of work for which bids are solicited, and, as permitted by law, by the Board's construction manager and/or design professionals.

### Suspension or Revocation

The Board may, for good cause, suspend a contractor for a specified period or revoke the contract according to rules and criteria developed by the Superintendent. A contractor whose contract with the Board has been suspended or revoked will be given the benefit of reconsideration and appeal.

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<sup>6</sup> School districts have significant discretion in awarding contracts, even when they are required to seek competitive bids, and this discretion allows a district to award a contract to a bidder other than the lowest monetary bidder so long as it has a reasonable and rational basis for such an award. Michigan Courts have held that only the public, and not disappointed bidders, has standing to object to the awarding of a contract. *Heaney General Contracting, Inc v Clinton Cmty Schs Bd of Edu*, 2000 Mich App Lexis 405 (unpublished); *GP Graham Construction Co v Chesaning Union Schs*, 2002 Mich App Lexis 695 (unpublished); *Malan Construction Corp v Bd of County Road Commissioners*, 187 F Supp 937 (ED Mich 1960). The reservation of the right to reject any and all bids, as contained in the competitive bid statutes for school districts, gives the public authority power to award the contract to any bidder and to reject the others, even though the one securing the contract is not the lowest bidder, provided the public authority acted in good faith in the exercise on an honest discretion. *Leavy v City of Jackson*, 247 Mich 447 (1929).

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 129.201 – 212; 380.1263; 380.1267; 388.851 – 855a; OAG 6789, 1994.



## **Section 5000 – Personnel**

### 5035 Discriminatory Harassment of Employees or Applicants

5035

The Board strives to create and maintain a work environment in which staff are treated with dignity, decency, and respect. Discriminatory harassment of District elected officials, applicants for hire, employees, vendors, contractors, or others doing business with the District, scholars, parent(s)/ guardian(s), invitees, volunteers, or guests will not be tolerated.

#### Discriminatory Harassment

Discriminatory harassment is defined as any verbal, cyber, or physical conduct, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their race, sex, sexual orientation, gender, gender identity and/or expression, height, weight, color, hair texture, hair type or hair style, religion, national origin, age, marital status, pregnancy, disability, veteran status, or any other classification protected by law when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment;
- Submission to, or rejection of, such conduct or communication by an employee/applicant is used as a factor in decisions affecting their employment; or
- Such conduct or communication has the purpose or effect of substantially interfering with an employee's employment, or creating an intimidating, hostile, or offensive employment environment, or otherwise adversely affects an employee's employment opportunities.

If a Board member, employee, applicant for hire, vendor, contractor, or others doing business with the District allege sexual harassment, the provisions in Board Policy 5037 Sexual Harassment of Employees and Other Persons and its rules shall apply.

#### Reporting

Any employee or applicant who believes that they have suffered discriminatory harassment or believes that any other employee, contractor, vendor, scholar, or member of the public has suffered harassment, should immediately report the incident(s) to their supervisor, the Superintendent, the Civil Rights Coordinator, the Title IX Coordinator, or Human Resources at:

Grand Rapids Public Schools  
Attn: HR/Title IX Coordinator  
1331 Martin Luther King Jr St SE.  
Grand Rapids, MI 49506  
Phone: (616) 819-2000

Reports may also be made to the Ethics Hotline at <https://reportanissue.com/grps/welcome.php> or 800-345-7377. The hotline will take anonymous complaints. Employees may also contact the Michigan Civil Rights Commission.

The District guarantees that an employee or applicant for employment reporting an incident of discriminatory harassment will not suffer any form of retaliation.

### Investigating Complaints

In determining whether the alleged conduct constitutes discriminatory harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated. The Superintendent will investigate complaints of discriminatory harassment of employees or applicants. In cases where the alleged harassment involves a Board member, the District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the parties.

In the event the complaint is against the Superintendent, the Board Vice President will be automatically designated as the recipient and investigator for such complaints. The Vice President may, at their sole discretion, elect to employ District legal counsel or other qualified, independent investigators to assist them in the investigation. Results of the Vice President's investigation will be turned over to the Board President.

The District considers discriminatory harassment to be a major offense, which, if substantiated, will result in disciplinary action of the offender. Disciplinary action against an employee may include suspension or termination of employment. Disciplinary action against a Board member may include a Board public censure or any other remedy available under law.

### Notification

Notice of this policy and its accompanying rules will be posted on the District website. Notice will also be provided to applicants upon hire and to employees, scholars, and

parents/guardians on an annual basis. Training sessions on this policy, rules, and the prevention of discriminatory harassment will be held periodically for Board members and District employees.

The Superintendent will develop rules to implement this policy. Those rules are incorporated by reference as a part of this policy.

Approved: March 7, 2016

Revised: August 3, 2020

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 37.2101, *et seq.*, (Elliott-Larsen Civil Rights Act); 380.11a; 20 USCA 1681; 34 CFR 106.8; 34 CFR 106.9 (Title IX of the Education Amendments)

## **Section 5000 – Personnel**

5170 Hiring and Recruitment

5170

The Superintendent will ensure a procedure for the recruitment and hiring of well-qualified personnel is established.

### Hiring

Once the Board, through the budget adoption process, has approved staffing levels, it delegates to the Superintendent the authority to recruit, screen, select, and recommend the employment of all staff members to fill the positions approved in the budget, and to sign employment contracts on the Board's behalf. The Superintendent will recruit and hire high quality personnel who reflect scholar demographics at all levels of the organization.

The Superintendent will bring their recommendations for all exempt positions to the Board for approval. The Superintendent will provide the Board with a monthly report of all other staff hired.

Unless the Board can establish that the Superintendent has violated law, the policies of the Board, or the provisions of an applicable collective bargaining agreement in the selection of candidates recommended for a position, the Board will approve the Superintendent's recommendations. Board members will not involve themselves, either personally or as a collective body, in the recruitment, interviewing, or selection process for any position to be filled in the District other than the position of Superintendent. However, this does not preclude Board members from forwarding resumes or persons interested in a position to the Superintendent.

### Identity and Employment Status

All potential employees will verify their identity and employment status to the Superintendent.

The Superintendent will maintain personnel files on all District employees either currently employed by the District or who were last employed less than seven years prior which proves that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status to the Superintendent's satisfaction. Evidence to verify identity and employment eligibility will comply with law and any applicable administrative rules. Documents that may be presented

include described in the Department of Homeland Security form I-9, Employment Eligibility Verification.

Job Descriptions

A job description for each classification of employee will be developed by the Superintendent. The Superintendent may involve employees in the development of job descriptions.

Approved: March 7, 2016  
Revised: November 8, 2021  
Revised: July 29, 2024  
Adopted: July 29, 2024

LEGAL REF: 42 USCA §1981 *et seq.* (Civil Rights Act); 42 USCA 2000e-8, 2000e-12; 44 USCA 3501 *et seq.*; 42 USCA 12117 (The Equal Employment Opportunities Act); 42 USCA §2000e, *et seq.* (Title VII of the Civil Rights Act); 20 USCA §1681; 34 CFR § 106.8; 34 CFR §106.9 (Title IX of the Education Amendments); 42 USCA 12116 (The Americans with Disabilities Act); MCL 37.1101-1607 (Person’s with Disabilities Civil Rights Act); 37.2101-2804 (Elliott-Larsen Civil Rights Act); The Pregnancy Discrimination Act of 1978

**Section 5000 – Personnel**

5330 Travel Expenses (Cf. 1168, 3600)

5330

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of the District's employees when approved in advance by the Superintendent. The Superintendent will ensure the business office identifies appropriate deadlines by which reimbursement requests must be submitted.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## Section 5000 – Personnel

### 5350 Alcohol and Drug-Free Workplace

5350

Employees are prohibited from reporting to work or being present on school property or school sponsored events while under the influence of marijuana, alcohol, or any other controlled substance defined as such under state or federal law. The possession, distribution, dispensation, and/or manufacturing of controlled substances, alcoholic products, or “look-alike” alcoholic products by District employees on District grounds, in District buildings and/or in connection with any District activity or function is prohibited.

Any employee who violates this policy may be subject to disciplinary action, up to and including dismissal. Any employee who the administration reasonably suspects is under the influence of marijuana, alcohol, or any other controlled substance defined as such under state or federal law may be directed by the Superintendent or police to submit to the appropriate testing. An employee’s failure or refusal to comply with directives from the Superintendent or police to submit to appropriate testing may be subjected to discipline up to and including dismissal. The employee may also be required to participate, satisfactorily, in an alcohol or drug assistance rehabilitation program approved by the Board in order to continue employment with the District.

Any employee who has been found guilty of violating a criminal drug statute in the workplace will notify the Superintendent within three days after a conviction relating to the drug offense.

The Superintendent will notify the appropriate federal, state, or local law enforcement agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

Approved: June 29, 2009

Revised: December 3, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: 49 CFR 382.601 (Anti-Substance Abuse Act)

## Section 5000 – Personnel

### 5370 Communicable Diseases - Employees

5370

The District will work with the Kent County Health Department to adhere to the Michigan Public Health Code (Act 368 of 1978 as amended) and the Michigan Department of Health and Human Services (MDHHS) and Centers for Disease Control and Prevention (CDC) guidelines to prevent, control, and contain communicable diseases in District facilities and work locations.

Employees have an obligation to comply with instructions and directives given by the Superintendent to prevent or contain outbreaks of communicable diseases or infections. Employee health information will be kept confidential in compliance with State and federal law.

Employees who have diagnosed with or who are suspected of having a communicable disease or infection will be excluded from the workplace until they are cleared by a health professional or have complied with medical or health department requirements/and or guidelines for returning to work. A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids, breathing in an airborne virus, or by being bitten by an insect.

A decision to close schools or other work locations due to communicable disease outbreaks will be made by the Superintendent in consultation with the Kent County Health Department medical staff and/or the CDC.

The Superintendent will comply with all laws, State executive orders, Michigan Department of Education rules or regulations, MDHHS guidelines, and any reporting requirements.

Employees diagnosed with or who are suspected of having a communicable and/or chronic infectious disease have all the rights, privileges, and services provided by law and the District's policies.

Approved: June 29, 2009

Revised: August 3, 2020

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 333.5111; MCL 333.5131; HIPPA



## Section 5000 – Personnel

### 5420 Nepotism

5420

The Superintendent will seek the most qualified person available for the position. Criteria established for hiring, appointment, and promotion will be based upon qualification and performance. There will be no reward nor penalty in the appointment, placement, promotion, wages, hours, evaluation, or other conditions of employment based on the individual's relationship to or with a Board member or District employee. The Board, however, seeks to avoid conflicts of interest or the appearance of such conflicts in the recruitment, hiring, employment, placement, and evaluation processes.

An employee whose relative is an applicant for a position with the District must recuse themselves from deliberations and decision making process regarding a recommendation for hire. All individuals seeking employment with the District must disclose if they are a relative of a Board member or District employee. All employees are required to update the District when relative status is created relating to a Board member or employee. All current District employees will be required to make disclosure of relative status upon the adoption of this policy. A list of current District employees is available for review and may be obtained from the Human Resources Department. Failure of an employee to disclose relative status will result in disciplinary action up to and including termination.

If, as of the initial date of the adoption of this policy, an individual is currently assigned to a position that is under the supervision or control of a relative who has or may have a direct effect on the individual's progress, placement, promotion, wages, hours, evaluation, or other conditions of employment, steps shall be taken to assign the supervision of that person to another supervisor and a process must be established that requires a review of placement, promotion, wages, hours, and other conditions of employment decisions by the Superintendent. Future hires will not work for or be under the direct supervision of a relative. If such an event occurs after an employee is hired for a position, they will be assigned to another supervisor and the processes within this paragraph will be followed.

This policy applies to full-time, part-time, seasonal, temporary, and contract employment.

Relative, for the purpose of this policy, is defined as an employee's spouse, daughter, son, step relationship, guardian, ward, parent, grandparent, brother, sister, grandchild, aunt, uncle,

niece, nephew, cousin (or the spouse of any of these) or anyone who lives in the employee's household or anyone with whom the employee is having an intimate relationship.

Nepotism, for the purpose of this policy, is defined as favoritism towards relatives. Favoritism, for the purpose of this policy, is defined as basing decisions regarding appointment, promotion, wages, hours, or other conditions of employment on relationship rather than on objective standards or District needs.

Approved: August 19, 2013

Revised: March 18, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 5000 – Personnel**

### 5500 Teaching Staff Probation and Tenure

5500

All employees will be evaluated annually, unless otherwise provided in the collective bargaining agreement or by law, using a rigorous, transparent, and fair performance evaluation system.

#### Teachers and School Administrators

A performance evaluation system will be developed and implemented for teachers and school administrators which does the following:

- Supports the GRPS Academic Plan and Strategic Plan, which are on the District's website.
- Strives for high degrees of validity and reliability and is designed on best practice and research by an objective third party.
- Provides a process that aligns scholar growth targets, academic strategies, professional development/research, goal setting, and observations to continually learn how to increase instructional effectiveness.
- Complies with legislative requirements.

The evaluation system will evaluate teacher or administrator job performance using multiple rating categories that take into account data on scholar growth as a significant factor as required by law. Teachers shall be rated as highly effective, effective, minimally effective, or ineffective. The evaluation will be used, at a minimum, to inform decisions regarding all of the following:

- The effectiveness of teachers and administrators, ensuring that they are given ample opportunities for improvement.
- The promotion, retention, and development of teachers and administrators, including providing relevant coaching, instruction support, or professional development.
- Whether to grant tenure or full certification, or both, to teachers and school administrators using rigorous standards and streamlined, transparent, and fair procedures.

- Removing ineffective tenured teachers, untenured teachers, and administrators after they have had ample opportunities to improve, and ensuring that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

The Superintendent may also move to dismiss any tenured teacher who receives a performance rating of minimally effective for three years in a row. However, nothing herein prevents the Superintendent from moving to dismiss a teacher or administrator for any reason that is not arbitrary or capricious and in accordance with procedures set forth in state law.

The Board of Education delegates to the Superintendent or designee the responsibility for taking appropriate action, including developing administrative guidelines as needed, to adopt and implement a rigorous, transparent, and fair performance evaluation system in compliance with the law.

#### Licensed and Non-Certified Staff

Evaluation will be based on the achievement of results specified in the employee's position description and on specific goals and objectives. Any evaluation procedures found in the collective bargaining agreements must be followed in the development, implementation, or change of the District's evaluation policy, rules, regulations, or procedures. Dismissal procedures will be in accordance with collective bargaining agreements and state law.

Approved: June 29, 2009

Revised: May 20, 2013

February 4, 2019

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1248, MCL 380.1249, MCL 38.83a; as amended by Public Acts 100, 101, and 102, effective July 19, 2011, MCL 380.1143(d). Michigan Council on Educator Effectiveness

## **Section 5000 – Personnel**

### 5510 Placement of Teachers

5510

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

For purposes of this policy, “placement” means and includes the filling of vacancies, voluntary and involuntary transfers, job sharing, and any decision which results in the placement of a teacher in an assignment determined by the District to be a teaching assignment. “Vacancy” is defined within the collective bargaining agreement. Staffing decisions when making a personnel reduction or recall are subject to Board Policy 6300.

For purposes of this policy, “teacher” includes individuals whose employment is regulated by the Tenure Act, such as individuals with teaching certificates (as defined by the Teacher Certification Code) who are assigned to positions within the District for which the Michigan Department of Education (MDE) requires a teaching certificate. Individuals who do not possess teaching certificates but are serving a probationary period under the Tenure Act or acquire classroom teacher tenure within the District are also considered as a “teacher” for purposes of this policy. Individuals who may possess a teaching certificate but are assigned to a position for which a certificate is not required, are not subject to this policy or its implementing regulations (e.g., school social workers, school psychologists, school nurses, occupational therapists, etc.).

Teacher placement decisions, and the impact of such decisions on the individual teacher or the bargaining unit, will not be the subject of any terms or conditions within a collective bargaining agreement between the District and a collective bargaining representative of such teachers.

The Superintendent or designee may develop and adopt administrative guidelines related to teacher placement.

Approved: March 18, 2013

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 423.215(3)(j)

## **Section 5000 – Personnel**

### 5520 Performance Evaluation Systems

5520

All employees will be evaluated annually, unless otherwise provided in the collective bargaining agreement or by law, using a rigorous, transparent, and fair performance evaluation system.

#### Teachers and School Administrators

A performance evaluation system will be developed and implemented for teachers and school administrators which does the following:

- Supports the GRPS Academic Plan and Strategic Plan, which are on the District's website.
- Strives for high degrees of validity and reliability and is designed on best practice and research by an objective third party.
- Provides a process that aligns scholar growth targets, academic strategies, professional development/research, goal setting, and observations to continually learn how to increase instructional effectiveness.
- Complies with legislative requirements.

The evaluation system will evaluate teacher or administrator job performance using multiple rating categories that take into account data on scholar growth as a significant factor as required by law. The scholar growth factor shall not exceed 25% unless dictated by law. Teachers shall be rated as highly effective, effective, minimally effective, or ineffective. The evaluation will be used, at a minimum, to inform decisions regarding all of the following:

- The effectiveness of teachers and administrators, ensuring that they are given ample opportunities for improvement.
- The promotion, retention, and development of teachers and administrators, including providing relevant coaching, instruction support, or professional development.
- Whether to grant tenure or full certification, or both, to teachers and school administrators using rigorous standards and streamlined, transparent, and fair procedures.

- Removing ineffective tenured teachers, untenured teachers, and administrators after they have had ample opportunities to improve, and ensuring that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures.

The Superintendent may also move to dismiss any tenured teacher who receives a performance rating of minimally effective for three years in a row. However, nothing herein prevents the Superintendent from moving to dismiss a teacher or administrator for any reason that is not arbitrary or capricious and in accordance with procedures set forth in state law.

The Board of Education delegates to the Superintendent or designee the responsibility for taking appropriate action, including developing administrative guidelines as needed, to adopt and implement a rigorous, transparent, and fair performance evaluation system in compliance with the law.

#### Licensed and Non-Certified Staff

Evaluation will be based on the achievement of results specified in the employee's position description and on specific goals and objectives. Any evaluation procedures found in the collective bargaining agreements must be followed in the development, implementation, or change of the District's evaluation policy, rules, regulations, or procedures. Dismissal procedures will be in accordance with collective bargaining agreements and state law.

Approved: June 29, 2009

Revised: May 20, 2013

February 4, 2019

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1248, MCL 380.1249, MCL 38.83a; as amended by Public Acts 100, 101, and 102, effective July 19, 2011, MCL 380.1143(d). Michigan Council on Educator Effectiveness

## **Section 5000 – Personnel**

### 5540 Suspension and/or Dismissal of Staff

5540

#### Professional Staff

The Board may discipline or proceed with charges to dismiss or demote, any professional staff member upon recommendation by the Superintendent in accordance with the Michigan Tenure Act, the law, Board policy, employee contracts or manuals, and/or an applicable collective bargaining agreement.

The non-renewal of the Superintendent's contract or the contract of administrators who do not assume tenure in that position will be in accordance with the provisions of law for reasons that are not arbitrary or capricious.

The non-renewal of probationary teaching staff will be in accordance with the Teachers' Tenure Act. The non-renewal of tenured teachers will be in accordance with the provisions of the Teachers' Tenure Act and for reasons that are not arbitrary or capricious. The non-renewal of licensed professional staff will be in accordance with the current collective bargaining agreement.

The Board authorizes the Superintendent to suspend from active duty any teacher, licensed professional staff, administrator or other professional employee during the course of an investigation into charges of misconduct or a violation of Board policy or law

If the individual's teaching certificate or license is suspended or revoked, all wages will be forfeited. If the individual's teaching certificate or license is not suspended or revoked, the individual will be paid all withheld wages without interest. Should a person's conviction be reversed on appeal, that person will be treated in a manner consistent with applicable law.

#### Non-Certified Staff

The Superintendent may suspend, discipline, or dismiss non-certified staff. The Superintendent will adhere to any relevant provisions contained in the applicable collective bargaining agreement. The Superintendent is authorized to suspend non-certified staff with or without pay.



At-Will Staff

Non-certified employees who are not part of a recognized bargaining unit may be terminated at any time upon written notice from the Superintendent. The written notice may state the reason(s) for the termination at the option of the Superintendent.

Approved: June 29, 2009

Revised: December 4, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 38.71-121 *Teachers' Tenure Act*; 380.1229; 380.1230d; 380.1535a; 380.1539b

## **Section 5000 – Personnel**

### 5560 Resignations

5560

#### Resignation of Non-Certified Staff

Any non-certified staff member desiring to resign from his/her position with the District shall submit a written resignation to the Superintendent at least ten working days prior to the effective date of the resignation. Unless otherwise agreed to by the Superintendent, failure to give at least ten working days' notice will void any potential benefits that might accrue to the employee following separation from the District.

The Superintendent is authorized to accept resignations of non-certified personnel on behalf of the Board and they become final upon his/her acceptance. The Superintendent shall inform the Board of any resignations.

#### Resignation of Professional Staff

Teachers, licensed and other professional staff, and administrators may resign by giving written notice to the Board through the Superintendent at least 60 days prior to the start of the ensuing school year, unless other arrangements are agreed upon mutually.

The Superintendent may permit an earlier release on condition that satisfactory arrangements can be made for replacement. Once a resignation is tendered to the Board through the Superintendent, and has been accepted by the Superintendent, that resignation will be considered final unless its withdrawal is approved by the Board. The Superintendent will immediately accept the resignation in writing.

Any teacher discontinuing their service in any other manner will forfeit rights to continuing tenure previously acquired and such action will become part of the personnel record of said teacher.

The Superintendent, at their option, may develop procedures for an "exit interview" of all employees who will not be returning to the District.

Approved: June 29, 2009

Revised: December 4, 2017

LEGAL REF: MCL 38.71-121

**Section 6000 – Negotiations**

The Superintendent may serve as the chief negotiator for the Board at the discretion of the Board. If the Superintendent is not serving as the chief negotiator, they may serve as a negotiating team member or as a consultant to the negotiating team.

The Superintendent will serve as the liaison between the Board and the bargaining team and will be responsible to keep the Board informed on the progress of negotiations.

The Superintendent will arrange for the chief negotiator, if other than themselves, to meet with the Board to develop negotiation goals and objectives, establish parameters, and provide periodic updates on the progress of negotiations.

The chief negotiator is expected to maintain close communication with the Superintendent on the status of negotiations including proposals discussed or offered at the bargaining table.

Before the ratification of any negotiated master contract, the Superintendent will conduct or direct a thorough proofreading of all substantive changes to the master contract.

The Superintendent will forward a summary to the Board before ratification.

Approved: June 29, 2009  
Revised: July 29, 2024  
Adopted: July 29, 2024

## Section 6000 – Negotiations

### 6200 Confidentiality of Negotiations Information

6200

Board members and administrators are absolutely required to keep information regarding the progress, status, or issues involved in negotiations confidential unless authorized by a majority vote of the full Board to serve as a spokesperson to release information to the staff, media representatives, or the public. Unless otherwise determined by the Board, only the Superintendent is authorized to release negotiations information. The spokesperson will only report to the Board President or their designee.

Board members violating this policy are subject to censure by the Board that may include removal from a Board officer role, removal from committee assignments, and/or public censure.

Administrative or other staff members violating this policy may be subject to discipline as determined by the Superintendent.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 7000 – Instructional Program**

7050 Curriculum Development

7050

The administration, with the cooperation of the certified staff, will develop a comprehensive Pre-K-12 curriculum which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the scholar, the resources of the District, and the State of Michigan.

The administration will evaluate the curriculum of the District in view of the Board's goals and objectives on an ongoing basis. The findings, conclusions, and recommendations of the staff will be transmitted to the Board.

### Technology

The Board supports the use of technology to enhance classroom instruction. The use of technology should significantly increase the opportunity for the expansion of scholar reasoning and thinking ability, the improvement of the management and delivery of instruction to all scholars and other uses in support of the Board approved curriculum.

### Resources

The administration is encouraged to utilize available resources in the development of a comprehensive curriculum.

### Personnel (Cf. 2560)

The Board encourages the use of District personnel as well as resource personnel from outside the District in the development of comprehensive curriculum and related materials.

### Materials

The Board recommends that the administration utilize and develop materials, which will aid in the development of curriculum to be approved by the Board for use in the District.

### Financial (Cf. 3200)

The Board encourages the Superintendent to investigate, continuously, the availability of other-than-District funds to defray expenses incurred in the development of a District-wide curriculum.

The Board advocates a policy of continuous curriculum study. The Superintendent is encouraged to utilize resource personnel in a manner consistent with Board policies. The Superintendent is also encouraged to use District patrons and scholars in a manner consistent with these policies.

The Superintendent will have the responsibility to organize the certified staff in appropriate committees to plan, study, modify, change, or develop a District-wide curriculum.

### Research

Administration will develop a research and evaluation program, which will provide the Board with data to be used in review and enhancement of curriculum. The use of research findings of other agencies, departments, colleges, and universities is encouraged by the Board.

### Pilot Projects

The use of pilot projects is encouraged by the Board before District-wide implementation of any curriculum area is initiated.

All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project, will be available for inspection by the parent(s)/ guardian(s) of the scholar engaged in such program or project pursuant to Policy 7420. For the purpose of this policy, research or experimentation program or project means any program or project in any applicable program designed to explore or develop new unproved teaching methods or techniques.

Unless prohibited from doing so, the administration can take whatever measures are required to ensure the integrity and validity of tests given under the pilot program.

### Pilot Project Evaluation

Before any pilot project proposal is submitted to the Board for approval, an evaluation format will be developed and included with the pilot project.

### Federal Compliance

To comply with the provisions of the Every Student Succeeds Act, the Superintendent will, in writing, inform the professional staff of the federal requirements concerning sex education and the prohibitions and restrictions concerning distribution of contraceptives or materials that encourage sexual activities. The District will comply with federal guidelines concerning age appropriate sex education.

The Superintendent will ensure that any programs for English language learner scholars have a primary goal of mainstreaming those scholars into the regular classrooms, and that those programs emphasize the acquisition of the English language.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Every Student Succeeds Act; MCL 380.1282

## **Section 7000 – Instructional Program**

### **7052 Multicultural, Gender-Fair, and Anti-Bias Education**

7052

The District's learning environment will reflect diverse cultural traditions and contributions so that scholars develop a broader knowledge base and have a sense of respect for and tolerance of culturally diverse peoples, their customs, and historic legacy.

The Board recognizes the rights of scholars in the District's educational community to learn within an environment that respects individual differences and cultural diversity.

It is, therefore, the policy of the Board to provide education that is multicultural, gender-fair, and anti-bias. Further, it is the Board's policy to initiate and maintain appropriate procedures, design suitable programs, and provide instructional experiences that:

1. Develop academic excellence in all scholars;
2. Foster awareness of and respect for the rights, duties, and responsibilities of each individual as a member of a multicultural, non-sexist, and anti-bias society;
3. Promote awareness and appreciation of cultural diversity and competence; and
4. Will lead to a more humane and democratic society;

The Superintendent will:

- (a) Develop a process to include a multicultural perspective into standard curriculum development for all subject areas;
- (b) Develop procedures and guidelines for textbook selection that include multicultural evaluation criteria;
- (c) Whenever possible, develop supplementary and/or text material when commercially available material fails to meet District multicultural evaluation materials;
- (d) Provide training and in-service to expand the knowledge and background of administrative and teaching staff in the use of materials which contain a multicultural perspective; and



- (e) Provide administrative guidelines to direct the development of a multicultural perspective, monitor scholar and staff involvement in the process, and assess the results in terms of in-service and materials developed and selected.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 7000 – Instructional Program**

### 7110 Curriculum

7110

Given that learning occurs as the result of varied experiences and through multiple settings, progress toward graduation requirements will be based upon demonstrated proficiency in acquired knowledge and skills. Courses will reflect District curriculum and expectations. Completion of coursework, or other approved learning experiences, will ensure that District curriculum standards have been met utilizing common grading, portfolios and/or assessments.

The Board will establish and periodically reconsider the curriculum or basic program for the District.

#### Elementary Program

The District's elementary grades are established as grades Pre-K – 5.

#### Delivery of Curriculum

The Board will provide for the delivery of the curriculum in a manner consistent with the District's instructional model.

#### Middle School

The District's middle school grades are established as grades 6 - 8.

#### Delivery of Curriculum

The Board will provide for the delivery of the curriculum in a manner consistent with the District's instructional model.

#### Senior High School

The District's senior high school(s) grades are established as grades 9 – 12.

#### Delivery of Curriculum

The Board will provide for the delivery of the curriculum in a manner consistent with the District's instructional model.

#### Exit Outcomes

The Board has identified measurable exit outcomes for the District's senior high school scholars. These exit outcomes are compatible with the District's educational mission, the Board's goals and established performance objectives. The measurable exit outcomes are described in Policy 7630.

## **Section 7000 – Instructional Program**

7110 Curriculum

7110-2

### Outcomes Evaluation

The Superintendent will develop an evaluation process to ensure the measurable exit outcomes and performance objectives are achieved by the District's scholars

### Co-Curricular and Extra-Curricular Activities

Co-curricular and extra-curricular activities should be used as a means of developing a wholesome attitude and good human relations, as well as knowledge and skills. The Board may attempt to make such activities available on a voluntary basis to all scholars. The purpose will be compatible with the Board's curriculum goals as well as the District and school missions.

Each school, under the direction of the principal and subject to approval by the Superintendent, may place a co-curricular or extra-curricular activities program, suited to the needs of the scholars, in that particular building. Parent(s)/Guardian(s), scholars, and faculty will determine the type and range of activities to be offered. Participation in co-curricular and extra-curricular activities is considered a privilege, not a right, carrying with it the responsibility of good behavior in school. Failure on the part of any scholar to meet this responsibility may result in their suspension from representing the school, participating in the activity, and/or holding class or organizational office.

Building-level administrators, subject to approval by the Superintendent, will be responsible for the organization of all scholar activities and will provide adequate supervision, administer scholar finances, and approve all scholar activities with the assistance of delegated members of the faculty. This is not intended to apply to external groups (eg. Boosters, PTA/PTSA, etc.)

In planning the program of activities, the Superintendent and staff will take into consideration the breadth of activities offered through other community organizations.

### Approval

All new co-curricular activities and organizations or extra-curricular activities will be approved by the building principal and/or Superintendent.

### Evaluation

Each activity will be evaluated at least annually to determine if its purposes are being fulfilled and if it is meeting the needs of the scholars of that particular building.

### Scholar Funds

Funds remaining in accounts of scholar organizations, which have been inactive for one year, or in accounts of classes, which have been graduated for one year, will be transferred by the Board to accounts of other co-curricular organizations or to the District's general fund upon recommendation of the Superintendent. Any and all funds will be handled consistent with GASB 84 or its ilk.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 257.811; 380.1151-1153; 380.1155; 380.1157; 380.1166; 380.1169-1170; 380.1278; 380.1282; 380.1289; 380.1316; 380.1502; 380.1506; 380.1507; 388.1709; 388.1761; 380.1804; 380.1806; 380.1813 (Homebound and Hospitalized); R 325.1-52; 325.898; 325.1491 and 388.301-399; OAG, 1977-1978, No 5291, p 420 (April 12, 1978); OAG, 1979-1980, No 5659, p 648 (February 28, 1980)

## Section 7000 – Instructional Program

The Board recognizes that the parent or legal guardian of a scholar, or the scholar themselves if emancipated or of majority age, may request a Personal Curriculum for the pupil that modifies certain of the Michigan merit standard requirements under subsection (1) or section 1278a(1)(a) of the Revised School Code. The Personal Curriculum, if requested, cannot provide for anything less than the minimum 18 credits that the scholar must earn under the Michigan Merit Curriculum in order to be issued a diploma. The definition of what will constitute a “credit” under the Personal Curriculum will rest with the Superintendent and be transmitted to the Board for their information.

The Personal Curriculum, if requested, will incorporate as much of the subject area content expectations of the Michigan merit standard required under law as is practicable for the pupil. It will establish measurable goals that the pupil must achieve while enrolled in high school and will provide a method to evaluate whether the pupil achieved these goals; and will be aligned with the scholar's educational development plan (EDP) or individual educational plan (IEP.)

The Superintendent is charged with the responsibility to provide for and meet requests for a Personal Curriculum, including the formulation of the District's definition of the “cut scores” for each subject area,<sup>1</sup> and will follow all Michigan Department of Education requirements and guidelines pertaining thereto.

The “Michigan Merit Curriculum Guidelines for the Personal Curriculum” and the “Michigan Merit Curriculum Supporting Materials and Examples for the Personal Curriculum,”<sup>2</sup> should be used when implementing the Personal Curriculum component of the District's instructional program.

### Granting Credit and Testing Out

Credit earned under a personal curriculum is not a measure of the amount of time a scholar has studied a subject (e.g., semester, trimester, etc.). Instead, for purposes of

<sup>1</sup> All schools will determine their requirements for scholar proficiency in the subject area content expectations. Schools using their own Secondary Credit Assessments will need to verify to themselves that the assessments used to produce reliable and valid information, are aligned to and cover the content expectations for the credit area, and that the cut score they select is valid for the assessment. (MDE "High School Graduation Requirements - Frequently Asked Questions"). The document can be accessed at: [michigan.gov/documents/mde/FAQ\\_Entire\\_Document\\_12.07\\_217841\\_7.pdf](http://michigan.gov/documents/mde/FAQ_Entire_Document_12.07_217841_7.pdf)

<sup>2</sup> These documents, in downloadable .pdf form, can be accessed by going to: [michigan.gov/mde/0,1607,7-140-6530\\_30334-178576--,00.html](http://michigan.gov/mde/0,1607,7-140-6530_30334-178576--,00.html)

this policy, credit will be awarded where a scholar is able to successfully demonstrate mastery of subject area content expectations. This may be done in a variety of ways or through a variety of learning experiences, including career and vocational educational programs, co-teaching, etc. Demonstration of mastery and the earning of credit will be determined in accordance with guidelines developed by the Superintendent.

In some situations a scholar may desire to earn credit by “testing out” of a particular subject. A scholar enrolled in high school, but not enrolled in a particular course, may be granted credit in the course by demonstrating a reasonable level of mastery by attaining a 80% or above on the final year end exam of the course and by demonstrating mastery through the basic assessment process utilized in the course, which may consist of portfolio, project, paper, examination or presentations. Credit earned will be on a “credit” or “no credit” basis, and will be counted toward graduation requirements. The Superintendent will establish guidelines for earning credit by testing out.

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Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1278a(1)(a); 380.1278b

## Section 7000 – Instructional Program

### 7140 Dropout Prevention Program

7140

#### Philosophy

The Board endorses special programming efforts geared to removing barriers for scholars who are in danger of not completing high school.

The Board desires to provide scholars and their parent(s)/guardian(s) with an understanding and appreciation of the need for academic learning and relate academic learning to work experience. This can be accomplished both outside the school in cooperation with business and industry and within the school in simulated experiences. Scholars must know how to read and communicate if they are to succeed in the world.

#### Goals and Objectives

The Board will combine academic study with the stimulation and challenges necessary to engage the minds of all scholars and with the variation of pace, topic, and activity important to sustaining their interest.

The major goals of the District's dropout prevention program will be to:

Identify individual needs at the earliest stage and provide instruction designed to improve and expand basic reading, writing, and speaking skills so that every scholar is capable of keeping up with classmates throughout their school career

Offer a teaching and counseling curriculum designed to provide scholars graduating from high school with valuable skills, career direction, and the possibility of future employment

Encourage high risk scholars to participate in school activities in order to combat the school isolation common to dropouts and

Communicate with parent(s)/guardian(s) and scholars regarding the value of education in their lives.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1204a

## Section 7000 – Instructional Program

### 7160 Special Education Programs

7160

Exceptional scholars will be educated in general education classrooms, insofar as practicable, and will be assigned to special education classes or facilities only when the nature of the scholar's exceptionality makes inclusion of the scholar in a general education classroom impractical or when the scholar is unable to sufficiently benefit from the general education classroom.

When appropriate programs, services, or facilities are not possible within the District's schools, the Board will make every effort to provide these scholars with access to schools where such instruction and accommodations are available.

Administrative responsibility for special education programs in the District will be the responsibility of the Superintendent who will work closely with the intermediate District to provide special education services. All diagnostic, evaluation, and placement procedures established will be in accordance with state and federal guidelines.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: 20 USCA §1400 (Individuals with Disabilities Education Act [IDEA]); 29 USCA §794, *et seq.* (Rehabilitation Act of 1973); 42 USCA §12115 (Americans with Disabilities Act); 29 CFR §1601.30; MCL 380.4(2), 380.6(7); 380.1311; 380.1702; 380.1703; 380.1711; 380.1751; 380.1766; R 340.1701-1873



## Section 7000 – Instructional Program

7165 At-Risk Scholars (Cf. 7140)

7165

The Superintendent will investigate and recommend programs that will address the needs of at-risk scholars. At-risk scholars include, but are not limited to, those scholars who are economically disadvantaged, English language learners, victims of child abuse/neglect, or are pregnant or a parent.

Program planning should examine, but is not limited to, the following: classroom learning experiences, primary prevention programs, staff development requirements, District liability, community resources, crisis response/intervention teams; peer counseling, parent(s)/guardian(s) education, scholar study teams, K-12 guidance and counseling curriculum, attendance policy and procedures, scholar discipline, and alternative education programs.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 388.1631a

Federally funded programs are a vital and necessary adjunct to the educational program of the District's schools.

Title I Programs

The Board will ensure that the District's Title I programs operate in accordance with federal laws and conditions. The Superintendent is responsible for administering the District's Title I programs: assessing the educational needs of all scholars, particularly the needs of educationally deprived children, developing appropriate communication channels between all parties, developing in-service training for parent(s)/guardian(s) and staff, and developing appropriate evaluation procedures. The requirements of the Every Student Succeeds Act will be followed, and rules and regulations promulgated to ensure that the District is in compliance. Notice of professional qualifications will be provided to parent(s)/guardian(s) of scholars in Title I schools and staffing pattern reviews as required by law will be conducted annually.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: 20 USCA 6316, Every Student Succeeds Act

## **Section 7000 – Instructional Program**

7175 Parent(s)/Guardian(s) Involvement Policy (Cf. 7170)

7175

### State of Michigan Parent/Guardian Involvement Initiative

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) ("caregivers" for purpose of this policy) in all District educational programs. It is recognized and appreciated that caregivers are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the District. Accordingly, the Board provides opportunities for administration to design a program/plan that will expect caregiver participation and which may include, but will not be limited to: the development and review of instructional materials; input on the ways the District may better provide caregivers with information about current laws, regulations, and instructional programs; and District offerings of training programs to instruct caregivers on how to become more involved in their child's educational programs. Pursuant to state law, the Superintendent will provide a copy of the District's Parental Involvement Plan to all caregivers. The plan may be provided via the scholar handbook or other document distributed to all scholars and parents.

### District Plan

Caregivers will be offered substantial and meaningful opportunities to participate in the education of their children. The Board directs that the following actions be implemented by the administration to ensure compliance with this policy and state and federal law, and to invite caregivers to become involved highly in the education of their children:

- The involvement of caregivers in the planning, implementation, evaluation, and improvement of District programs/services through participation on building School Improvement Teams;
- Invitations to caregivers to attend at least one annual meeting, with additional meeting opportunities being available as needed, designed to provide information about programs and services, and to solicit

caregiver suggestions on program development, planning, evaluation and operation;

- Provide opportunities for the participation of caregivers with limited English proficiency, disabilities, and those of migratory children, including providing information and school reports required under Title 1 Part A Subpart 1 Section 1111 in a format and, to the extent practicable, in a language caregivers understand;
- Caregiver notification of Title I scholar selection and criteria for selection;
- Information regarding child's achievement and progress;
- A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure scholar progress, and the proficiency levels scholars are expected to meet;
- Assistance to caregivers of children to understand such topics as the State's academic content standards and State scholar academic achievement standards, state and local academic assessments, the requirements Title 1 Part A, Subpart 1, and how to monitor a child's progress and work with educators to improve the achievement of their children;
- A provision for input by staff at regularly scheduled caregiver-teacher conferences and any additional communication as requested by the staff or caregivers;
- Opportunities to enhance caregivers capacity to work with children in the home on school learning;
- The provision of materials and training to help caregivers to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

- Professional development opportunities for teachers and staff to enhance their understanding of effective caregiver involvement strategies;
- Ongoing two-way communication between school and caregivers; and
- Other appropriate activities (i.e. Family Math Nights, caregiver sessions, science, theatre, etc.).

### Written Plans/Policies

The District, as a recipient of Title I funds, adopts the following policy statement regarding the development of a District-wide plan (“Plan”) for caregiver involvement in the development of a Title I plan. Individual buildings may personalize the District Plan to meet the particular needs of their school, subject to approval by the Superintendent. The Board directs administration to:

- Involve caregivers in the development of the Plan;
- Develop a Plan that provides for the involvement of caregivers in the Title I activities of the school;
- Jointly develop, with caregivers for all children served under the Title 1 plan, a school-caregiver compact (“Compact”) that outlines how caregivers, the entire school staff, and scholars will share the responsibility for improved scholar academic achievement and the means by which the school and caregivers will build and develop a partnership to help children achieve the state's high standards. The compact will:
  - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under the Title 1 plan to meet the state's scholar academic achievement standards, and the ways in which each caregiver will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

- Address the importance of communication between teachers and caregivers on an ongoing basis through, at a minimum:
  - Caregiver-teacher conferences in elementary schools, at least annually, during which the Compact will be discussed as the Compact relates to the individual child's achievement;
  - Frequent reports to caregivers on their children's progress; and
  - Reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
- Provide the necessary technical, research, staff, language, and administrative support to schools in the planning and implementing of effective caregiver involvement activities to improve scholar academic achievement and school performance;
- Integrate and coordinate the Plan for caregiver involvement in Title I programs with caregiver involvement in other programs, including but not limited to Michigan School Readiness program;
- To the extent feasible and appropriate, coordinate and integrate caregiver involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as caregiver resource centers, that encourage and support caregivers in more fully participating in the education of their children;
- Review and evaluate the District's Plan annually and to share the results of that review and evaluation with the Board;
- Distribute the District Plan to caregivers of participating children and to the local community.

#### Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Caregivers of scholars in the MEP will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the program. Administration will, to the extent practicable, provide full opportunities for the participation of caregivers with limited English proficiency, disabilities, and those of

migratory children, including providing information and school reports required under Title 1 Part A, Subpart 1 Section 1111 in a format and, to the extent practicable, a language the caregivers understand.

English Language Learners (ELL) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of ELL scholars will be provided notice regarding their child's placement in and information about the District's ELL program. Caregivers will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an ELL program and to place the child in the regular program. The notice must be in a format that families can comprehend and, to the extent practicable, in a language the caregivers understand.

Administration will, to the extent practicable, provide full opportunities for the participation of caregivers with limited English proficiency, disabilities, and those of migratory children, including providing information and school reports required under Title 1 Part A, Subpart 1, Section 1111 in a format and, to the extent practicable, a language caregivers understand.

Approved: June 29, 2009

Revised: November 16, 2015

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1294 (PA 107 of 2004); 380.1295 (2001); MDE Recommended Parent/Guardian Involvement Policy, June 2004. *Elementary and Secondary Education Act of 1965*, as amended, Title 1, Part A; 20 U.S.C. 6301-6339, 6571-6578

## Section 7000 – Instructional Program

### 7210 Interscholastic Athletics

7210

The Board commits to providing equal opportunity to scholars to compete in interscholastic athletics regardless of sex, gender, or gender identity and directs the Superintendent to recommend programs which will meet this goal.

In assuming the responsibility of sponsoring interscholastic activities in the District, the Board subscribes to the rules and regulations of the Michigan High School Athletic Association and appropriate state and federal laws referenced below.

The Board supports athletic activities as an integral part of the total school curriculum provided that certain procedures are initiated and utilized that serve to facilitate the effectiveness of organizing athletic events and ensure the educational experiences of those scholars involved. Furthermore, the Board recommends that the Superintendent, in administering the athletic program, implement sufficient guidelines for the purpose of assuring the following:

- a. That competitive athletic programs are maintained for the educational benefits of scholars;
- b. That priority is placed upon a broad coverage of athletic activities;
- c. That athletic activities, game conditions, and participation are appropriate to the age, maturity, and skills of the students involved; and
- d. That each school with an interscholastic athletic program be responsible for managing and utilizing its gate receipts and athletic funds in accordance with rules and regulations developed by the administration.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1289; OAG, 1977-1978, No 4795, p 190 (August 11, 1977); OAG, 1985-1986, No 6352, p 252 (April 8, 1986); and rules and regulations as published by the Michigan High School Athletic Association



## Section 7000 – Instructional Program

7215 Performance-Enhancing Substances (Cf. 8220)

7215

Pursuant to state law, use of a performance-enhancing substance<sup>1</sup> by a scholar who seeks to and/or actively does participate in interscholastic athletics will result in the loss of eligibility for participation in interscholastic athletics. The Board directs the Superintendent to promulgate rules that describe the length of time for a loss of eligibility for a first, second, and third offense. The Superintendent will establish an appeal process for any decision that imposes a loss of eligibility pursuant to this policy. The decision of the administration will be final and there will be no right to appeal to the Board.

Any loss of eligibility imposed pursuant to this policy will be in addition to any other discipline that may be appropriate to the situation pursuant to the scholar code of conduct handbook.

Approved: June 29, 2009

Reviewed: August 21, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1318

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<sup>1</sup> The Department of Community Health, pursuant to law, will publish a list of performance-enhancing substances that is based upon the list developed by the National Collegiate Athlete Association.

## **Section 7000 – Instructional Programs**

### 7350 Instructional Resources

7350

#### Instructional Services

The Board encourages the use of instructional services available to the District.

#### Paraeducators

The Board recommends the use of teacher aides where practicable.

#### Resource Persons

The Board encourages the utilization of resource persons who are available in the community.

#### Textbook Selection and Adoption

In accordance with Michigan School Laws, textbooks, workbooks, and electronic materials used in the District will be adopted by the Board. Once adopted, textbooks will not be changed without Board approval. The Board delegates the responsibility of vetting textbooks, workbooks, and electronic materials to the Superintendent to be brought to the Board for adoption.

Insofar as possible, all textbooks should present balanced views concerning the international, national and local issues and problems of our times.

Textbooks should:

- Provide materials to stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
- Provide materials that will help scholars develop abilities in critical thinking and reading
- Provide materials that will develop and foster an appreciation of American cultural diversity and development
- Provide an effective basic education for all scholars and
- Allow sufficient flexibility for meeting the special needs of individuals and groups.

The Superintendent will develop administrative rules outlining a procedure to select textbooks that meet the above criteria that is consistent with applicable state laws and standards as required by the Michigan Department of Education. This process will include a review of available material by instructional staff members. The recommendations resulting from each review will be given thorough consideration.

Any citizen who objects to the final selection made by the Board should follow the procedures outlined in the District's procedure on public complaints about the curriculum or instructional materials. (Cf. 7400-R)

#### Textbooks and Workbooks - Multicultural Considerations

The District is committed to educating scholars of all backgrounds, socio- economic status, race, gender, and handicapping conditions. By encouraging administration to use educational materials and methods that implement the District's current educational philosophy, textbooks and workbooks must be selected which are representative of multicultural concerns and issues in accordance with the corresponding administrative rules and regulations 7350-R.

#### Use of Textbooks

The use of textbooks as a sole resource tool in the classroom is discouraged. Teachers are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1421-1422

**Section 7000 – Instructional Program**  
7400 Instructional Materials and Media Centers

7400

Instructional Materials

The Board encourages the use of a variety of materials and resources that enrich and support the educational program of the district. In the selection of materials and resources, the Board recommends the following:

That the selection fit the needs of the individual school.

That the selection fit the varied interests, abilities, and maturity levels of the scholars served.

Media Centers

The primary functions of the media centers are to process and circulate materials and equipment through an orderly procedure and to provide reference and other services to scholars and faculty.

Efforts are made so that the collection reflects the broad interests represented in the curriculum, complemented by enrichment materials in a variety of forms. To meet recommended standards, the Board supports the development of a collection adequate to meet curricular needs of scholars. Such collection will be large enough so that materials can be placed in classrooms for extended periods, should be designed to provide for personal growth, and should be adequate for those engaged in independent study.

Objectives

The objectives for the person in charge of the District's media center(s) are as follows:

- To participate effectively in the school program that will endeavor to meet the needs of scholars, teachers, and patrons of the District,
- To stimulate and guide scholars in their reading, viewing, and listening so that they will become skillful and discriminating users of various types of media
- To provide an opportunity through media center experiences so that scholars will be able to develop helpful interests, make satisfactory personal adjustment, and acquire desirable social attitudes,

- To work with teachers in the selection and use of media that will contribute to the teaching program
- To make available consultant services that will provide for the improvement of learning, instruction, and the use of media resources and equipment
- To provide adequate equipment so that scholars and teachers will be able to make efficient use of media and
- To cooperate with teachers and administrators in programs that will promote the professional growth of staff.

### Criteria for the Development of Media Center Materials

#### Collection Development

The media collection should be developed systematically so that it is well balanced in coverage of subjects, types of materials, and variety of content.

#### Selection Criteria

Materials will be chosen to support and supplement the curriculum, to promote wise use of leisure time, to develop literary discrimination and appreciation, and to encourage scholars to become productive citizens. Materials will be chosen on various reading levels presenting different points of view concerning the problems and issues of the times. Books and other instructional materials will be evaluated before purchase, either through direct examination or by consulting reputable, unbiased, professionally prepared selection tools approved by the building principal. Accuracy, artistic quality, format, and authoritativeness will all be considered before purchasing materials.

#### Staff Libraries

A professional library may be maintained in the office of the curriculum coordinators. The Superintendent, in conjunction with building principals, will ascertain the titles of professional magazines, books, pamphlets, and other such literature to be placed in the professional library of a building. A budget for professional libraries will be included in the instructional resource budget each year.

Review Committee for Patron Complaints Concerning Instructional Materials

The Board will establish a review committee to handle complaints from patrons concerning instructional materials. (Cf. 9450)

Technology

The Board encourages District employees to utilize computer software and support materials for instructional and administrative use by the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1274; 380.1422; 15.231-246; 397.601-605

## **Section 7000 – Instructional Program**

### 7600 Promotion and Retention, Make-Up Opportunities & Grade Changes

7600

#### Promotion and Retention

Grade level and group assignments, including promotion and retention, will be the responsibility of the Superintendent and will be made in the best interests of the individual scholar subject to parent(s)/guardian(s) involvement in accordance with law.

Scholars will normally progress annually from grade to grade. However, exceptions may be recommended when, in the judgment of the professional staff, and after consultation with parent(s)/guardian(s), such exceptions are in the best interests of the individual scholar involved and retention is appropriate.

#### Make-Up Opportunities

All teachers must supply make-up work assignments when requested by the scholar or parent(s)/guardian(s) unless the absence from class is due to a long-term suspension (more than 10 days) or permanent expulsion as mandated by law.

Administration reserves the right to determine whether credit will be granted for make-up work resulting from unexcused absences or absences due to short-term suspension (10 days or fewer). After consultation with the appropriate teachers, the building principal will make such a determination subject to review by the Superintendent, at the Superintendent's discretion.

#### Changing Scholar Letter Grades

A scholar, parent(s)/guardian(s), or another person acting as a representative for the scholar may request to have a letter grade changed only for grades on final exams or grades at the end of a marking period, term, or semester/trimester. The Superintendent will promulgate rules for the procedures to be followed when a request for a change in a letter grade is made.

Approved: June 29, 2009

LEGAL REF: MCL 380.10

## **Section 7000 – Instructional Program**

### 7640 Transfer of Credit

7640

istrict schools will accept as transfer credit coursework successfully completed at a school accredited by the North Central Association of Schools and Colleges, the Michigan Association of Non-Public Schools, the Independent Schools Association of the Central States, or a recognized state or regional accrediting agency of comparable standards, or coursework successfully completed at an accredited post-secondary institution.

In core academic disciplines, particularly disciplines like mathematics which are sequential in nature, the school administration may make use of transcripts, grades, previous teacher recommendations, textbook used, course descriptions, standardized tests, and/or a placement or proficiency test to recommend or determine course placement for a transferring scholar. No credit will be granted for work done at another school that the scholar substantially repeats by taking an equivalent class within the District.

#### Transfer from Home Schooling or Other Institutions

Decisions regarding acceptance of credit or grade level placement of home school scholars or a school not meeting the standards listed above will be made by school officials based on appropriate testing and/or review of home school work and curricula. Additionally, school officials will consult with the parent(s)/guardian(s), as well as interview the scholar prior to making a decision.

In core academic disciplines, transfer of credit from a home school or institution which is not accredited or accredited by an agency not meeting the above standards may be contingent on the scholar demonstrating proficiency in the material through successful completion of a comprehensive final exam and/or other culminating exercise. Successful completion of a higher-level course in a sequential discipline may also be used to establish proficiency.

Transfer of credit in a non-core area may be accorded when the course is in line with the program of study in the District and is consistent with the content and expectations of similar District courses.



The scholar's subsequent grade placement and the decision to deny credits may be appealed to the Board by the scholar or their parent(s)/guardian(s).

The Superintendent will establish rules and guidelines for the application of this policy in conjunction with building administrators and academic departments.

Approved: June 29, 2009  
Revised: July 29, 2024  
Adopted: July 29, 2024

## **Section 7000 – Instructional Program**

7648 Dual Enrollment and Early/Middle College

7648

### General

The Board desires to encourage and enable scholars to enroll in a variety of courses or programs at postsecondary institutions. Dual enrollment in postsecondary institutions will be made available to eligible students in accordance with state guidelines.

### Dual Credit

Scholars successfully completing the requirements of a course offered by a Michigan postsecondary institution will receive high school credit providing all guidelines have been met.

### Early/ Middle College Program

The District may offer an Early/Middle College Program for scholars. An Early/Middle College Program is a five-year high school program designed to allow a scholar to earn a high school diploma and either an associate's degree, the Michigan Early/Middle College Association (MEMCA) technical certification or up to 60 transferable college credits at the same time.

The dual enrollment and Early/Middle College Program will meet or exceed the State's requirement for graduation.

The Superintendent will develop procedures to promote, encourage, and support scholars participating in dual enrollment and Early/Middle College programs.

Approved: June 29, 2009

Revised: March 6, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 388.513, 388.514, 388.1621b, 388.1661b

## **Section 7000 – Instructional Program**

7650 Testing Program (Cf. 8940 *et seq.*)

7650

There will be a basic testing program designed to evaluate the outcomes of the educational program. The basic testing program will be supplemented by such individual tests as the need of the educational program and the District would seem to indicate. This program will be coordinated by the Superintendent from Pre-K through grade 12 in order to provide continuity in the total program.

### Test Selection and Adoption (Cf. 8940, *et seq.*)

Psychological and guidance oriented tests may be selected for use in the District upon recommendation of the building District guidance counselor and building principal and approved by the Board. Guidance staff is encouraged to develop tests that measure local norms based on characteristics of scholars in the District. The use of personality-measuring tests will be used with great discretion.

### Test Administration (Cf. 8940 *et seq.*)

Each building principal in cooperation with guidance staff will schedule individual and group testing at times, which will not disrupt the educational decorum of the school.

### Use and Dissemination of Test Results (Cf. 8940 *et seq.*)

Under no circumstances will the results of any individual or group test as defined in these policies be given to unauthorized people. When interpreting individual or group test results, staff will use great care so as not to identify any individual.

Generalized results of mass testing may be given to parent(s)/guardian(s) and other authorized persons in the form of a report if adequate interpretation of said results accompanies the report. No report will be given to any person without prior approval of the Superintendent. Procedure in such matters is defined in these policies, generally.

All test results must be filed in a secure place not available to unauthorized individuals.

### Scholar Assessment

Each school improvement plan will provide for scholar assessment methods that use a variety of criteria-based strategies, including at least: Written examinations, oral examinations, alternative questions, demonstrations, writing exercises, individual projects, group projects, performances, scholar portfolios, and samples of the scholar's best works.

### Testing Out

Under Michigan law, a scholar who desires to receive credit for a high school course without enrolling in the course may do so by attaining a grade of not less than 80% for the final exam and/or other comprehensive paper, portfolio, presentation, project, or assessment in the course. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the scholar has already earned credit.

The Board recognizes that some scholars may have acquired knowledge and skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. The Board extends to all high school scholars the opportunity to demonstrate mastery in the range of courses offered by the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1172; 380.1204a; 380.1278; 380.1279; 380.1279b; 380.1279c;  
R 340.1101-1107; OAG, 1983-1984, No 6148, p 107 (April 15, 1983)

## **Section 7000 – Instructional Program**

7800 School Ceremonies and Observations (Cf. 7770)

7800

### Opening Exercises

Classrooms may open the school day with appropriate exercises. Such may include the pledge to the flag of the United States of America, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. Scholars who expresses objections to repeating the pledge to the flag must not be required to participate. However, such scholars may not cause a disturbance or interfere with the participation of others.

### Recognition of Religious Beliefs and Customs

Employees of the District will neither promote nor disparage any religious belief or non-belief. The Board encourages all scholars and staff members to appreciate and be tolerant of each other's religious or non-religious views. The Board will utilize its authority to foster understanding and mutual respect among scholars and parent(s)/guardian(s), whether such involves race, culture, economic background, or religious belief. Scholars and staff may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

The Board, through its instructional program, will attempt to advance all scholars knowledge and appreciation of the role that religious heritage has played in the social, cultural, and historical development of civilization.

### Federal Requirements

As required by the Every Student Succeeds Act, by October 1 of each year, the Superintendent will certify in writing to the state that District scholars are not prevented by policy or rule from participating in constitutionally protected prayer. The Superintendent will ensure that the staff, parent(s)/guardian(s), and scholars are made aware of the parameters of acceptable religious speech and actions.

The Superintendent will also distribute guidelines to each school concerning religion in the schools, after the guidelines/regulations have been approved by the Board attorney and reviewed by the Board.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1175; 380.1217; *Lee v. Weisman*, 112 S. Ct. 2649 (1992);  
NCLB; Section 111 of Division J of Public Law 108-447(2004).

## Section 7000 – Instructional Program

### 7900 School Improvement

7900

#### School Improvement Committees

The Board authorizes the formation of building-level school improvement committees at each district school. Each local school improvement committee will be comprised of a number of persons as each school improvement committee determines but should include at least the building administrator, one teacher, one scholar, one parent/guardian, and one member of the school's support staff. The Superintendent will be an *ex officio* member of each committee.

The purpose of each school improvement committee will be to establish goals for the school and to oversee the programs and activities leading toward the attainment of those goals. The goals established by the school improvement committee will be compatible with the District's mission statement and goals established by the Board.

#### Data Collection/Assessment

The Superintendent will oversee the collection of data to be used in an assessment of the status of the District.

#### Meetings

Each local school improvement committee will meet at least monthly, transcribe minutes of each meeting, and archive the minutes of each meeting at the building level.

#### Review

At least twice yearly, each local school improvement committee will submit to the Superintendent a report detailing the progress toward attainment of its goals.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1204a; 380.1233; 380.1277

## **Section 7000 – Instructional Program**

7950 Schools of Choice

7950

Each year, the Board will vote on whether to participate in "Schools of Choice." If the Board elects to participate, the Superintendent will publish, for the purpose of informing the public, notice of the grades, schools, special programs and number of slots available in each. This publishing will be made consistent with KISD procedures.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 388.1705, 1705c



## **Section 8000 – Students**

### 8018 Discriminatory Harassment of Scholars

8018

The Board strives to create and maintain an education environment in which scholars, parents, and staff are treated with dignity, decency, and respect. Discriminatory harassment of scholars, by District elected officials, employees, vendors, contractors, or others doing business with the District, scholars, parent(s)/guardian(s), invitees, volunteers, or guests will not be tolerated. Similarly, scholar-on-scholar discriminatory harassment is prohibited.

Discriminatory harassment means any verbal or physical conduct, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, hair texture, hair type or hair style, religion, national origin, age, marital status, pregnancy, disability, veteran status, or any other basis prohibited by law when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed scholar in the terms, conditions, or privileges of the District, or
- The harassment substantially interferes with the scholar's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the scholar's educational opportunities.

### Sexual Harassment

If scholars, or parents/guardians on their behalf believe that they are being sexual harassed, the provisions in Board Policy 8575 – Sexual Harassment of Scholars and its rules (8575-R) will apply.

### Federal Title Programs

If any scholar, or parent/guardian on behalf of their scholar, believes the District or an employee of the District has inadequately applied the principles and/or regulations of a federal Title program or believe they have been the subject of discriminatory harassment, that person may make a complaint to the Civil Rights Coordinator at the following:

The Civil Rights Coordinator  
Grand Rapids Public Schools  
1331 Martin Luther King Jr. St. SE  
Grand Rapids, MI 49506  
Phone: (616) 819-2000

### Reporting

Any scholar who believes they have suffered harassment must immediately report the incident(s) to their school Principal, an Assistant Principal, or to the Civil Rights Coordinator as identified above. Should the complaint be against the Superintendent, the incident must be reported to:

Vice-President of the Board of Education  
Grand Rapids Public Schools  
1331 Martin Luther King Jr. St. SE  
Grand Rapids, MI 49506  
Phone: (616) 819-2000

Reports may also be made to the Ethics Hotline at <https://reportanissue.com/grps/welcome.php>, or (800) 345-7377. Reports may be made to the hotline anonymously.

No individual reporting an incident of discriminatory harassment or participating in an investigation of discriminatory harassment will suffer any form of retaliation.

In determining whether the alleged conduct constitutes discriminatory harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated. The District's Civil Rights Coordinator or designee has the responsibility of investigating complaints of discriminatory harassment. In cases where the alleged harassment involves a member of the Board, the District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon, if appropriate, will be communicated to the parties.

The District considers discriminatory harassment to be a major offense, which, if substantiated, will result in disciplinary action. Disciplinary action against a District employee may include suspension or termination of employment. Disciplinary action against a scholar may include expulsion. Disciplinary action against a Board member may include any remedy available under law.

The Superintendent will develop rules to implement this policy.

### Notification

Notice of this policy and its accompanying rules will be posted on the District website. Notice will also be provided to scholars and parents/guardians in the scholar handbook on an annual basis.

Approved: March 7, 2016  
Revised: August 3, 2020; November 8, 2021  
Revised: July 29, 2024  
Adopted: July 29, 2024

LEGAL REF: MCL 37.2101 *et seq.*, (Elliott-Larsen Civil Rights Act); 380.11a; 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)

## **Section 8000 – Students**

### 8020 Attendance and Tardiness

8020

The Michigan Compulsory Attendance Law states that “a child who turned age 11 before December 1, 2009, or who entered grade 6 before 2009, the child’s parent, guardian, or other person in this state having control and charge of the child will send that child to a public school during the entire school year from the age of 6 to the child’s sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or later, the child’s parent, guardian, or other person in this state having control and charge of the child will send the child to a public school during the entire school year from the age of 6 to the child’s eighteenth birthday.” The child’s attendance will be continuous and consecutive. The Board strongly supports a policy using every resource available to involve scholars in an ongoing educational program based on regular attendance in school.

Frequent absences from school disrupt the continuity of instruction, learning, and the benefit of regular classroom instruction. The entire process of education requires continuity of instruction, classroom participation, meaningful learning experiences, and study in order to reach the goal of maximum educational benefits for each individual scholar. This well-established principle of education underlies and gives purpose to the requirement of compulsory schooling in Michigan.

Absences will be either excused or unexcused. The Superintendent will develop rules that conform to this policy, applicable federal and state laws and administrative rules regarding attendance and absences. These rules will incorporate the following principles and be included in scholar handbooks:

- The importance of a scholar’s attendance and punctuality.
- The importance of staff, parent(s)/guardian(s), and community members working collaboratively to ensure scholars are present and on time to each class.
- The importance of guidance for gaining an understanding that attendance and timelines are imperative to a scholar’s success in our society.
- The importance of monitoring attendance procedures and providing timely responses.

Approved: June 29, 2009  
Revised: May 19, 2014  
March 19, 2018

Revised: July 29, 2024  
Adopted: July 29, 2024

LEGAL REF: MCL 380.1231(2); 380.1561; 380.1571; 380.1577; 380.1586-1589; R 340.71;  
OAG, 1977-1978, No 5414, p 738 (December 20, 1978); OAG, 1987-1988, No 6467, p 196  
(September 16, 1987)

## Section 8000 – Students

### 8040 School Admissions

8040

The Board expects the administrative procedures for the admission of scholars to be designed with scholars and parents in mind. The enrolling school administrator will record required scholar information in the scholar record system. This information must include, but is not limited to, legal name, residence address, and name(s) of parent(s)/guardian(s). The District will require a notarized affidavit signed by the legal parent/guardian or relative acting as parent stating the scholar is living with the other relative for purposes of a suitable home.

#### First Time Enrollments

The parent(s)/guardian(s), or person *in loco parentis* applying to have a child registered for the first time in a school and, beginning in 2002-2003, the parent(s)/ guardian(s) or person *in loco parentis* of a child entering the sixth grade, will present to school officials, at the time of registration or not later than 30 days following the date of registration, a certificate of immunization or statement of exemption under section 1177 of the Revised School Code.

#### Resident Scholars

In order to obtain an estimate of the number of resident scholars who are expected to enroll in school during the following year, a pre-enrollment period will be scheduled annually during the spring months.

#### New Resident Scholars

New resident scholars are urged to contact the local school or District administrative offices as soon as possible after establishing residence in the District.

#### Non-Resident Scholars

A non-resident scholar will be defined as any scholar who does not meet the requirements to be a resident scholar of the District, as defined in state law. The enrollment of non-resident scholars is a privilege granted by the District and is not a legal right provided to the non-resident scholar and/or his/her parent(s)/guardian(s).

Non-resident scholars will not be granted or refused enrollment based upon race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability or veteran status, or generally, in violation of any state or federal law prohibiting discrimination.

The Board will consider and may permit the enrollment of non-resident scholars upon receiving a release from the District of residence or upon payment of tuition unless exempt from either by state law.

Enrollment requests from non-resident, including foreign exchange scholars will be subject to space availability as determined by the Superintendent considering resident scholar enrollment projections.

Requests from the parent(s)/guardian(s) of special education scholars for admission will be considered in accordance with applicable state and federal laws. The scholar's current Individual Education Plan (IEP) will be used to determine if the requested school or program can meet the scholar's needs. When necessary, a written cooperative agreement with the scholar's resident District will cover, but not be limited to, an arrangement on the responsibility for the payment of the added costs of special education programs and services, including transportation, for the scholar.

Non-resident scholars admitted pursuant to the following exceptions will not be required to pay tuition or seek approval from their District of residence if:

1. The scholar was a victim of a criminal sexual assault or other serious assault, that (1) occurred "at school"<sup>1</sup> in the scholar's District of residence, or (2) that was committed by one or more scholars from the scholar's District of residence, or (3) that was committed by an employee of the scholar's District of residence.
2. The scholar was enrolled as a resident in the District at the beginning of the school year and became a non-resident after the pupil membership count day (fourth Wednesday in September).

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<sup>1</sup> "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. MCL 388.1606(6)(g)(i).

3. The scholar is the child of an employee who is under a full-time or part-time employment during the current school year. This exception will cease to exist when the parent(s)/guardian(s) ceases to be an employee of the District. However, under such circumstances, a scholar may finish the school year without payment of tuition or approval from his/her resident District if the parent(s)/guardian(s) discontinues employment with the District after the pupil membership count day.

Unless as otherwise required by law, transportation for enrolled non-resident scholars will be furnished by their parent(s)/guardian(s).

A non-resident scholar will not normally be admitted to the District who is under suspension or expulsion from another District, or who has voluntarily withdrawn from school in another District due to poor academic performance, or for disciplinary reasons.

#### Resident Attendance in Another District – Non-Schools of Choice

The Board may approve resident scholars attending another District when the needs of the scholar dictate as determined by the school's counselors, teachers, administrators and the scholar's parent(s)/guardian(s).

#### Assignments

##### To Schools

Attendance areas may be established for each neighborhood school in the District.

##### To Classes

To the extent possible, class assignments will be made in such a way as to give each scholar the greatest freedom of choice consistent with the scholar's interests and abilities.

#### Transfers and Withdrawals

Transfers will not normally be permitted between elementary schools during the school year unless the needs of the scholar dictate.

Approved: March 7, 2016



Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.10; 380.1134-1135; 380.1147-1148; 380.1177; 380.1204a; 380.1282; 380.1324; 380.1401; 380.1416; 388.1606; 388.1767; OAG, 1979-1980, No 5642, p 587 (February 4, 1980); OAG 1981-1982, No 5925, p 234 (June 23, 1981); OAG 9-18-79, No 5574;<sup>2</sup> OAG 9-17-1980, No 5782;<sup>3</sup> OAG, 1981-1982, No 5995, p 412 (October 12, 1981); OAG, 1987-1988, No 6467, p 196 (September 16, 1987)

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<sup>2</sup> OAG No 5574, 9/18/1979; A child placed in a relative's home pursuant to a power of attorney authorized by the Revised Probate Code for the purpose of securing a suitable home and not for an educational purpose is a resident for educational purposes of the District in which the relative resides. A child placed with a person other than a relative pursuant to a power of attorney under the Revised Probate Code does not become a resident of the District in which such person resides.

<sup>3</sup> OAG 5782;, 9/17/1980; A probate court may not appoint a temporary guardian of a minor person upon consent of parents alone without making a finding after examining the attendant facts and circumstances surrounding execution of the consent that parental rights of custody have been suspended.

**Section 8000 – Students**

8045 Homeless Children

8045

The Board is committed to identifying and meeting the educational needs of homeless children and youth. The Superintendent will develop guidelines and procedures for identifying homeless children within the District and produce written guidelines for distribution to each school that explains the rights of homeless scholars and the responsibilities of the schools to meet their needs and eliminate barriers to school attendance. This information will also be disseminated in writing and by other means designed to raise awareness of these rights and responsibilities to staff, homeless families and scholars, the public, and homeless service providers.

Homeless children will be provided with educational services to meet their needs as determined and directed by the Superintendent and in compliance with state and federal law.

Homeless children may attend the school which is in the best educational, social, and emotional interest of the children.

The Superintendent will waive fees and charges that may act as barriers and prevent homeless children from enrolling in school and/or acquiring an appropriate education.

Approved: June 29, 2009

Revised: May 7, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: 42 USCA §11433 (McKinney Homeless Assistance Act)

Random searches may be conducted pursuant to a method and/or schedule approved by the Superintendent. Electronic devices brought onto school property by scholars are subject to search by the principal or their designee if the principal reasonably suspects that the electronic device's contents may present a threat or potential threat to the health, safety, or welfare of scholars, staff, or to the school in general. Additionally, the principal may search an electronic device in their possession if they reasonably suspect that the search is required to discover evidence of a violation of school policy, rule, code of conduct, or state or federal law.

Pursuant to the Michigan Internet Privacy Protection Act ("IPPA") MCL 37.271 *et seq.*, the District will not ask for access to or any information regarding a scholar's or prospective scholar's personal internet account. The District will not discipline any scholar or prospective scholar in any way for refusing access to or refusing to give any information regarding a personal internet account. This does not apply to District-owned devices or District-provided accounts.

#### Strip Searches

No strip searches will be conducted by school authorities. Nothing in this policy will prevent GRPS personnel from requesting scholars remove hats, coats, gloves, scarves or other outerwear when reasonable.

#### Law Enforcement Searches

School officials will cooperate with law enforcement officers who seek to execute a search warrant. Where law enforcement officers desire to search without a warrant, school officials should request that the circumstances be explained, and should normally not assist, unless a clear emergency exists.

Approved: June 29, 2009

Revised: February 21, 2022

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1306, 380.1308(5), Statewide School Safety Information Policy,  
*New Jersey v. T.L.O.*, ; U.S. Const. amend. IV

## **Section 8000 – Students**

### 8130 Searches of Motorized Vehicles, Lockers, Electronic Devices, and Scholars 8130

Searches of lockers, motorized vehicles, electronic devices, and scholars will be conducted under the appropriate legal standard, to maintain the safety and security of scholars, teachers, guests, and school property.

#### Lockers

All lockers assigned to scholars are the property of the District. At no time does the District relinquish its exclusive control of its lockers. As such, scholars have no legitimate expectation of privacy in the lockers. The school principal will have custody of all combinations to all lockers and locks. Scholars are prohibited from placing locks on any locker without the prior approval of the principal.

The school may assign temporary use of lockers to scholars for their convenience and the lockers may be used only as permitted by the rules developed by the Superintendent. The Board authorizes the principal or designee to search lockers and their contents at any time, without notice, and without parent(s)/guardian(s) or scholar consent. Random searches may be conducted pursuant to a method and/or schedule approved by the Superintendent.

The Principal may request the assistance of law enforcement in conducting a locker search pursuant to state statute. If law enforcement is summoned, the principal or other person in charge at the time must supervise the search. In conducting a search, the privacy rights of the scholar regarding any items discovered that are neither illegal nor against school policy, codes, and rules, will be respected.

Any illegal or unauthorized items found during a locker search or items deemed to be a threat to the safety and security of others will be seized. Such items include, but are not limited to:

- Firearms;
- Explosives;
- Dangerous weapons;
- Flammable material;
- Illegal controlled substances or controlled substances analogues or other intoxicants;
- Contraband;

- Poisons; and/or
- Stolen property.

Law enforcement authorities will be notified immediately of seizure of such items, or of items that must be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor scholar or a scholar 18 years of age or older, will be notified by the principal of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches will be provided annually to each scholar and parent(s)/guardian(s) of the scholar assigned a school locker.

#### Motorized Vehicles

Scholar use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by scholars are subject to search by the principal, without notice or consent, if the principal reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other scholars staff, or the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the scholar before proceeding with the search. Scholars refusing to cooperate in allowing a search of a vehicle brought by them onto school property will be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

#### Scholars

Upon reasonable suspicion, and in order to protect the health, safety, or welfare of the scholars under school jurisdiction, the principal is authorized to search scholars. All searches will be carried out in the presence of an adult witness.

#### Electronic Devices

Scholar use of electronic devices on school property is a privilege and subject to the policy and procedure set out in the Scholar Handbook and relevant Board policy.

Scholars have no legitimate expectation of privacy in any District-owned electronic device. At no time does the District relinquish its rights in its electronic devices. The Board authorizes the principal to search District-owned electronic devices and their contents at any time, without notice, and without parent(s)/guardian(s) or scholar consent.

## **Section 8000 – Students**

8245 Gangs or “Gang-Like Activity”

8245

The Board desires to keep District schools and scholars free from threats or harmful influence of any groups or gangs, which advocate drug use, violence, disruptive or criminal behavior. The Superintendent will maintain continual, visible supervision of District premises to deter gang intimidation of scholars and confrontations between members of different gangs.

The Superintendent will:

- Establish open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort,
- Provide in-service training to help staff identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang or gang-like behavior, and
- Keep the staff informed about conflict management techniques and alerted to intervention measures and community resources, which helps scholars.

The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, which advocate drug use, violence, disruptive or criminal behavior.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: State-wide School Safety Information Policy

## **Section 8000 – Students**

### 8255 Terroristic Threats/Acts

8255

The Board recognizes the danger that terroristic threats or acts by scholars present to the safety and welfare of District scholars, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic action is a violent act or a threat to commit violence communicated with the intent to create extreme fear or violence toward a body of people, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

The Board prohibits any District scholar, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any scholar, employee, Board member, community member, school building, or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around the District, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

Staff members and scholars will be responsible for informing the Superintendent regarding any information or knowledge they may have relevant to a possible or actual threat or act. Failure to bring forward information or knowledge relative to a possible or actual threat or act will result in disciplinary consequences for scholars up to and including permanent expulsion and for staff members up to and including discharge.

When the Superintendent has evidence that a scholar has made a terroristic threat or committed a terroristic act, the following guidelines will be applied:

1. The Superintendent will suspend the scholar immediately.
2. The Superintendent will report the incident to the Board President promptly.
3. Based upon further investigation, the Superintendent will determine whether the scholar should be reported to law enforcement officials.

The Superintendent, based upon further investigation, will recommend appropriate disciplinary action up to and including expulsion.

If a scholar is expelled for making terroristic threats or committing terroristic acts, the Board may require that the scholar provide competent and credible evidence that the scholar does not pose a risk of harm to others prior to reinstatement.

See also: Policy 8350 - Scholar Suspension and Expulsion and Policy 8260 – Bullying.

Approved: June 29, 2009

Reviewed: May 7, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1308; Statewide School Safety Information Policy



## **Section 8000 – Students**

8260 Bullying (Cf. 8018)

8260

The Board believes that a safe and nurturing educational environment in school is necessary for scholars to learn and achieve high academic standards. Therefore, the District strives to provide a safe and nurturing environment for all of its scholars. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of scholars, as well as administrators, faculty, staff, visitors, and volunteers.

### Bullying is Prohibited

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

### Definition of Bullying

Bullying is defined as 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 pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the District's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Adversely affecting the ability of a pupil to participate in or benefit from the District's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying is prohibited at school. "At school" is defined as in a classroom, elsewhere on school premises, at school-sponsored activities or events whether or not it is held on school premises, on a school bus or other school-related vehicle. "At school" includes conduct, using a telecommunications access device or a telecommunications service provider that occurs off school premises if the telecommunications access device or telecommunications service provider is owned by or under the control of the District.

"Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (MCL § 750.219a).

Bullying that does not occur "at school," as defined above, including cyberbullying, that does one or all of the following may be subject to disciplinary action in accordance with this policy and applicable law:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
2. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

### Reporting and Investigating Reports of Bullying

Every scholar is encouraged to report any situation that they believe to be bullying behavior directed toward a scholar to a teacher, a counselor, a building principal, an assistant principal, or other staff member. Staff members will report any reports made by scholars or situations that they believe to be bullying behavior directed toward a scholar to the building principal or assistant principal. Complaints against administrators will be reported to the Superintendent. Complaints against the Superintendent will be reported to the Board President.

Retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Retaliation will be considered a serious violation of Board policy, independent of whether a report is substantiated. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations about bullying is prohibited. Retaliation and making intentionally false accusations about bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy will be promptly investigated and documented. The building principal or assistant principal is responsible for the investigation. If the investigation results in a finding that an instance of bullying has occurred, it will result in prompt and appropriate disciplinary action, up to and including expulsion for scholars, up to and including discharge for employees, up to and including exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, notification will be provided to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.

Each school will document any prohibited incident that is reported and will document all verified incidents of bullying and the resulting consequences, including discipline and referrals. The Superintendent will provide a report of all verified District incidents of bullying and the resulting consequences, including discipline and referrals, to the Board on an annual basis.

The Superintendent is the school official responsible for ensuring that this policy is implemented. However, this will not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records.

Training and Educational Programs

Administrators, school employees and volunteers who have significant contact with pupils will be trained annually on preventing, identifying, responding to, and reporting incidents of bullying.

Notification

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

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines will include reporting and investigative procedures, as needed.

Approved: June 29, 2009

Revised: September 21, 2015

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Matt's Safe School Law, Public Act 241 of 2011 (MCL § 380.1310b).

## **Section 8000 – Students**

8300 Scholar Discipline (Cf. 5220)

8300

### Corporal Punishment

The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in scholar discipline or punishment.

No employee, volunteer, or contractor of the District will inflict physical pain by hitting, paddling or spanking, or cause to be inflicted, corporal punishment upon a scholar as a means of punishment. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

### Positive Behavioral Interventions and Supports (PBIS)

The Board subscribes to the philosophy of Positive Behavioral Interventions and Supports (PBIS) as recommended by the State Board of Education and set forth in the State Board of Education's Policy for the Emergency Use of Seclusion and Restraint March 14, 2017, and expects staff will implement its practices.

### Emergency Use of Seclusion and Restraint

As required by state law, the Board hereby adopts as its own policy and expects all employees, contractors, and vendors to comply with the State Board of Education's policy for emergency use Policy for the Emergency Use of Seclusion and Restraint March 14, 2017, and its implementing rules, regulations, and guidelines. The Superintendent will ensure that the appropriate level of training on the emergency use of seclusion and restraint is provided to all district personnel, substitute teachers, and those who will have regular contact with scholars.

### Disciplinary Measures

The Board approves of the following disciplinary measures for use in the District for those scholars violating the District's scholar code of conduct: deny participation in special school activities; before or after school detention; disciplinary contractual arrangements; out-of-school

suspension; in-school suspension; expulsion; graduation ceremonies; and/or disciplinary probation.

The District's administrators may also take disciplinary action against a scholar for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the scholars and/or staff. A scholar who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other scholars or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District will be in accordance with the scholar's appropriate due process rights.

All employees are responsible for the regulation of scholar conduct.

Approved: June 29, 2009  
Revised: August 21, 2017  
Revised: July 29, 2024  
Adopted: July 29, 2024

LEGAL REF: MCL 380.1311; 380.1312; Michigan State Board of Education Publication, Policy for the Emergency Use of Seclusion and Restraint, March 14, 2017. Sections 1307 through 1307h of the Revised School Code [MCL 380.1307 through 380.1307h]

## **Section 8000 – Students**

### 8320 Assaults Committed by Scholars

8320

#### Assaults Committed Against School Personnel

##### Generally

Where law permits, Board hereby delegates the responsibility to expel or suspend scholars to the Superintendent.

##### Physical Assaults

The Board will permanently expel a scholar in grade 6 or above if the scholar commits a physical assault, as defined by MCL 380.1311a(12)(B),<sup>4</sup> against a District employee or against a person engaged as a volunteer or contractor for the District, on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

##### Threats of Assault Committed by Scholars

Any scholar in grade 6 or above who commits a verbal, written or electronically transmitted threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District will be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “threat of assault” will be defined as any willful verbal, written, or electronically transmitted threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

##### Physical Assaults Committed Against Other Scholars

The Board will suspend or expel a scholar in grade 6 or above for up to 180 days if the scholar commits a physical assault, as defined by MCL 380.1310(3) (b), against another scholar on school property, on a school bus or other school related vehicle, or at a school-sponsored

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<sup>4</sup> MCL 380.1311a(12)(B) and MCL 380.1310(3)(B) define “Physical Assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

activity or event. The Board may modify the suspension or expulsion period on a case-by-case basis.

### Sexual Assaults

Any scholar who commits criminal sexual conduct in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another scholar enrolled in the District, will be permanently expelled subject to possible reinstatement.

### Suspension and Expulsion

Before suspending or expelling a scholar for any reason or for any amount of time, the superintendent, principal or designee, or hearing officer will consider the seven factors outlined in Board Policy 8350.

### Reinstatement

The parent(s)/guardian(s) of a permanently expelled scholar, or an emancipated permanently expelled scholar may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

### Application to Scholars with Disabilities

This policy will be applied in a manner consistent with the rights secured under federal and state law to scholars who are determined to be eligible for special education programs and services.

### Implementation

The Superintendent will develop specific procedures for dealing with suspensions or expulsions authorized by this policy. Regulations ensuring due process to all scholars before a long-term (10 days or more) suspension or expulsion is imposed will be developed with the advice of the District's attorney.

Approved: December 3, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1310; 380.1311; 380.1311a, see also, Board Policy 8350 and 8350-R



## **Section 8000 – Students**

### 8350 Scholar Suspension, Expulsion, and Reinstatement

8350

It is the obligation of the District to maintain a safe and orderly learning environment and ensure that scholars reap the benefits of an education. In instances when a scholar's behavior is impeding education, the Superintendent may suspend only after interventions have been explored and documented, either for a short-term or long-term, or may make a recommendation regarding the permanent expulsion of a scholar guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for scholar conduct authorized, adopted or approved by the Board or as outlined in the Student Handbook;
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school;
- Willful misconduct which substantially impinges upon or invades the rights of others; or
- Disobedience of an order by a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

The District will implement interventions and utilize alternatives to suspension when possible to ensure that discipline measures are corrective and not purely punitive. Before suspending or expelling a scholar, the superintendent, principal or designee, or hearing officer will consider the following factors:

- The scholar's age;
- The scholar's disciplinary history;
- Whether the scholar has a disability;
- The seriousness of the violation or behavior committed;
- Whether restorative practices will be used to address the violation or behavior committed by the scholar; and
- Whether a lesser intervention would properly address the violation or behavior committed by the scholar.

### Suspension

The Board authorizes the Superintendent to suspend or expel a scholar for up to 180 school days without Board action or approval. A suspension may be for a “short-term” of up to ten school days, or for a “longer-term,” exceeding ten school days up to 59 school days. Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a scholar without first affording the scholar or the parent(s)/guardian(s) a hearing if the presence of the scholar endangers other persons or property or substantially disrupts the operation of the school.

A long-term suspension will not be imposed upon a scholar unless the scholar has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the scholar.

### Expulsion

No scholar may be permanently expelled from the District until an opportunity for a formal discipline hearing has been afforded to the scholar. Scholars of the age of seven or under may not be expelled without prior approval from the Board. Expulsion also means as any out of school suspension of 60 to 180 school days.

### Appeals Process

The District will provide an appeals process as outlined in the Rules (see 8350R).

### Suspensions by Teachers

Class, Subject, or Activity Suspensions: A teacher is authorized to immediately remove and suspend a scholar from a class, subject, or activity when the scholar’s behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the class, subject, or activity effectively, or the scholar’s behavior interferes with the ability of other scholars to learn.

Any scholar suspended pursuant to this policy will not be allowed to return to the class, subject, or activity from which he or she was suspended from or participate in after school

extracurricular activities until the passage of one full school day from the time of the scholar's infraction unless otherwise permitted by the Principal.

Scholars attending separate class periods throughout the school day will be permitted during the term of the suspension to attend other classes taught by other teachers only when the scholar's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board Policy and the school's Student Code of Conduct.

Any scholar suspended from the same class, subject, or activity for four or more accumulative days during the school year will be provided an intervention and a consultation with the teacher and/or building staff.

#### Application to Scholars with Disabilities

This policy will be applied in a manner consistent with the rights secured under federal and state law to scholars who are determined to be eligible for special education programs and services.

#### Implementation

The Superintendent will develop detailed written rules to implement this policy in compliance with state law requirements. They will ensure uniform and consistent application of the policy and will report to the Board as required on its effectiveness.

The rules will include safeguards for the dismissal of scholars suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the scholar's suspension.

#### Hearing Officer

The Board may appoint one or more hearing officers for purposes of hearing appeals made in cases of long-term suspensions. The hearing officer will be an employee of the District.

#### Written Notices

All required written notices will be mailed to the residence of the parent(s)/ guardian(s) at the address on file in the school records of the scholar. In addition, other forms of notice will be used as often as possible.

### Reinstatement

The parent(s)/guardian(s) of a permanently expelled scholar, or an emancipated permanently expelled scholar may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law and in the rules accompanying this policy. These rules will also be outlined in the scholar handbook.

Approved: June 29, 2009

Revised: May 19, 2014

August 21, 2017

December 3, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL; 380.1309; 380.1310; 380.1311, OAG, 1985-1986, No 6271, p 13 (February 7, 1985)

## **Section 8000 – Students**

### 8440 Early Graduation

8440

#### Early Graduation

A scholar who, for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence may request permission for early graduation. The scholar and parents/guardians must consult with high school administrative and/or guidance personnel in order to develop a graduation plan. The scholar must request in writing to the Superintendent permission for early graduation with reasons supporting their plan and request. Examples of reasons to be considered are:

- Hardship circumstances,
- Vocational opportunities,
- Enlistment in the military occupations,
- Pursuit of a continuous specialized education objective, and
- College entrance.

The scholar or their parent/legal guardian must submit a letter in support of the scholar's request for early graduation, and such letter must accompany the scholar's written request. The request letters must be submitted to the Superintendent no later than six months before the scholar's anticipated completion of the required high school program.

The scholar will be expected to complete all state and local graduation requirements of subjects and credit units or their accepted equivalents satisfactorily in order for consideration to be given to any request.

Each request is to be determined by the Superintendent on the merits of the individual circumstances; one case will not set a precedent for others.

#### Advanced College Placement

Scholars accepted for university or college entrance prior to completing all high school graduation requirements may be granted a high school diploma if the following conditions are met:

1. Requests are made to the Board in advance for a waiver of completion of high school graduation requirements;

2. Approval by the Board of the waiver upon recommendation of the Superintendent;
3. Satisfactory completion of all state requirements for graduation at the high school or at the college/university or other institution approved by the Board, and
4. Satisfactory completion of sufficient college courses which may be substituted for required or elective courses for which high school credit will be given in order to meet the high school graduation requirements.

A diploma will not be granted until all of the above conditions have been met. The Superintendent is responsible for developing procedures and criteria to implement this policy.

Approved: June 29, 2009  
Revised: July 29, 2024  
Adopted: July 29, 2024

**Section 8000 – Students**

8450 Scholar Welfare (Cf. 8590)

8450

The Board and Superintendent will endeavor to provide a suitable environment conducive to the general health, safety, and welfare of each scholar in school attendance and at school-sponsored activities. The Superintendent will promulgate appropriate administrative rules, known, generally, as the “Student Code of Conduct” in order to implement this policy.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 333.26301-26306

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

In accordance with The Child Nutrition Reauthorization Act of 2004 (PL108-265), the Board directs the Superintendent to establish appropriate rules and regulations in compliance with national guidelines for implementation and assessment, Nutrition Education, Nutrition Standards, and Physical Education and Physical Activity Opportunities.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Section 204 of Public Law 108-265 (Child Nutrition and WIC Reauthorization Act of 2004) Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et. Seq.) Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) Michigan Department of Education Health Education Content Standards & Benchmarks, July 1998 Title VII- U.S. Dept. of Agriculture; Chapter II- Food & Nutrition Service, Dept. of Agriculture; Part 210- National School Lunch Program



## Section 8000 – Students

### 8482 Scholar Health Services and Delegation of Services

8482

#### Health Services

The Board and Superintendent recognize that health services enable scholars to participate in the educational process. The focus of these services is to promote health, maintain a safe environment, prevent or control spread of disease, and minimize the impact of illness or disability.

#### Delegation of Health Services

The District's commitment to provide for the health and safety of all scholars in the school setting includes the provision of needed health care services by qualified staff. Sometimes health care services may need to be provided by an individual or individuals other than the school District's professional nursing or other health services staff. The Board recognizes and approves such delegation under certain conditions.

Delegation of nursing or other health services responsibilities must adhere to the Michigan Public Health Code and Grand Rapids Public Schools "Guidelines for the Delineation of Roles and Responsibilities for Health Procedures." The Guidelines are considered as part of this policy statement and incorporated by reference herein. The guidelines will not be modified without action by the Board.

The Superintendent is authorized to assign school health services providers to develop necessary rules, procedures, and guidelines to see that scholar health and safety are protected if the delegation of health services is necessary.

Approved: June 29, 2009

Revised: January 2, 2019  
April 2021  
August 2021  
November 8, 2021

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF. Michigan Public Health Code Part 172, Nursing 333.17201 Delegation 333.16104, 333.16215; Michigan Board of Nursing Rules Regarding Delegation 333.10104: Department of Licensing and Regulatory Affairs Director's Office Board of Nursing-General Rules Regarding Delegation 333.10104.

**Section 8000 – Students**

8482 Scholar Health Services and Delegation of Services

8482-2

**GRAND RAPIDS PUBLIC SCHOOLS GUIDELINES FOR THE DELINEATION OF  
ROLES AND RESPONSIBILITIES FOR HEALTH PROCEDURES**

Procedure	Physician Order Required	Registered Nurse (RN)	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel
1.0 Activities of Daily Living				
1.1 Toileting/Diapering		A	A	A
1.2 Bowel/Bladder Training (Toilet Training)		A	A	A
1.3 Oral Hygiene		A	A	A
1.4 Lifting/Positioning		A	A	A
1.5 Feeding				
1.5.1 Nutrition Assessment		A	X	X
1.5.2 Oral Motor Assessment		X	X	X
1.5.3 Oral Feeding (special needs)	*	A	A	S
1.5.4 Naso-Gastric Feeding	*	A	A	X
1.5.5 Monitoring of Naso-Gastric Feeding		A	A	X
1.5.6 Gastrostomy Feeding	*	A	A	S
1.5.7 Monitoring of Gastrostomy Feeding		A	A	S
1.5.8 Jejunostomy Tube Feeding	*	A	A	X
1.5.9 Monitoring of Jejunostomy Tube Feeding		A	A	S
1.5.10 Total Parenteral Feeding (Intravenous)	*	A	S	X
1.5.11 Monitoring of Parenteral Feeding		A	S	X

**DEFINITION OF SYMBOLS**

- A Qualified to perform task, not in conflict with professional standards
- S Qualified to perform task with RN supervision and training
- X Should Not Perform

Unlicensed Assistive Personnel (UAP) "an unlicensed person trained to perform a nursing activity" (Resha & Taliaferro, 2017)

**Section 8000 – Students**

8482 Scholar Health Services and Delegation of Services

8482-3

**GRAND RAPIDS PUBLIC SCHOOLS GUIDELINES FOR THE DELINEATION OF  
ROLES AND RESPONSIBILITIES FOR HEALTH PROCEDURES**

Procedure	Physician Order Required	Registered Nurse (RN)	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel
1.0 Activities of Daily Living (continued)				
1.5.11 Naso-Gastric Tube Insertion	*	A	S	X
1.5.12 Naso-Gastric Tube Removal	*	A	S	X
1.5.13 Gastrostomy Tube Reinsertion	*	A	S	X
2.0 Catheterization				
2.1 Clean Intermittent Catheterization	*	A	A	S
2.2 Sterile Catheterization	*	A	S	X
2.3 External Catheter	*	A	A	S
2.5 Care of Indwelling Catheter (Not Irrigation)	*	A	A	S
3.0 Medical Support Systems				
3.1 Ventricular Peritoneal Shunt				
3.1.1 Pumping	*	A	X	X
3.1.2 Monitoring	*	A	S	X
3.2 Mechanical Ventilator				
3.2.1 Monitoring	*	A	S	X
3.2.2 Adjustment of Ventilator	*	X	X	X
3.2.3 Equipment Failure	*	A	S	X
3.3 Oxygen				
3.3.1 Intermittent	*	A	S	S
3.3.2 Continuous (Monitoring)	*	A	S	S
3.4 Central or Intravenous Lines	*	A	S	X
3.5 Peritoneal Dialysis	*	A	S	X
3.6 Apnea Monitor	*	A	S	S
3.7 Pulse Oximetry		A	A	S

**DEFINITION OF SYMBOLS**

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**Section 8000 – Students**

8482 Scholar Health Services and Delegation of Services

8482-4

**GRAND RAPIDS PUBLIC SCHOOLS GUIDELINES FOR THE DELINEATION OF  
ROLES AND RESPONSIBILITIES FOR HEALTH PROCEDURES**

Procedure	Physician Order Required	Registered Nurse (RN)	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel
4.0 Medications				
4.1 Oral	*	A	S	S
4.2 Injection				
4.2.1 Injection (manual)	*	A	S	S
4.2.2 Insulin via auto injector penshot	*	A	S	S
4.2.3. Insulin pump (bolus per carb calculation)	*	A	S	S
4.2.4 Insulin pump auto correction	*	A	S	S
4.2.5 Insulin pump monitoring	*	A	S	S
4.2.6 Insulin pump site change	*	A	S	X
4.3 Epi-Pen Allergy Kit or Glucagon	*	A	S	S
4.4 Inhalation				
4.4.1 MDI -Metered Dose Inhaler	*	A	S	S
4.4.2 Nebulizer	*	A	S	S
4.4.3 Dry Inhaler	*	A	S	S
4.5 Rectal	*	A	S	S
4.6 Bladder Installation	*	A	S	X
4.7 Eye/Ear Drops	*	A	S	S
4.8 Topical	*	A	S	S
4.9 Per Nasogastric Tube	*	A	S	X
4.10 Per Gastrostomy Tube	*	A	S	S
4.11 Intravenous/Heparin Locks	*	A	S	X
4.12 Nasal	*	A	S	S
4.12.1 Medication w/ potential adverse reactions	*	A	S	S
4.13 Baclofen Pump	*	A	S	X

**DEFINITION OF SYMBOLS**

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- X Should Not Perform

**Section 8000 – Students**

**8482 Scholar Health Services and Delegation of Services**

8482-5

Unlicensed Assistive Personnel (UAP) “an unlicensed person trained to perform a nursing activity” (Resha & Taliaferro, 2017)

**GRAND RAPIDS PUBLIC SCHOOLS GUIDELINES FOR THE DELINEATION OF ROLES AND RESPONSIBILITIES FOR HEALTH PROCEDURES**

Procedure	Physician Order Required	Registered Nurse (RN)	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel
<b>5.0 Ostomies</b>				
5.1 Ostomy Care		A	S	S
5.2 Ostomy Irrigation	*	A	S	X
<b>6.0 Respiratory Assistance</b>				
6.1 Postural Drainage	*	A	S	S
6.2 Percussion/Flutter	*	A	S	S
6.3 Suctioning				
6.3.1 Pharyngeal/Oral	*	A	S	S
6.3.2 Deep Suctioning	*	A	S	X
6.3.3 Tracheostomy (shallow/tip suctioning)	*	A	S	S
6.4 Tracheostomy Tube Replacement	*	A	S	X
6.5 Tracheostomy Care (Cleaning)	*	A	S	X
<b>7.0 Screenings</b>				
7.1 Growth		A	S	S
7.2 Vital Signs		A	S	S
7.3 Hearing		A	X	X
7.4 Vision		A	X	X
7.5 Head Lice		A	S	S

**DEFINITION OF SYMBOLS**

A Qualified to perform task, not in conflict with professional standards

S Qualified to perform task with RN supervision and training

X Should Not Perform

Unlicensed Assistive Personnel (UAP) “an unlicensed person trained to perform a nursing activity” (Resha & Taliaferro, 2017)

**Section 8000 – Students**

8482 Scholar Health Services and Delegation of Services

8482-6

**GRAND RAPIDS PUBLIC SCHOOLS GUIDELINES FOR THE DELINEATION OF  
ROLES AND RESPONSIBILITIES FOR HEALTH PROCEDURES**

Procedure	Physician Order Required	Registered Nurse (RN)	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel
8.0 Specimen Collecting/Testing				
8.1 Blood Glucose	*	A	S	S
8.2 Urine Glucose or Ketones	*	A	S	S
8.3 Spirometer	*	A	S	S
9.0 Other Health Care Procedures				
9.1 Seizure Monitoring & Documentation		A	A	S
9.1.1 Vagal Nerve Stimulator	*	A	S	S
9.2 Soaks	*	A	S	S
9.3 Dressings, Sterile	*	A	S	S
9.4 First Aid		A	S	S
9.5 Health Record Keeping		A	S	S
10.0 Development of Protocols				
10.1 Health Care Procedures		A	X	X
10.2 Emergency Protocols	*	A	X	X
10.3 Emergency Action Plan/Individualized Health Care Plan		A	X	X
10.4 Nursing Assessment		A	A	X

**DEFINITION OF SYMBOLS**

- A Qualified to perform task, not in conflict with professional standards
- S Qualified to perform task with RN supervision and training
- X Should Not Perform
- Unlicensed Assistive Personnel (UAP) "an unlicensed person trained to perform a nursing activity" (Resha & Taliaferro, 2017)

**References:**

Resha, C. & Taliaferro, V. (2017). *Legal Resource for School Health Services*. SchoolNurse.com: Nashville.

Format from Joint Task Force for the Management of Children with Special Health Needs and is a joint product of the American Federation of Teachers, the Council for Exceptional Children, the National Association of School Nurses, Inc., and the National Education Association, 19

## Section 8000 – Students

8510 Communicable Diseases - Scholars

8510

The District will work with the Kent County Health Department to adhere to the Michigan Public Health Code (Act 368 of 1978 as amended), and will comply with the Michigan Department of Health and Human Services and Centers for Disease and Prevention (CDC) guidelines to prevent, control, and contain communicable diseases in schools.

Scholars are expected to comply with required immunization schedules. The building Principal is required, under Part 92, Act 368 of the Public Acts of 1978, to exclude children from school attendance who are out of compliance with the immunizations required by this Act.

The District will exclude a scholar from school who is suspected of having a communicable disease or infection and is considered a health threat to the school population as defined by Michigan Public Health R325.9010 and as described in the rules accompanying this policy. A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids, breathing in an airborne virus, or by being bitten by an insect.

A decision to close schools due to communicable disease outbreaks will be made by the Superintendent, in consultation with the Kent County Health Department medical staff and/or with the review team.

The Superintendent or designee will comply with all laws, State executive orders, Michigan Department of Education rules or regulations, Michigan Department of Health and Human Services guidelines, and any reporting requirements.

A scholar who has been diagnosed with or is suspected of having a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.<sup>1</sup>

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<sup>1</sup> A scholar with a contagious disease is probably a "handicapped individual" under Section 504 of the Rehabilitation Act (29 U.S.C. § 794(a)). See *Thomas v Atascadero Unified School District*, 662 F. Supp.376 (C.D. Cal 1986) (a child with Aids was a "handicapped person" under Section 504. Scholars with contagious diseases may also qualify for special education under the Individuals with Disabilities Education Act (20. U.S.C. § 1400 *et seq.*). Decisions to place a scholar in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. *Community High School District 155 v Denz*, 463 N.E.2<sup>nd</sup> 998 (2<sup>nd</sup> Dist. 1984).

Approved: June 29, 2009

Revised: April 15, 2019

August 3, 2020

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 333.5111; 333.5131; 20 USCA § 1232g (Family Educational Rights and Privacy Act of 1974), MDE Bulletin, September 23, 1999

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Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a scholar depends on the severity of the disease and the risk of infecting others, but in all cases, legal counsel should be consulted.



## Section 8000 – Students

8580 Child Abuse and Neglect

8580

Pursuant to MCL 722.622(f), child abuse must be reported to the Michigan Department of Health and Human Services (MDHHS) where the suspected perpetrator is the parent(s)/guardian(s), or any other person responsible for the child's health or welfare or a teacher, a teacher's aide, or a member of the clergy.

The Board recognizes that early identification of child abuse and neglect is critically important. The Board mandates that employees designated by the Child Protection Law report cases of child abuse and neglect as required by law. Other employees must report reasonable suspicions to appropriate school administrators.

All employees must cooperate with properly identified and authorized investigators of suspected child abuse or neglect. To the extent that safety and practical consideration allow, it is the preference of the District that law enforcement officers on school premises to investigate a report of suspected child abuse, or neglect, should not be in uniform. administrators will make this District preference known to law enforcement officers and ask for their cooperation.

The Board recognizes that school nurses, social workers, administrators, counselors, teachers, and others required to report who act in good faith are immune from any civil and/or criminal liability when reporting suspected child abuse, neglect, sexual abuse or sexual exploitation; and that a person required by law to report an instance of suspected child abuse, neglect, sexual abuse, or sexual exploitation who fails to do so is civilly liable for damages proximately caused by the failure, as provided by law. The Board also recognizes that, as required by law, a member of the staff of the school will not be dismissed, or otherwise penalized for making a report.

The Superintendent will ensure that mandated reports are provided training regarding their reporting obligations.

Approved: June 29, 2009

Revised: March 18, 2019

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: Michigan Public Act 238 of 1975; Public Law 93-247 (S.1191), (as amended Sections 722.621-722.638) Michigan Public Act 511 of 1980; Michigan Public Act 418 of 1984; Attorney General's Opinion #5396, Dec. 11, 1978; Commonwealth v Allen, 980 S.W. 2d 278 (Ky., 1998); People v Beardsley, \_\_\_ Mich App\_\_\_ (#246202, 8-24-2004); OAG Opinion No. 6869, September 6, 1995

## **Section 8000 – Students**

8590 Scholar Safety

8590

The District will endeavor to provide a safe environment for scholars while in school attendance or in extra-class activities including sports and District or scholar clubs.

### Bicycle Use

Each building principal will formulate plans and procedures for the safe use of and parking of bicycles on school property and publish them in the appropriate scholar handbooks.

### Walkers and Riders

Any scholar who uses school-provided transportation will be under the jurisdiction of the vehicle driver while in the vehicle and will be subject to all rules and regulations developed by the Superintendent to cover such activities. Such rules and regulations will be published in the appropriate scholar handbooks.

Scholars who walk to and from school are urged to become familiar with traffic safety laws governing such activities.

### Eye Protective Devices

Principals will assume the responsibility of seeing that sufficient eye protective devices are available to accommodate all classes or persons requiring them. All guidelines and rules will be published in the appropriate staff and scholar handbooks.

### Mercury Elimination

The District prohibits the purchase, storing, or use of free flowing elemental mercury or items or instruments containing free flowing elemental mercury. Each building administrator will be responsible for enforcing this policy and reporting any violations to the District MIOSHA compliance officer.

### Chemical Inventory and Use

In order to promote safety in the use of chemicals within the District, Grades K-12, all chemicals used for instructional purposes must be purchased, stored, inventoried, and handled properly according to the specified rules and regulations.

### Safety Patrols

Principals are authorized to organize scholar safety patrols to assist in the safety of scholars to and from school and/or loading/unloading school buses.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 324.81101; 380.1274b; 380.1288; 380.11a(3)(b) R 340.1301-1305;  
OAG, 1981-1982, No 6097, p 727 (August 31, 1982)

## **Section 8000 – Students**

### **8655 Scholar Do Not Resuscitate Procedure**

8655

The Board and Superintendent recognize the need to provide a guide to District employees who under certain circumstances may accommodate scholars who do not wish to receive and/or may not benefit from cardiopulmonary resuscitation. This policy is intended to facilitate kind, humane, and compassionate service for scholars who have executed a valid do not resuscitate ("DNR") order.

A parent/guardian, declarant, or patient advocate can request, in writing, a DNR order for their District scholar that is signed by an attending physician and includes any other documents required by law or the District. The District will create a committee to review the request and the DNR order signed by the parent/guardian, declarant, patient advocate, or attending physician. At any time, the parent/guardian, declarant, patient advocate, or attending physician can revoke the DNR order.

Approved: May 17, 2021

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF. Michigan DO-NOT-RESUSCITATE Procedure Act, Act 193 of 1996; Michigan General Procedures DO-NOT-RESUSCITATE Kent County EMS, Inc (revised 3/25/14

**Section 8000 – Students**

8665 Automated External Defibrillators (AEDs)

8665

The Board recognizes that from time to time medical emergencies involving Sudden Cardiac Arrest may arise that indicate and justify the use of an Automated External Defibrillator (AED.)

Michigan legislation grants civil liability protection to persons who provide cardiopulmonary resuscitation or emergency services using automated external defibrillators. This is covered under Act 173 of PA 1999. Automated External Defibrillators (AED) will be acquired and distributed as funding allows.

Medical Authorization for AED use is provided by a physician. Employees will be authorized to utilize an AED. The District will train key employees in CPR and First Aid. If an emergency that apparently requires the use of an AED occurs, an employee trained in CPR and/or First Aid will, if such person is available, take the lead in administering aid, use of the AED, and summoning emergency responders.

The School Health Office will assume administrative responsibilities for the coordination of the AED's as assigned by the Superintendent.

Approved: June 29, 2009

Reviewed: February 10, 2014 (no changes)

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 8000 – Students**

### 8710 Scholar Clubs

8710

#### Generally

Membership in any and all scholar organizations will be open to all scholars of a particular school or schools without regard to race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, hair texture, hair type or hair style, religion, national origin, age, marital status, pregnancy, disability, veteran status, or any other basis prohibited by law. All scholar organizations must operate within a framework of state and federal law, Board policy and administrative rules and regulations. Membership is limited to scholars and only those scholars currently enrolled or in attendance at a District school.

#### School-Sponsored Scholar Clubs (Closed Forum)

All school-sponsored scholar organizations must be curriculum related. Because membership is limited to scholars, the Board establishes a closed forum regarding school-sponsored organizations and clubs. By way of limited example, a “school-sponsored, curriculum related scholar club or organization” would be those such as: foreign language clubs, Astronomy Club, Math Club, American History Club, American Literature Club, Scholar Council, or the like.

The Superintendent will develop general guidelines for the establishment and operation of school-sponsored scholar organizations. Such guidelines will include the approval of the building Principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each scholar organization, and provisions for the establishment of bylaws or operating procedures which provide a linkage to the curriculum relatedness of the organization.

The building Principal may deny requests for forming a school-sponsored scholar organization where the requirements of Board policy and administrative rules and regulations have not been met. When a request has been denied, the scholars will be informed of the reasons for the denial.

Scholars may submit a written request to the Superintendent within ten days of the notice of denial for a review of the Principal’s decision. The Superintendent’s decision is final.

### Non-School-Sponsored Scholar Clubs

The District encourages scholars to broaden their knowledge and citizenship via the formation of clubs and other groups organized to promote or pursue specialized activities outside the regular classroom environment, and not related directly to the curriculum, provided membership is open to all interested and eligible scholars from the District and approval of the building Principal is obtained. By way of limited example, a non-school-sponsored scholar club would be those such as: Ski Club, Chess Club, Bowling Club, Pep or Spirit Club, Hobby Clubs, and the like having no direct connection to the curriculum.

### Meetings and Membership

Non-school-sponsored/non-curricular related scholar clubs will not conduct their activities on school property without prior permission from the Principal. Persons who are not scholars in this District must not be allowed membership in any non-school-sponsored scholar organization.

### Equal Access

Scholar initiated, non-curricular related groups will be permitted to conduct voluntary meetings on high school premises only before or after the school day, provided that the meetings do not materially and substantially interfere with the orderly conduct of the educational activities of the school or violate Board policy or state or federal law.

No public funds may be expended on behalf of the non-curricular related scholar groups covered by this policy except for the incidental cost of providing space for their meetings.

Scholars seeking to establish a voluntary, non-curriculum related scholar group must first seek approval of the building Principal. Should the Principal not approve the scholar group, the scholars may submit a written request to the Superintendent within ten days of the notice of denial for a review of the Principal's decision. Should the Superintendent deny permission, the Superintendent's decision may be appealed to the Board. The Board's decision is final.

### Scholar Social Events

Scholar social events, such as dances and parties, contribute an important element in the development of the individual. All such events sponsored by non-school-sponsored scholar clubs or organizations must have the prior approval of the building Principal and the unofficial, non-participating advisor of the club or class sponsoring the event.

Scholar social events must typically be held after the last regular class period during the school day unless otherwise approved by the building Principal during other, non-instructional times before school or during the lunch period.

Unless otherwise specifically approved by the Board, attendance at all social functions, regardless of the organization sponsoring or promoting the social event, is limited to scholars of the District and guests approved by the Building Administrator.

Approved: March 7, 2016

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1299; 20 USCA §4071, *et seq.* (Equal Access Act)



## **Section 8000 – Students**

8920 Foreign Exchange Scholars

8920

The Board recognizes the educational value of intercultural experiences between young people of different countries and the U.S. However, the Board does not sponsor scholar foreign exchange programs. Subject to the approval of the Superintendent, however, the District may approve or deny tuition-free classroom experiences in the secondary schools for exchange scholars sponsored by approved exchange programs.

It is understood that approval signifies only the District's involvement in the educational aspects of the exchange (to provide tuition-free classroom experiences for participants). The Board assumes no responsibility, liability, or control over any other aspects (travel, living accommodations, funding, insurances, etc.). Such arrangements will remain the responsibility of the sponsor. The Superintendent, however, will require certain background information from sponsors before approving tuition-free classroom experiences.

Approved: June 29, 2009

LEGAL REF: OAG, 1985-1986, No 6316, p 151 (September 25, 1985)

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 8000 – Students**

### 8940 Scholar Records

8940

The educational interests of scholars require the collection, retention, and use of data about individuals and groups of scholars while ensuring individual rights of privacy. The District will maintain educational records of scholars for legitimate educational purposes per state record retention guidelines.

School scholar records are confidential and information from them will not be released except as provided by law. The information contained in school scholar records will be kept current, accurate, clear, and relevant. All scholar records, including those maintained in District electronic database(s), will be safeguarded during collection, maintenance, and dissemination to protect against unauthorized access or accidental release. The District may release Directory Information in accordance with law, provided parent(s)/guardian(s) are given the opportunity to object to the release of this information.

#### Directory Information

The custodian of records may make certain Directory Information available without parent(s)/guardian(s) or eligible scholar's consent if public notice of the categories of information designated as Directory information has been given. After such public notice has been given, the parent(s)/guardian(s) have the right to object to the release of the information within a specified reasonable time. Directory Information for the District includes the following information about the scholar: their name, picture, major field of study, participation in recognized activities and sports and related information, grade placement, and honors and awards received.

As provided in MCL 380.1139, a school must provide armed forces recruiters and service academies with a scholar's name, address, and telephone number unless the parent(s)/guardian(s) specifically "opts out" of having that information provided.

Pursuant to federal law, a form will be sent to parent(s)/guardian(s) that allows them to opt out of the disclosure of Directory Information to military recruiters, and that informs the recipients that failure to complete and return the form will result in the disclosure of the information. Pursuant to federal law, high school principals may not exclude military recruiters from school campus if they do not similarly exclude prospective employers or post-secondary institutions.

The District will inform scholars and their parent(s)/guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to scholar records, and of the procedures for exercising those rights. This notice will be modified to accommodate the needs of the disabled or those whose dominant language is other than English.

The Superintendent will ensure that a copy of a scholar's school record, including disciplinary records of suspensions and expulsions, is transferred to any public or private school in which the scholar has enrolled within 30 days after receipt of the request, pursuant to federal law and state mandate. Notice will be given to parent(s)/guardian(s) of this transfer procedure and that the scholar's record being transferred does include a record of any suspension or expulsion action against the scholar.

The Superintendent will develop rules and procedures for implementing this policy and state and federal law with respect to scholar records. The Superintendent will designate one or more records custodian(s) for each site and/or media in which scholar records are kept, and will provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by the parent(s)/guardian(s).

The District will protect the rights of privacy of scholars and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Board or Superintendent. Regulations established under this policy will include provisions controlling the use, dissemination, and protection of such data.

If scholars are to be surveyed or monitored by researchers, parent(s)/guardian(s) will be notified of the dates of the planned activities, given an opportunity to review the survey instruments, and given the opportunity to opt out.

Annual notice will be given to parent(s)/guardian(s) of the administration of any health or physical screening, and given the opportunity to opt out.

Scholar names and addresses will not be disclosed to businesses or organizations that plan to use the information for commercial purposes. Exceptions may be made where the purpose has been approved in advance by the Superintendent and where parent(s)/guardian(s) have given, in writing, express permission for this information to be disclosed.

For the purposes of this policy, whenever a scholar has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parent(s)/guardian(s) of the scholar will only be required of and accorded to the scholar unless otherwise allowable by law.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.231 *et seq.*; 380.1134-1135; 380.1139; 20 USCA §1232g (Family Educational Rights and Privacy Act); 20 USCA § 7908 (No Child Left Behind Act); Michigan Department of Education Memo dated 4/6/04.

## **Section 9000 – General Public and Organizational Relations**

9020 News Media Relations (Cf. 1400, 9190)

9020

The Board will cooperate whenever possible with all responsible news media representatives so the public may be more fully informed about the operations of its schools. The Board President is the official spokesperson of the Board.

### News Releases

All news releases prepared for public distribution under the auspices of the District by employees or scholars must have the approval of the Superintendent prior to release.

### News Conferences and Interviews

All news conferences and interviews on behalf of the District must be approved by the Superintendent and will be scheduled in such a manner that they do not disrupt the operation of the schools or other District operations. This policy applies to in person, telephone, or written interviews.

Approved: June 29, 2009

Revised: January 4, 2021

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 9000 – General Public and Organizational Relations**

9060 Information and Campaigns

9060

All information campaigns of the District will be under the direction of the Superintendent. District funds must not be used to provide persuasive information in millage campaigns.

### Use of Scholars

Scholars will not be used by the Board in any capacity to implement any information program of the District except that notes, attendance center announcements, or related information may be sent home via scholars.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 169.257

## **Section 9000 – General Public and Organizational Relations**

9100 Board-Community Relations

9100

The Board recognizes the value of community involvement in the District at all levels. A strong school/community relationship will help strengthen the total educational experience for all scholars. Therefore, it is the policy of the District to keep the community fully informed about its schools and provide access and meaningful opportunities for all residents to participate in local building and District-wide activities and decisions.

The Superintendent will seek ways to involve residents in the work of the school District and to stimulate citizens to know more about the schools.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 9000 – General Public and Organizational Relations**

9170 Solicitations

9170

All persons seeking to sell, solicit, or display an item relating directly to expenditures of District funds to any staff on school premises must first secure permission from the building principal or Superintendent before any appointment is made. All other solicitations of or by District staff are prohibited except where expressly approved by the building principal or Superintendent.

### Solicitations in Schools

Commercial firms will not be permitted to solicit to scholars without approval of the building Principal.

All special sales projects by scholars are subject to the approval of the building administrator. This policy will include sale of advertising, magazines, and merchandise.

Commercial schools, colleges, or other agencies will be permitted to meet with and or solicit prospective scholars only when the invitation and arrangements are approved by the building principal. Counseling of scholars relative to continuation of their schooling or to job placement by outside organizations will be handled through the guidance department under the supervision of the guidance counselor.

### Solicitation of Scholars

Solicitation of scholars by anyone within the schools or on school grounds for any cause is prohibited unless prior approval is granted by the Superintendent. This prohibition includes the selling of tickets to scholars for any purpose or cause other than for a school-sponsored activity.

### Solicitation by Scholars

Solicitations by scholars within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024



## **Section 9000 – General Public and Organizational Relations**

9190 Interviews with Scholars

9190

Any representative of the news media or other person not employed by or serving on behalf of the District seeking to interview a scholar during regular school hours or on school property must first gain the approval of the scholar's parent(s), guardian(s), and the Superintendent. Once approval is granted, the building principal will be authorized to facilitate the interview.

Approved: June 29, 2009

Revised: May 7, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 9000 – General Public and Organizational Relations**

9230 School Volunteers

9230

The Board endorses the involvement of parent(s)/guardian(s) and community volunteers in its schools and recognizes the services of volunteers as essential to improving the quality of education for scholars in this community.

The Board, therefore, encourages parent(s)/guardian(s) and community members who are specially qualified because of interest, training, or experience to play an active role in the schools. To ensure the safety and well being of scholars, all volunteers will be appropriately screened.

The Superintendent will conduct criminal and or professional background checks on volunteers. The volunteer will bear the cost for criminal background checks if required. The Superintendent will promulgate procedures for facilitating the use of volunteers in District schools.

Approved: June 29, 2009 ,  
Revised: July 29, 2024  
Adopted: July 29, 2024

## Section 9000 – General Public and Organizational Relations

9250 Use of District Facilities (Cf. 3340)

9250

The Board allows properly organized and responsible outside groups to utilize District buildings and grounds. Such use, however, must not interfere with the daily school scholar routine or any school-sponsored activity. District facilities and equipment will not be used or made available for political campaigns.

The use of school facilities for school purposes has precedence over all other uses. Persons on school premises must abide by the District's conduct rules at all times, including all Board policies and rules. The Superintendent will promulgate rules to provide for the use of school facilities.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 333.12601 *et seq.*; OAG, 1987-1988, No 6460, p 167 (August 25, 1987); *Lamb's Chapel v Center Moriches Union Free School District*, 508 US 384 (1993); 20 USC 4071, *et seq.* (Equal Access Act); 20 USC 7905 (Boy Scout Equal Access Act).

**Section 9000 – General Public and Organizational Relations**

9290 Crowd Control at School-Sponsored Activities

9290

The Board and administration will do everything reasonable within their power to ensure every scholar, staff, and other adult has an opportunity to attend school activities without fear or harm of injury to person or property. The Board prohibits all persons with disruptive intent to endanger the safety of scholars, staff, or other adults, damage school property, interfere with school activities or the educational process, or attempt to close the schools.

The Superintendent will promulgate rules implementing this policy.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 9000 – General Public and Organizational Relations**

9350 Public Gifts and Requests

9350

The Board will consider the acceptance of gifts to the District from the public. Donors will be officially thanked, in writing, by the Board on behalf of the District and all gifts will be publicly acknowledged, if the donor desires.

The Superintendent will promulgate criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the District.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## **Section 9000 – General Public and Organizational Relations**

### 9370 Free Materials Distribution and Advertising in Schools

9370

The Board reserves the right to refuse distribution of any material by outside individuals or groups to the scholars or staff of the District.

#### Political Campaign Materials

In order to further citizenship training, the Board encourages responsible use of political materials for use in the appropriate classroom setting.

#### Special Interest Materials

The principal of each building will establish rules governing the distribution of special interest materials in the building or on District grounds.

#### Advertising in the Schools

No advertising of materials used for commercial purposes will be permitted in the school buildings, on the grounds of the District, or on any District websites without prior approval of the Superintendent. Advertising in scholar publications or on any District websites will be regulated by rules and regulations developed by the Superintendent. Ads concerning alcohol, tobacco, controlled substances, weapons, contraceptive devices, pornography, any illegal activity, or drug paraphernalia are prohibited in any school-sponsored publication or website. However, the Superintendent may authorize the use of the logo of entities that have established a formal partnership with the school or District on District or school material or publications.

#### Use of Religious Materials

Religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but are prohibited if used to indoctrinate the practice of a religion.

#### Dissemination of Religious Materials

Materials that have a religious content may be made available to scholars during non-instructional time. The District will impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that scholars are aware that the materials are not being endorsed or sponsored by the District.

Approved: June 29, 2009

Revised: December 4, 2017

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: *Good News Club v. Milford Central Schools*, 121 S. Ct. 2093 (2001)

## **Section 9000 – General Public and Organizational Relations**

9400 Visitors to the School

9400

All school buildings will have notice posted requiring all visitors to make their presence known to the appropriate building principal before proceeding to contact any other person in the building or on the grounds.

Any person who visits a District building and/or grounds will be under the jurisdiction of the building principal who is responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request aid from any law enforcement agency if any visitor refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access. Violators of this policy and any implementing rules may be subject to governmental trespass laws.

The Board encourages the public to visit the District's schools, departments, and classrooms. The Superintendent will promulgate appropriate rules, regulations, and guidelines implementing this policy.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1137(2)

## **Section 9000 – General Public and Organizational Relations**

### 9410 Parent(s)/Guardian(s) Visitation of Classrooms

9410

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conference evenings, school open houses, and visitation days.

Parent(s)/Guardian(s) may visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all scholars and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all scholars and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other scholars.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All visitations are subject to the approval of the building principal who is charged with the responsibility of guaranteeing the learning environment and privacy of scholars.
2. Parent(s)/Guardian(s) desiring to visit a classroom will make a request to the principal prior to the date of the visit. The principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. The principal will accompany the parent(s)/guardian(s) on the visit if the parent(s)/guardian(s) so desire(s).
4. Visitors are required to check in at the school office prior to the start of the class that they wish to observe and to follow individual school procedures for visitor sign-in, passes, escorts, etc.



5. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher.
6. The building principal may limit the number of visitors that will be permitted in a classroom on any given day.
7. Visitation is prohibited during tests or other scholar examinations or evaluation.
8. Visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility. Parent(s)/Guardian(s) will refrain from giving directions or making evaluations of personnel or operating procedures during their visits. If a school visit leaves the parent(s)/guardian(s) with a concern, this concern should be discussed with the building principal or Superintendent.
9. Teachers are expected to use the time between classes for preparation, meetings with scholars, and discussion with colleagues. Visiting parent(s)/guardian(s) must refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish(es) to discuss their child's educational progress. Teachers will refrain at all times from discussing the behaviors or achievement of other scholars with visiting parent(s)/guardian(s).
10. Board members who have scholars in the schools and therefore have parental/guardian opportunities to converse with their student's teacher, counselor, or administrator will make clear that they are speaking and/or visiting as the parent(s)/guardian(s) and not as a member of the Board.

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent will ensure the provisions of this policy are published in the appropriate handbook(s) and copies provided to parent/guardian visitors.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1137(b)(2)

## Section 9000 – General Public and Organizational Relations

### 9450 Complaints

9450

All complaints regarding the District should be resolved at the lowest possible administrative level.

#### About Policies

Complaints about policies of the District should be directed to the Superintendent.

#### About Curriculum

Complaints about the curriculum of the District should be directed to the Superintendent.

#### About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building Principal.

#### About Facilities and Services

Complaints about facilities and services should be directed to the Superintendent.

#### About Personnel

Complaints will be investigated fully and fairly, and the employee's rights to due process<sup>1</sup> will be protected at all times. All processes will be consistent with grievance procedures delineated in contractual agreements with bargaining units.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

The employee involved will be informed and will be given every opportunity for explanation, comment and presentation of the facts as the employee sees them.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 15.261 *et seq.*

<sup>1</sup> Due process includes both substantive and procedural due process. Substantive due process protects employees from arbitrary, capricious, irrational, or unreasonable action (requires that a rule or a disciplinary decision must be rationally related to a legitimate state interest). Procedural due process includes the concepts of proper notice to the accused and the right to a hearing before a property interest is taken away. The extent of the procedures due depends on the nature of the interest being taken away, i.e., the more that could potentially be taken away, the more procedural protections must be provided. If the maximum penalty that could be imposed is relatively small, only a small amount of procedural due process is required.

**Section 9000 – General Public and Organizational Relations**

9610 Relationship with Zoning Authorities

9610

The Board directs the Superintendent to request that notification of zoning proposals and changes that may affect the District be sent to the District by zoning authorities in the county, townships, and cities within the District it being understood, however, that only the State Superintendent of Instruction is authorized, by law, to approve building and site plans for public schools.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: *Charter Township of Northville, et al. v Northville Public Schools*, 469 Mich 285; 666 NW2d 213(2003).

## Section 9000 – General Public and Organizational Relations

9820 Intermediate District Relations (Cf. 1300)

9820

The Board is committed to cooperating with the Kent Intermediate School District ("ISD") in special programs and services. The Superintendent will assume the responsibility of evaluating the various programs and services provided, alerting the Board to such services and recommending to the Board participation in various services and programs. Guidance to the Board will be given by the:

- Educational value to scholars;
- Effect on the efficiency of operation of the school system, and
- Economic factors involved in relationship to the service and the District's budget.

The Board will appoint annually a member to attend the budget hearing of the ISD. The Board will, prior to the budget hearing on the ISD's budget, secure copies of the budget, review and discuss the budget, and give directions to its representative. Such review and discussion will be an agenda item at a regular or special meeting of the Board prior to the budget hearing.

The Board will also appoint one member as a representative to cast a vote in the biennial ISD election. The representative will cast his/her vote(s) according to the will and direction of the majority of the Board. In the event, however, there are three tie votes in an attempt to elect a member(s) of the ISD Board, the Board's representative will be free to cast their vote for any candidate of their choosing.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.624

**Section 9000 – General Public and Organizational Relations**

9840 Scholar Teaching and Internships

9840

The Superintendent may consider the use of student teachers, interns, and other students seeking professional degrees important to the District, in classes and programs maintained by the District upon entering into a written agreement with colleges and universities.

Approved: June 29, 2009

Revised: May 7, 2018

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1531b

## **Section 9000 – General Public and Organizational Relations**

9900 Education Research Agencies

9900

The contributions of appropriate educational research to teaching and school administration are recognized by the Board. The District will cooperate when possible with colleges, universities, and other recognized agencies to promote educational research to:

1. Increase professional knowledge of teaching and learning processes and the social setting in which they operate;
2. Sharpen perception of instructional and administrative problems;
3. Establish instructional and management objectives; and
4. Assess progress toward accomplishment of District objectives.

All requests for use of District staff, scholars, or facilities for purposes of educational research will be submitted in writing to the Superintendent. The Superintendent's decision as to the appropriateness and value of the proposed research and whether or not to engage in the research/study will be final.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

## Section 9000 – General Public and Organizational Relations

9920 School Accreditation

9920

The Board will make every effort through its policies and decisions to operate an educational program that will meet the criteria of the Michigan Accreditation Plan as provided by the Michigan State Board of Education and the North Central Association of Secondary School and Colleges. District administrators and staff will cooperate fully with these associations in their periodic evaluations of the schools in the District and will keep the Board informed as to the status of these evaluations. The Superintendent will keep the Board informed regarding weaknesses that may endanger accreditation and will make recommendations, which will correct such weaknesses.

Approved: June 29, 2009

Revised: July 29, 2024

Adopted: July 29, 2024

LEGAL REF: MCL 380.1204a