

## **Series 1000: Policy Overview, Mission Statement, and Definitions**

### **1100 Policy Overview**

#### **1101 General Policy Statement**

The Board will establish, maintain, and amend bylaws and Policies (together, “Policies”) that guide the District and assist the Board and its designees with carrying out District functions and duties.

##### **A. Policies serve to:**

1. formally articulate the Board’s goals, standards, and objectives;
2. provide the Board, administrators, and other personnel with guidance in making decisions that affect District operations, functions, and duties; and
3. inform the public of the manner in which the Board, administrators, and other personnel conduct District operations, functions, and duties.

Policies are intended to be flexible where possible.

##### **B. Specific administrative regulations, procedures, practices, contracts, collective bargaining agreements, handbooks, and other documents also may guide and govern actions and decisions and should be consistent with Policies.**

###### **1. Collective Bargaining Agreements and Past Practice**

These Policies supersede any inconsistent past practice. The Policies, however, are not intended to change or alter the terms of a collective bargaining agreement between the Board and a labor organization. Collective bargaining agreement terms supersede inconsistent Policies unless contrary to state or federal law.

###### **2. Other Contracts and Legal Obligations**

These Policies do not change or alter the terms of enforceable contracts or other legal obligations.

##### **C. Validity of Policies**

Policies should be interpreted consistent with applicable law. If a court determines that a Policy provision is invalid or that a changed legal standard makes a provision unlawful, the unaffected provisions remain in force.

A violation of Policies may result in discipline, including discharge.

Date adopted: June 25, 2025

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## **Series 1000: Policy Overview, Mission Statement, and Definitions**

### **1200 Mission Statement**

#### **1201 *Mission Statement***

Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.

Legal authority: MCL 380.11a, 380.601a

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### **1300 Creation, Amendment, and Posting of Policies**

#### ***1301 Creation, Amendment, and Posting of Policies***

Each of these Policies will become an official District Policy when approved by a majority vote of the Board at a lawfully convened meeting. The adopted Policies override and supplant previously adopted Policies and Board resolutions.

The Board may adopt or amend any Policy after a single reading at a regular or special Board meeting, unless the law requires more than 1 reading due to the Policy's subject matter. The Board may, in its discretion, review Policies at multiple meetings before taking action.

Each Policy will include the date it was adopted or revised by the Board.

The Superintendent will maintain a master copy of these Policies in the District's central office, and the Policies may be posted on, or linked to, the District's website. The Board will post Policies on its website if required by law.

The Board may update, add, or delete Policies as needed. Unless otherwise directed by the Board, the master copy will be considered the official District Policy Manual, provided the master copy includes all Board-approved Policies.

Legal authority: MCL 380.11a, 380.601a

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### **1400 Definitions**

#### **1401 Definitions**

The following definitions apply throughout this Policy Manual. If a word is defined within a specific Policy, the definition is intended to apply only to that specific Policy. Undefined words are intended to have their ordinary meaning.

A. Capitalized terms used in these Policies are defined as follows:

1. “Board” means the District’s Board of Education.
2. “District” means Milan Area Schools.
3. “MDE” means the Michigan Department of Education.
4. “Superintendent” means the Superintendent of Schools. Where permitted by law, Superintendent also means the Superintendent’s designee.
5. “State” means the State of Michigan.

B. If an individual Policy does not define the following words differently, the definitions listed below will generally apply:

1. “Business Day” means, regardless of capitalization, a day that the District’s central office is open for business.
2. “Year” means the District’s fiscal year, July 1 to June 30.
3. “Supervisor” means the direct or immediate supervisor of the applicable position or employee.
4. “Employee” means a person directly employed by the Board. Policies classify employees in four categories: (1) non-exempt staff, (2) teachers and non-teaching professionals, (3) administrators and supervisors, and (4) the Superintendent.
5. “Parent” means a student’s natural or adoptive parent or legal guardian.
6. “Personnel” means persons employed by, contracting with, or volunteering for the Board.
7. “Policy” means a bylaw or Policy adopted by the Board.

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