

# **TABLE OF CONTENTS**

## ***SERIES 1000: POLICY OVERVIEW, MISSION STATEMENT, AND DEFINITIONS***

### **1100 Policy Overview**

1101 General Policy Statement

### **1200 Mission Statement**

1201 Mission Statement

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

1301 Creation, Amendment, and Posting of Policies

### **1400 Definitions**

1401 Definitions

## ***SERIES 2000: BYLAWS***

### **2100 Official Description, Purpose, and Board Organization**

2101 Roles of the Board and Board Members

2102 School District's Legal Name and Status

2103 School District Boundaries

2104 Student Representative on the Board

### **2200 Board Powers**

2201 Board Powers

2202 Authority to Enter into Contracts

2203 Authority to Establish Curriculum

### **2300 Board Member Conduct**

2301 Conflict of Interest

2302 Board Code of Ethics

2303 Violation of Board Code of Ethics

2304 Gifting

2305 Board Member Reimbursement and Travel Expenses

2306 Board Member Compensation

### **2400 Board Membership and Duties**

2401 Board Member Elections

2402 Acceptance of Office and Oath of Office

2403 Board Member Terms of Office

2404 Board Member Vacancies and Appointments

2405 Board Officers

2406 Board Officers' Duties

### **2500 Board Meetings and Open Meetings Act Compliance**

2501 Meetings

2501A Electronic Board of Education Meetings

2501A-F-1 Electronic Board Meeting Checklist

- 2501A-F-2 Advance Notice of Remote Participation
- 2501A-F-3 Electronic Board Meeting Notice
- 2501A-F-4 Affidavit of Website Posting of Public Notice of Electronic Board Meeting
- 2502 Board Meeting Agenda
- 2503 Voting Requirements
- 2504 Public Participation at Board Meetings
- 2505 Board Committees
- 2506 Organizational Meetings

## ***SERIES 3000: OPERATIONS, FINANCE, AND PROPERTY***

### **3100 General Operations**

- 3101 Insurance
- 3102 Smoking, Tobacco Products, Drugs, and Alcohol
- 3103 Copyright Compliance
- 3104 School Cameras and Monitoring
- 3105 Visitors and Volunteers
- 3106 Booster Clubs, PTOs, and Other Support Groups
- 3106-F Booster Clubs, PTOs, and Other Support Groups
- 3107 Use of Detection Dogs
- 3108 Service Animals
- 3109 Curricular Animals
- 3110 Data Breach Response
- 3111 Drones
- 3112 Hours and Days of School Operations
- 3113 Social Security Numbers
- 3114 Litigation
- 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation
- 3115A Definitions for 3115 Series
- 3115B Designation of Coordinators
- 3115C Supportive Measures
- 3115D Informal Resolution
- 3115E Grievance Procedure and Remedies
- 3115F Complaint Dismissal and Appeals
- 3115G Intentionally Left Blank
- 3115H Training Requirements, Recordkeeping, and Policy Notice
- 3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form
- 3116 District Technology and Acceptable Use
- 3117 Intellectual Property
- 3118 Title IX Sexual Harassment
- 3118-F-1 Title IX Sexual Harassment Formal Complaint Form
- 3119 Experimental or Pilot Programs
- 3120 Intentionally Left Blank
- 3121 Intentionally Left Blank

### **3200 Finance and Borrowing**

- 3201 Accounting

- 3201A Intentionally Left Blank
- 3202 Budget and Truth in Budgeting/Taxation Hearings
- 3203 Deposits
- 3204 Investment of Funds
- 3205 Disbursements
- 3206 Property Tax Levies
- 3207 School Activities Fund
- 3208 Intentionally Left Blank
- 3209 Debit/Credit Cards
- 3210 Borrowing
- 3211 Post-Issuance Tax Compliance
- 3212 Post-Issuance Disclosure Compliance
- 3213 Electronic Transactions of Funds and Automated Clearing House Arrangements

### **3300 Facilities, Real and Personal Property**

- 3301 Purchasing and Procurement
- 3301A Purchasing and Procurement with Federal Funds
- 3302 Acquisition of Real Property
- 3303 Gifts and Donations
- 3303-F Gifts and Donations Form
- 3304 Use of District Property
- 3305 Sale or Lease of District Property
- 3306 Construction Bidding
- 3307 Construction Administration
- 3308 Distribution of Printed Material and Advertising in School
- 3309 Bus Inspections

### **3400 School Safety and Security**

- 3401 School Cancellation, Delay, and Early Dismissal
- 3402 Drills, Plans, and Reports
- 3403 Reporting Accidents
- 3404 Communicable Diseases
- 3405 Bloodborne Pathogens
- 3406 Integrated Pest Management
- 3407 Asbestos Management
- 3408 Firearms and Weapons
- 3409 Intentionally Left Blank
- 3410 Intentionally Left Blank

### **3500 FOIA Requests and Record Retention**

- 3501 Freedom of Information Act
- 3501-AG Freedom of Information Act Procedures and Guidelines
- 3501-F-1 Sample FOIA Request Form
- 3501-F-2 Certificate of Non-Existence of Public Record
- 3501-F-3 Standard Form for Detailed Itemization of Fee Amounts
- 3502 Record Retention

## **SERIES 4000: DISTRICT EMPLOYMENT**

### **4100 Employee Rights and Responsibilities**

- 4101 Non-Discrimination
- 4102 Anti-Harassment
- 4103 Whistleblowers' Protection
- 4104 Employment Complaint Procedure for Allegations Implicating Civil Rights
- 4105 Disability Workplace Accommodations for Employees and Applicants
- 4105-F Disability Workplace Accommodations for Employees and Applicants Form
- 4105A Pregnancy Workplace Accommodations for Employees and Applicants
- 4105A-F Pregnancy Workplace Accommodations for Employees and Applicants Form
- 4105B Religious Workplace Accommodations for Employees and Applicants
- 4105B-F Religious Workplace Accommodations for Employees and Applicants Form
- 4106 Family and Medical Leave Act (FMLA)
- 4107 Military Leave
- 4108 Union Activity and Representation
- 4109 Break Time for Nursing Mothers
- 4110 Reimbursement
- 4111 Professional Development
- 4112 Extracurricular Employees or Volunteers
- 4113 Michigan Earned Sick Time Act (ESTA)
- 4113-F Michigan Earned Sick Time Act (ESTA) Form

### **4200 Employee Conduct and Ethics**

- 4201 Employee Ethics and Standards
- 4201-AG Employee Ethics and Standards – Time and Effort Reporting
- 4202 Children's Protective Services (CPS) and Adult Protective Services (APS)  
Reporting and Student Safety and Welfare
- 4203 Corporal Punishment and Limited Use of Reasonable Force
- 4203-AG Corporal Punishment and Limited Use of Reasonable Force
- 4204 Confidentiality of Student Information
- 4205 Hiring and Background Checks
- 4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)
- 4206 Employment Contracts
- 4207 Third-Party Contracting Already adopted on 2/12/24
- 4208 Applicant and Employee Criminal Arrest, Charge, Conviction
- 4209 Intentionally Left Blank
- 4210 Drug and Alcohol Free Workplace; Tobacco Product Restrictions
- 4211 Alcohol and Controlled Substances for Transportation Employees Subject to the  
Omnibus Transportation Employee Testing Act
- 4212 Employee Assistance Program
- 4213 Anti-Nepotism
- 4214 Outside Activities and Employment
- 4215 District Technology and Acceptable Use
- 4216 Personal Communication Devices
- 4217 Social Media

- 4218 Employee Dress and Appearance
- 4219 Attendance
- 4220 Use or Disposal of District Property
- 4221 Employee Speech
- 4222 Unauthorized Work Stoppage and Strikes
- 4223 Resignation
- 4224 Personnel Files and Payroll Information
- 4225 Temporary Remote Work
- 4226 Intentionally Left Blank
- 4227 Intentionally Left Blank
- 4228 No Expectation of Privacy
- 4229 Acceptable Use of Generative Artificial Intelligence

#### **4300 Non-Exempt Staff**

- 4301 Definition
- 4302 Minimum Wage and Overtime
- 4303 Intentionally Left Blank
- 4304 Employee Timekeeping Responsibilities
- 4305 Intentionally Left Blank
- 4306 Assignment and Transfer
- 4307 Performance Evaluation
- 4308 Reduction and Recall of Non-Exempt Staff
- 4309 Discipline and Termination

#### **4400 Professional Staff**

- 4401 Definition
- 4402 Placement
- 4403 Performance Evaluation
- 4404 Performance Based Compensation for Teachers
- 4405 Reduction in Force and Recall
- 4406 Professional Improvement Sabbaticals
- 4407 Discipline
- 4408 Termination
- 4409 Non-Renewal

#### **4500 Administrators/Supervisors**

- 4501 Definition
- 4502 Assignment and Transfer
- 4503 Performance Evaluation
- 4504 Performance Based Compensation for Administrators/Supervisors
- 4505 Reduction and Recall
- 4506 Discipline
- 4507 Termination
- 4508 Administrator Non-Renewal

#### **4600 The Superintendent**

- 4601 General

- 4602 Hiring
- 4603 Performance Evaluation
- 4604 Absence/Incapacity
- 4605 Gifts and Donations
- 4606 Discipline and Termination
- 4607 Non-Renewal

## ***SERIES 5000: STUDENTS, CURRICULUM, AND ACADEMIC MATTERS***

### **5100 Student Rights**

- 5101 Student Expression
- 5102 Lockers
- 5103 Search and Seizure
- 5104 Age of Majority
- 5105 Collaboration with Outside Entities
- 5106 Intentionally Left Blank

### **5200 Student Conduct and Discipline**

- 5201 Investigations, Arrests, and Other Law Enforcement Contact
- 5202 Unlawful Discrimination, Harassment, and Retaliation Against Students
- 5203 Hazing
- 5204 Student Appearance and Dress Code
- 5205 Student Handbooks
- 5206 Student Discipline
- 5206A Due Process
- 5206B Students with Disabilities
- 5206C Reinstatement Following Expulsion
- 5206D Enrollment Following Misconduct at Another Public or Nonpublic School
- 5206E Suspension from Class, Subject, or Activity by Teacher
- 5207 Anti-Bullying Policy
- 5208 Student Acceptable Use and Internet Safety Policy
- 5209 Student Use of Cell Phone and Electronic Communication Devices
- 5210 Intentionally Left Blank
- 5211 Emergency Use of Seclusion and Restraint
- 5212 Registered Sex Offenders – Students
- 5213 Personal Protection Orders Against Students

### **5300 Student Enrollment, Attendance, and Records**

- 5301 Compulsory Attendance, Absenteeism, and Truancy
- 5302 Enrollment in Kindergarten
- 5303 Student Enrollment and Withdrawal
- 5304 Nonpublic School Students; Part-Time Attendance
- 5305 Schools-of-Choice
- 5306 Foreign Students
- 5307 Homeless Students
- 5308 Protection of Pupil Rights
- 5309 Student Records and Directory Information

## **5400 Curriculum, Instruction, and Parent Involvement**

- 5401 Parent Involvement in Education
- 5402 Communication with Parents
- 5403 Rights of Non-Custodial Parents
- 5404 Free Textbooks, Materials, and Charging of Fees and Fines
- 5405 Title I Parent and Family Engagement Policy or Intentionally Left Blank
- 5406 Title I Funds
- 5407 Instructional Program and Curriculum Development
- 5408 Intentionally Left Blank
- 5409 Academic Credits and Graduation
- 5410 Commencement
- 5411 Student Promotion, Retention, and Placement
- 5412 Class Rank
- 5413 Senior Recognition
- 5414 Completion Certificates
- 5415 Summer School
- 5416 Homebound and Hospitalized Instruction
- 5417 Homework
- 5418 Grades
- 5419 Reading Assessments, Instruction, Intervention, and Retention
- 5420 Sex Education
- 5421 Work-Based Learning Experience

## **5500 School Sponsored and Extracurricular Activities**

- 5501 Fundraising Activities
- 5502 Student Government
- 5503 Bulletin Boards and Other Student Postings
- 5504 School-Sponsored Publications and Productions
- 5505 School Attendance on Days of Scheduled Activities
- 5506 Field Trips
- 5507 Extracurricular Activities
- 5508 Extracurricular and Athletic Trips
- 5509 Public Appearances of School Groups
- 5510 Student-Initiated, Non-Curricular Clubs
- 5511 Secret Organizations

## **5600 Student Support Services**

- 5601 Special Education
- 5602 Independent Educational Evaluation
- 5603 Section 504
- 5604 Student Assistance Process

## **5700 Student Health and Safety**

- 5701 Abuse and Neglect
- 5702 Student Illness and Injury
- 5703 Medications
- 5704 Student Insurance

5705 Emergency Anaphylaxis  
5706 Intentionally Left Blank  
5707 School Wellness Policy  
5708 Do Not Resuscitate Orders  
5708-AG Do Not Resuscitate Orders  
5709 Lice, Nits, and Bed Bugs  
5710 Student Suicide Prevention  
5711 Toilet Training  
5712 Concussion Awareness  
5713 Immunizations and Communicable Diseases  
5714 Threat Assessment and Response  
5715 Student Oral Health Assessment

**5800 Miscellaneous**

5801 Closed Campus  
5802 Student Transportation  
5803 Student Driving and Parking  
5804 Work Permits  
5805 Student Audio and Video Recording  
5806 Recording of District Meetings  
5807 Pledge of Allegiance  
5808 Intentionally Left Blank