

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

✚ Glossary	
✚ 0000	Bylaws
✚ 1000	Administration
✚ 2000	Program
✚ 3000	Professional Staff
✚ 4000	Classified Staff
✚ 5000	Students
✚ 6000	Finances
✚ 7000	Property
✚ 8000	Operations
✚ 9000	Relations

Grosse Pointe Public Schools Bylaws & Policies

GLOSSARY - GLOSSARY OF EDUCATIONAL TERMS AND ACRONYMS

The following terms and acronyms are used in the School District policy and administrative guidelines and in communications with parents, students, and the public.

ASSESSMENT

The comparison made between what should have been accomplished and what has been actually accomplished. Concerning student learning, assessments make comparisons between what has been learned and what should have been learned.

ATTITUDE

One of the five major types of learning contained in courses of study, along with facts, concepts, principles, and skills. For example, students develop attitudes toward "doing quality work," "maintaining a clean environment," "participating in civic affairs," "not using drugs," etc.

CONCEPT

One of the five major types of learning involved in a course of study, along with attitudes, facts, principles, and skills. Students form an abstract idea by understanding the characteristics that are generally true of it. For example, *triangle* is the name for the concept of any plane, closed, geometric figure that has three sides that form three internal angles.

CONTENT

The name used to refer to all of the facts, concepts, principles, attitudes, and skills students are expected to learn in any course of study.

COURSE OF STUDY

An organized sequence of learning activities designed for students to acquire a body of knowledge, attitudes, and skills associated with a particular academic or vocational field. Course of Study activities may be scheduled over a semester, a school year, or several school years. Examples are a K-6 math program, 11th grade American History, or Junior High School Science.

CRITERION (CRITERIA)

A feature or characteristic by which something or someone is measured or judged. For example, in judging a student's writing ability, some criteria that might be used are "organization," "originality of thought," "clarity of expression," "grammar," etc.

CURRICULUM

All the planned activities - formal and informal, individual and group, in and outside of the classroom – necessary to accomplish the educational goals of the District. (See Policy [2210](#)).

DIAGNOSIS

A determination of the causes for a particular condition, usually based on an assessment or evaluation. Diagnosis deals with the question "What are the reasons for?". For example, a diagnosis might deal with the reasons students are or are not meeting expected learning goals.

EVALUATION

A value judgment made about an assessment. For example, if an assessment shows a student has satisfactorily achieved 90% of the objectives of a course, the evaluation (judgment) might be that the student's achievement is "excellent" or "better-than-average" or "superior".

FACT

One of the five major types of learning involved in a course of study, along with attitudes, concepts, principles, and skills. Facts are verified, specific pieces of information about an event, procedure, place, person, or object.

GOAL

An intention or expectation, stated or written, that requires several tasks to produce the desired result. Most goals involve the accomplishment of two or more related objectives.

I.D.E.A.

The Federal law that defines how states and local school systems will provide education for disabled children. I.D.E.A. (Individuals with Disabilities Act) usually referred to as special education or "special ed." Enforced by the Department of Education (DOE).

IEP

The acronym for *Individualized Education Plan*. An IEP is required for every student who is classified as eligible for special education by Federal and State criteria.

INSTRUCTION

The information, questions, and/or directions provided to students by teachers, books, computers, etc., so students may gain a particular skill, knowledge, attitude, or understanding.

LEADERSHIP

A five-step process of working with people, using certain knowledge, skills, and attitudes, combined with risk-taking, 1.) to envision a desired or needed outcome; 2.) to communicate to others so they participate willingly in the necessary tasks; 3.) to monitor progress toward the outcome; 4.) to reinforce and/or remediate actions; 5.) to evaluate the results.

MANAGEMENT

The process of organizing and maintaining needed resources (people, things, time, and money) and ensuring they are utilized appropriately for their intended purpose.

MEASUREMENT

A determination of the quantity and/or quality of something. In education, measurement is usually a determination (often by testing) of how much has been learned and/or how well it has been learned. Measurement is the necessary first step of an assessment and evaluation.

MISSION

The stated purpose or intent of a school or school system. A mission statement provides reasons for the school's existence.

MODEL

A program or project designed to demonstrate unique educational activities, structures, and/or organizations.

NORMS

A set of achievement levels attained by a given number or percentage of students from representative populations or areas of a state or the nation.

OBJECTIVE

An intended action or result in the process of achieving a goal. For students, learning objectives are usually the initial level of accomplishment toward the School's Educational Goals for Students. The next level is the achievement of Course of Study objectives, followed by the accomplishment of additional Courses of Study objectives, ultimately leading to the accomplishment of one (1) or more of the District's Educational Goals for Students.

OUTCOME

The situation that exists when one (1) or more goals have been achieved. In instructional plans, outcomes are usually stated in terms of expected accomplishment, while goals are usually stated in terms of intended actions. Both emanate from the Mission Statement.

PARENT

The natural or adoptive parents, or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

PILOT

A tryout or trial run of a new or innovative program or activity before making a major, long-term

commitment.

PLACEMENT

The assignment of a student to another group, grade, program, or course, for reasons other than educational achievement.

PLAN

An intentional series of actions designed to accomplish an objective or goal. A plan usually lists the objective or goal first, then describes needed resources, appropriate actions and timelines, potential problems, and procedures for monitoring progress.

PRINCIPAL

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

PRINCIPLE

One of the five major learnings involved in a course of study, along with attitudes, concepts, facts, and skills. Principles define cause-effect relationships in the natural and social sciences, mathematics, and other subject areas.

PROGRAM

A series of related, planned activities designed to accomplish one or more stated purposes.

PROMOTION

The advancement of a student from one level of learning to a higher level of learning usually by assignment to a higher group, grade, program, or course.

RELIABILITY

In education, the consistent measurement of the same learning among different students on test questions or a test as a whole.

RETENTION

The decision to have a student remain at his/her current level for an additional semester or school year, because the student lacks knowledge or skills needed for further learning and/or exhibits emotional or social immaturity.

SCOPE

A curriculum term that refers to both the length of a particular course of study and to the amount and types of learnings to be developed from beginning to end.

SECTION 504

The section of the Rehabilitation Act of 1973 that includes requirements for employment and education of disabled persons. Section 504 is enforced by the Office of Civil Rights (OCR).

SEQUENCE

A curriculum term correlated to SCOPE. Sequence describes the order in which learnings will be developed throughout a course of study.

SKILL

One of the five major types of learning involved in a course of study, along with attitudes, facts, concepts, and principles. A skill involves taking certain actions and producing a particular result at a given standard of quality. A skill is acquired through repeated practice, interspersed with clear, concise feedback on what to change and what to maintain in order to improve the result.

STANDARDIZED TEST

A test containing questions and/or problems designed by educators outside of the district rather than by the students' teachers. A standardized test has State or national norms by which to judge the level of each student's achievement.

STANINE

A term used in reporting standardized test results. Stanine refers to one of nine possible levels of performance on the test.

SUPERINTENDENT

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

TEST

Questions, problems, or activity directions designed to determine what students have learned in the way of attitudes, facts, concepts, principles, and/or skills. A test may also be used to determine how much or how well students can apply what they have learned.

UNDERSTANDING

A level of knowledge beyond memorization or rote that enables a student to explain what s/he has learned and/or to apply knowledge in new and unfamiliar situations.

VALIDITY

In education, how well test items or a test as a whole actually measures what is intended to be measured or needs to be measured. (See RELIABILITY).

ACRONYMS

The following acronyms are used in the School policy and administrative guidelines and in communications with parents, students, and the public.

A

ACH – Automatic Clearing House

ADA – Americans with Disabilities Act of 1990

AED – Automatic External Defibrillator

AEP – Alternative Education Program

AFS – American Field Service, International/Intercultural Programs

AIDS – Acquired Immunodeficiency Syndrome

AYP – Adequate Yearly Progress

B

C

CDL – Commercial Drivers License

CEPI – Center for Educational Performance and Information

CFR – Citations to the Federal Register are noted as to the Code of Federal

Regulations as C.F.R., and to the United States Code as U.S.C.

COR – Custodian of Records

CPA – Certified Public Accountant

CPR – Cardio-Pulmonary Resuscitation

CTE – Career and Technical Education

D

DHS – Department of Human Services (formerly FIA and DSS)

DOE –Department of Education (Federal)

DRO – District Records Officer

E

ECD – Electronic Communication Device

EDP – Education Development Plan

EMS – Emergency Medical Services

ESI – Emergency Safety Intervention

EPA – Environmental Protection Agency

ESP – Educational Service Provider

ETO – Electronic Transfer Officer

F

FAPE – Free and Appropriate Public Education

FERPA – Federal Educational Rights and Privacy Act

FMLA – Family and Medical Leave Act

FOIA – Freedom of Information Act

FSA – Flexible Spending Accounts (Health Care)

FTE – Full Time Equivalent (Student Attendance)

FBA – Functional Behavioral Assessment

G

GAA – General Appropriations Act

GAAB – Generally Accepted Accounting Bulletin

GAAP – Generally Accepted Accounting Principles

GED – General Education Diploma

GPA – Grade Point Average

H

HACCP – Hazard Analysis Critical Control Point

HAV – Hepatitis A

HBV – Hepatitis B

HCV – Hepatitis C

HIPAA – Health Insurance Portability and Accountability Act of 1996

HIV – Human Immunodeficiency Virus

HSAB - Human Sexuality Advisory Board

HTML – Hyper Text Mark Up Language

HVAC – Heating Ventilating Air Conditioning

I

ICHAT – Internet Criminal History Access Tool

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Plan

IEPT – Individualized Education Planning Team

IEQ – Indoor Environmental Quality

IIS – Indentix Identification Services

IPM – Integrated Pest Management

ISD – Intermediate School District

J

K

L

LEA – Local Education Agency

LEIN – Law Enforcement Information Network

LEP – Limited English Proficient

LRE – Least Restrictive Environment

M

MCLA – Michigan Compiled Laws Annotated

MDCH – Michigan Department of Community Health

MDCIS – Michigan Department of Consumer and Industry Services

MDE – Michigan Department of Education

MEAP – Michigan Education Assessment Program

MEIS – Michigan Educational Information System

MHSAA – Michigan High School Athletic Association

MMC – Michigan Merit Curriculum

MME – Michigan Merit Examination

MOSHA – Michigan Occupational Safety Health Act

MPG – Michigan Promise Grant

MPERS – Michigan Public School Employment Retirement System (MPERS)

MRO – Medical Review Officer

MSDS – Material Safety Data Sheets

MSP – Michigan State Police

N

NAEP – National Assessment of Educational Progress

NASSP – National Association of Secondary School Principals

NCLB – No Child Left Behind (Federal legislation of 2001)

NEOLA – Northeast Ohio Learning Associates

O

OCR – Office of Civil Rights

OCTP – Office of Career and Technical Preparation

OSHA – Office of Safety and Health Administration

OTC – Over the Counter

P

PBS – Positive Behavior Support

PBSP – Positive Behavior Support Plan

PPE – Personal Protection Equipment

PPO – Privacy Protection Officer (HIPPA)

PSA – Public School Academy

PTA – Parent Teacher Association (Usually affiliated with the National Organization)

PTO – Parent Teacher Organization (Usually do not pay dues to a National Organization)

Q**R**

RFP – Request for Proposal

RHO – Records Hearing Officer

S

SAP – Student Assistance Program (Drugs)

SAP – Substance Abuse Professional

SAT – Scholastic Aptitude Test

SEAB – Sex Education Advisory Board (see HSAB)

SRO – School Resource Officer

STD – Sexuality Transmitted Disease

T

TAF – Trust and Agency Fund

TDP – Deferred Payment (TDP) Plan (MPSERS)

THP – Toxic Hazard Preparedness

U

USAS – Uniform School Accounting System

USC – United States Code

USDA – United States Department of Agriculture

USIA – United States Information Agency

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Grosse Pointe Public Schools

Bylaws & Policies

Table of Contents

0000 - BYLAWS

[0100](#)

Definitions

[0110](#)

Official Description

- 0111 - Name
- 0112 - Purpose
- 0113 - Boundaries
- 0115 - Address

[0120](#)

Powers and Philosophy

- 0121 - Authority
- 0122 - Board Powers
- 0123 - Philosophy of the Board

[0130](#)

Functions

- 0131 - Legislative
- 0131.1 - Bylaws and Policies
- 0132 - Executive
- 0132.1 - Selection of Superintendent
- 0132.2 - Administrative Guidelines
- 0133 - Judicial

[0140](#)

Membership

- 0141 - Number
- 0142 - Election/Appointment
- 0142.1 - Electoral Process
- 0142.2 - Qualifications
- 0142.3 - Term
- 0142.4 - Oath
- 0142.5 - Vacancies
- 0142.6 - Recall
- 0142.7 - Orientation
- 0143 - Authority
- 0143.1 - Public Expression of Board Members
- 0144 - Operations
- 0144.1 - Compensation
- 0144.2 - Board Member Ethics
- 0144.3 - Conflict of Interest
- 0144.4 - Indemnification
- 0145 - Discriminatory Harassment

[0150](#)

Organization

- 0151 - Organizational Meeting
- 0152 - Officers
- 0154 - Motions
- 0155 - Committees

■ [0160](#)

Meetings

- 0161 - Parliamentary Authority
- 0162 - Quorum
- 0163 - Presiding Officer
- 0164 - Calling a Meeting
- 0164.1 - Regular Meetings
- 0164.2 - Special Meetings
- 0164.3 - Emergency Meetings
- 0164.4 - Meeting Locations
- 0164.5 - Remote Participation by Board Members at Board Meetings
- 0165 - Notice
- 0165.1 - Regular Meetings
- 0165.2 - Change of Regular Meetings
- 0165.3 - Special Meetings
- 0165.4 - Emergency Meetings
- 0165.5 - Recess
- 0166 - Agenda
- 0166.1 - Consent Agenda
- 0167 - Conduct
- 0167.1 - Voting
- 0167.2 - Closed Session
- 0167.3 - Public Comment at Board Meetings
- 0167.4 - Administrative Participation
- 0167.5 - Use of Electronic Mail
- 0167.6 – Use of Social Media
- 0168 - Minutes
- 0168.1 - Open Meeting
- 0168.2 - Closed Meeting
- 0168.3 - Committee Meetings
- 0168.4 - Electronic Recording of Meetings
- 0169 - Student Disciplinary Hearings
- 0169.1 - Closed Session Requested
- 0169.2 - Open Hearing

■ [0170](#)

Duties

- 0171 - Officers
- 0171.1 - President
- 0171.2 - Vice-President
- 0171.3 - Secretary
- 0171.4 - Treasurer
- 0172 - Legal Counsel

- 0173 - Independent Auditor
- 0175 - Association Memberships
- 0175.1 - School Board Conferences, Conventions, and Workshops
- 0176 - Completion of Residency Re-Verification Process

■ [0180](#)

States of Emergency

- 0181.1 – Modification or Suspension of Bylaws During States of Emergency



Book	Policy Manual
Section	0000 Bylaws
Title	DEFINITIONS
Code	po0100
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0100 - DEFINITIONS

The bylaws of the Board of Education of this District incorporate quotations from the laws and administrative code of the State of Michigan. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Apps and Services

Software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100) over a network or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining education achievement goals and objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services are also used to facilitate communication to, from and among and between staff, students parents, Board members and/or other stakeholders and members of the community.

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

Collective Bargaining Agreement

A collectively negotiated contract with a recognized bargaining unit.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Full Board

Authorized number of voting members entitled to govern the District.

Guardian

See Parent.

Information Resources

Any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes, but is not limited to, electronic mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information or microfilm. It also includes any equipment, computer facilities or online services used in accessing, storing, transmitting or retrieving electronic information.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents, or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices ("PCD's")

Computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0170)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, step-parent, child, step-child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0170)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

The chief executive officer of the School District. Responsible to supervise all programs and staff of the District and to implement Board policy and follow Board directives. The Superintendent must hold an appropriate school administrator certificate or permit. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

Includes computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the District. (See Bylaw 0170)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0170)

Voting

A vote at a meeting of the Board of Education. The law requires that Board members must be physically present or present remotely in accordance with Bylaw 0164.5 in order to have his or her votes officially recorded in the Board minutes.

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

Revised 7/25/11

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Grosse Pointe Public Schools Bylaws & Policies

0110 - OFFICIAL DESCRIPTION

0111 **Name**

The Board of Education of this District shall be known officially as the Grosse Pointe Public School System Board of Education.

0112 **Purpose**

The Board of Education exists for the purpose of providing a system of free, public education for children in grades K-12 and for certain students ages 0-26.

0113 **Boundaries**

The Grosse Pointe Public Schools System is comprised of the area in the description on file in the Board of Education office.

0115 **Address**

The official address of the Grosse Pointe Public Schools System Board of Education shall be 389 St. Clair Ave., Grosse Pointe, Michigan 48230.



Book	Policy Manual
Section	0000 Bylaws
Title	AUTHORITY
Code	po0121
Status	Active
Adopted	July 28, 2008

0121 - **AUTHORITY**

The supervision of this District shall be conducted by the Board of Education, hereinafter sometimes referred to as the "Board", which is constituted and is governed by the laws of the State of Michigan.

Legal	M.C.L.A. 380.1201 et seq.
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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD POWERS
Code	po0122
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0122 - BOARD POWERS

The District shall operate as a General Powers School District. As such it has all of the rights, powers, and duties expressly stated in statute; may exercise a power implied or incident to any power expressly stated in statute; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any function related to the operation of the District in the interests of public elementary and secondary education in the District, including, but not limited to, all of the following:

- A. Educating Students. In addition to educating students in grades K- 12 and certain students ages 0-26, this function may include operation of preschool, lifelong education, adult education, community education, training, enrichment, and recreation programs for other persons.
- B. Providing for the safety and welfare of students while at school or at a school-sponsored activity or while enroute to or from school or a school-sponsored activity.
- C. Acquiring, constructing, maintaining, repairing, renovating, disposing of, or conveying school property, facilities, equipment, technology, or furnishings.
- D. Hiring, contracting for, scheduling, supervising, or terminating employees, independent contractors, and others to carry out District powers.
- E. Receiving, accounting for, investing, or expending District money; borrowing money and pledging District funds for repayment; and qualifying for State-School Aid and other public or private money from local, regional, State, or Federal sources.

The District may enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the School District.

The District is a body corporate and shall be governed by a school board. An act of this Board is not valid unless approved, at a meeting of the Board, by a majority vote of the members lawfully serving on the Board.

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of the education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

The Board shall adopt bylaws. These bylaws may establish or change Board procedures, the number of Board officers, titles and duties of Board officers, and any other matter related to effective and efficient functioning of the Board.

The Board has authority, based on statute, to make decisions regarding the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefit
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)
- F. contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services.
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employees Relations Act
- J. any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit.
- K. for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position for staff covered under the Teacher Tenure Act (M.C.L. 38.71), as well as decisions regarding recall or hiring after any such reduction.

This includes the impact of any such decisions on an individual employee or the bargaining unit.
- L. decisions about the development, content, standards, procedures, adoption and implementation of a performance evaluation system under M.C.L. 380.1249 for teachers and administrators
- M. decisions concerning the content of a teacher's or administrators performance evaluation or the impact of such decision
- N. decisions about the format, timing or number of classroom observations required for evaluation under the Teacher Tenure Act (M.C.L. 38.83a)
- O. decisions concerning the classroom observation of an individual teacher, and the impact of such decision on an individual teacher or the bargaining unit
- P. decisions about the development, content, standards, procedures, adoption and implementation of the method of performance based compensation for teachers and administrators in accordance with M.C.L. 380.1250
- Q. decisions about how performance evaluation is used to determine the performance based compensation for teachers and administrators
- R. decisions concerning the performance based pay of an individual teacher or administrator, or the impact of such decision on such individual or the bargaining unit

- S. decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge of teachers covered under the Teacher Tenure Act (M.C.L. 38.71)
- T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one or more functions or services
 - 1. procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities
 - 2. identities of any other parties to such an agreement
- W. any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law)
- X. decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the 2018-19 school year).

The Board may submit to the School electors a question that is within the scope of the powers of the School electors and that the Board considers proper for the management of the School system or the advancement of education in the School District. Upon the adoption of a question by the Board, the Board shall submit the question to the School electors by complying with Michigan election law (M.C.L. 168.312).

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Legal M.C.L. 380.11a, 380.1131 et seq.
 M.C.L. 423.201, 202, 206, and 215
 M.C.L. 168.301 et seq.



Book	Policy Manual
Section	0000 Bylaws
Title	PHILOSOPHY OF THE BOARD
Code	po0123
Status	Active
Adopted	July 28, 2008

0123 - PHILOSOPHY OF THE BOARD

A Board of Education is a legal entity for providing a system of public education within a geographic area of the State of Michigan. The system was created by, and is governed by, State statutes. Members of a Board are chosen by citizens to represent them and the State in the governance of the local schools.

The Board has the dual responsibility for implementing statutory requirements pertaining to public education and for meeting the desires of residents. While the Board has an obligation to determine and assess citizen desires, it is understood that when the voters elect delegates to represent them in the conduct of specified educational programs, they, at the same time, are endowed with the authority to exercise their best judgment in determining policies, making decisions, and approving procedures for carrying out the responsibility.

The Board declares and, thereby, reaffirms its intent to:

- A. Maintain two-way communications with citizens of the District. The Board shall keep them informed of the progress and problems of the School District, and the citizens shall be urged to bring their aspirations and concerns about the District to the attention of this body.
- B. Establish policies and make decisions on the basis of declared educational philosophy and goals.
- C. Act as a truly representative body for citizens in all matters related to programs and operations. The Board recognizes that ultimate responsibility for public education rests with the State, but the Board of Education has been assigned specific authority through statute, and the Board shall not relinquish or fail to exercise that authority.



Book	Policy Manual
Section	0000 Bylaws
Title	BYLAWS AND POLICIES
Code	po0131.1
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0131.1 - BYLAWS AND POLICIES

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District.

Those bylaws and policies which are not dictated by the statutes or rules of the State Board of Education or ordered by the Superintendent of Public Instruction or a court of competent authority may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting and, once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected, except that the Board may, upon a vote and where compelling reasons exist, cause to adopt, amend, or suspend bylaw or policy contained herein, provided the amendment, adoption, or suspension does not conflict with law. Any resolution adopting, amending, or suspending a bylaw or policy under this provision shall expire automatically at the next public meeting of the Board unless the Board moves to adopt the resolution in final form.

Bylaws and policies shall be adopted, amended, repealed, or suspended by a majority vote of the Board.

Periodically, it may be deemed necessary to make technical corrections to policies that have already been adopted through normal procedures. These technical corrections may include statutory references, scrivener's errors, renumbering that does not change the order of the sections or subsections, grammatical corrections or additions including punctuation or typographical errors, as well as alterations and omissions not affecting the construction or meaning of any sections, subsections, chapters, titles, or policies as a whole. Technical corrections may also include the updating of the named individuals in these policies where the originally named individual no longer works for the District or no longer works in the applicable position. Should the Board choose to make such technical corrections, it may be accomplished by resolution without going through the normal policy adoption procedures.

The Board may adopt, amend, or repeal rules of order for its own operation by simple resolution of the Board passed by a majority of those present and voting.

The adoption, modification, repeal, or suspension of a Board bylaw or policy shall be recorded in the minutes of the Board. All bylaws and policies shall be printed in the Board policy manual. Any policy or part of a policy that is superseded by a term in a negotiated agreement shall no longer be in force and effect as a policy.

Legal

M.C.L. 380.1201 et seq.



Book	Policy Manual
Section	0000 Bylaws
Title	SELECTION OF SUPERINTENDENT
Code	po0132.1
Status	Active
Adopted	July 28, 2008

0132.1 - SELECTION OF SUPERINTENDENT

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent who shall enforce the statutes of the State of Michigan, rules of the State Board of Education, and the policies of this Board.



Book	Policy Manual
Section	0000 Bylaws
Title	ADMINISTRATIVE GUIDELINES
Code	po0132.2
Status	Active
Adopted	July 28, 2008

0132.2 - ADMINISTRATIVE GUIDELINES

The Board shall delegate to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the school will be operated. These detailed arrangements shall constitute the administrative guidelines governing the schools which are not inconsistent with statutes or regulations of the State Board or the policies of this Board.

Such administrative guidelines shall be binding on the employees and the students of this District when issued.

The Superintendent shall be delegated the authority to take necessary action in emergency circumstances, provided that such action shall be reported to the Board as soon as possible but no later than the next meeting following such action.



Book	Policy Manual
Section	0000 Bylaws
Title	JUDICIAL
Code	po0133
Status	Active
Adopted	July 28, 2008

0133 - **JUDICIAL**

The Board of Education assumes jurisdiction over any dispute or controversy arising within this District and concerning any matter in which authority has been vested in the Board by statute, rule, a contract, or policy of this Board.



Book	Policy Manual
Section	0000 Bylaws
Title	NUMBER
Code	po0141
Status	Active
Adopted	July 28, 2008

0141 - **NUMBER**

The Board of Education shall consist of seven (7) members.

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Legal	M.C.L. 380.403(a)
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Book	Policy Manual
Section	0000 Bylaws
Title	ELECTORAL PROCESS
Code	po0142.1
Status	Active
Adopted	July 28, 2008
Last Revised	February 23, 2012

0142.1 - ELECTORAL PROCESS

The number of members of the Board shall remain the same as before July 1, 1996 unless changed by the School electors at a regular or special School election. A ballot question for changing the number of Board members may be placed on the ballot by action of the Board or by petition submitted by School electors as provided under Michigan election law (M.C.L. 168.301 to 168.315).

As required by state law (M.C.L. 168.302, enacted by 2011 P.A. 233), beginning in 2012 members of the Board shall be elected annually on the first Tuesday following the first Monday in November in even numbered years. Board members whose terms were scheduled to expire in 2013 and 2015 will have one (1) year added to their terms, which shall thus expire in 2014 and 2016, respectively.

A special election may be called by the Board as provided under Michigan election law (M.C.L. 168.301 to 168.315).

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Legal	M.C.L. 168.301 et seq.
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Book	Policy Manual
Section	0000 Bylaws
Title	QUALIFICATIONS
Code	po0142.2
Status	Active
Adopted	July 28, 2008

0142.2 - **QUALIFICATIONS**

An individual is eligible for election as a School Board member if the individual is a citizen of the United States and is a qualified and registered elector of the School District by the filing deadline.

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Legal	M.C.L. 168.302
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Book	Policy Manual
Section	0000 Bylaws
Title	TERM
Code	po0142.3
Status	Active
Adopted	July 28, 2008

0142.3 - **TERM**

Members of the Board shall be elected by the School electors for terms of four (4) years.

At each regular School election, members of the Board shall be elected to fill the positions of those whose terms will expire. A term of office begins as provided by law (M.C.L. 168.302) and continues until a successor is elected and qualified.

At least one (1) School Board member for a School District shall be elected at each of the School District's regular elections. A School Board member's term of office begins January 1st, immediately following the November election.

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Legal	M.C.L. 168.301 et seq.
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Book	Policy Manual
Section	0000 Bylaws
Title	OATH
Code	po0142.4
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0142.4 - OATH

Each newly-elected or appointed Board member shall file an acceptance of office as well as an affidavit of eligibility within ten (10) days after receiving a certificate of election or a notification of appointment, and shall take the oath of office prescribed in Article XI, Section 1, of the Michigan Constitution of 1963.

The oath of office may be administered by the Superintendent or any qualified official.

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Legal	M.C.L. 168.309, 168.310
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Book	Policy Manual
Section	0000 Bylaws
Title	VACANCIES
Code	po0142.5
Status	Active
Adopted	July 28, 2008

0142.5 - **VACANCIES**

The office of a Board member shall become vacant immediately upon the occurrence of any one (1) of the following events:

- A. the death of the incumbent, or the incumbent's being adjudicated insane or being found to be mentally incompetent by the proper court
- B. the incumbent's resignation
- C. the incumbent's removal from office
- D. the incumbent's conviction of a felony
- E. the incumbent's election or appointment being declared void by a competent tribunal
- F. the incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law
- G. the failure of the District to elect a successor at the annual school meeting or election
- H. the incumbent's ceasing to possess the legal qualifications for holding office
- I. the incumbent's residence being removed from the School District

If less than a majority of the offices of the District becomes vacant, the remaining members of the Board shall fill the vacancy immediately.

If the vacancy is not filled within thirty (30) days after it occurs, the Board of the Intermediate School District shall fill the vacancy by appointment.

A person elected or appointed to fill a vacancy on the Board shall file an acceptance of office and shall hold office until the next regular school election.

Filling a Board Vacancy

If the majority of the Board is still seated, the vacancy shall be filled by the Board using the following procedure:

- A. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and other means, as appropriate.
- B. All applicants are to submit a notice of their interest, in writing, to the Board Secretary, or Superintendent.
- C. Appointment by the Board to fill a vacancy shall be by majority vote of the full Board.

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Legal

M.C.L. 168.310, 168.311



Book	Policy Manual
Section	0000 Bylaws
Title	RECALL
Code	po0142.6
Status	Active
Adopted	July 28, 2008

0142.6 - **RECALL**

Any member of the Board may be recalled pursuant to M.C.L. 168.951 et seq.

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Book	Policy Manual
Section	0000 Bylaws
Title	ORIENTATION
Code	po0142.7
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0142.7 - ORIENTATION

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures.

Each new Board member shall be encouraged to meet with the Board President to discuss Board functions, policies, and procedures and other District programs and services.

The Board shall encourage the attendance of each new Board member at orientation and training meetings, and will be provided information regarding MASB programs and other educational seminars.

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Book	Policy Manual
Section	0000 Bylaws
Title	AUTHORITY
Code	po0143
Status	Active
Adopted	July 28, 2008

0143 - **AUTHORITY**

Individual members of the Board do not possess the powers that reside in the Board of Education. The Board speaks through its minutes and not through its individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members elected, or appointed to, and serving on the Board. M.C.L. 380.1201

Reasonable requests for information by Board members shall be directed to the Superintendent or the Board President only, and such information shall be provided to all Board members.

Access to District personnel records shall be subject to the following rules:

- A. Examination of school employee personnel records by the Board of Education shall be conducted in accordance with the Open Meetings Act.
- B. Personnel records shall, in their entirety, be returned to the custody of the Superintendent at the conclusion of the Board meeting.
- C. Information obtained from employee personnel records by members of the Board shall be used only for the purpose of aiding the members in fulfilling their legal responsibilities in making decisions in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, and dismissal or to aid the development and implementation of personnel policies, or for such other uses as are necessary to enable the Board to carry out its legal responsibilities.



Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	Active
Adopted	July 28, 2008
Last Revised	May 6, 2014

0143.1 - PUBLIC EXPRESSION OF BOARD MEMBERS

The Board President or designee functions as the official spokesperson for the Board.

From time-to-time, however, individual Board members make public statements on school matters:

- A. to local media;
- B. to local officials and/or State officials.

Sometimes the statements imply, or the readers (listeners) infer, that the opinions expressed or statements made are the official positions of the Board. Therefore, Board members should make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board, when writing, speaking or otherwise communicating (such as electronically) on school matters to the media, in social media, with legislators, and other officials.

- A. This bylaw shall apply to all statements and/or writings (including electronic) by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 - 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 - 2. routine "thank you" letters of the Board
 - 3. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
- B. Copies of this bylaw shall be sent annually to local media by the Board President.



Book	Policy Manual
Section	0000 Bylaws
Title	COMPENSATION
Code	po0144.1
Status	Active
Adopted	July 28, 2008

0144.1 - COMPENSATION

Board members shall receive \$30 per meeting up to a total of not more than fifty-two (52) meetings (including committee meetings) as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

At the annual organizational meeting, Board members shall individually declare their compensation preference by selecting one of these options:

- A. Receive his/her per meeting compensation for the current year.
- B. Refuse compensation for the current year.
- C. Request that in lieu of his/her compensation for the current school year a like amount be directed to a program of the Grosse Pointe Public School System or a District related school organization.
- D. Request that the compensation be directed on his/her behalf to the Grosse Pointe Foundation for Public Education.

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Legal	M.C.L. 380.11A, 380.1254
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Book	Policy Manual
Section	0000 Bylaws
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Active
Adopted	July 28, 2008
Last Revised	August 28, 2017

0144.2 - BOARD MEMBER ETHICS

As members of the Board of Education, Board members will strive to improve public education and to that end they will:

- A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;
- C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;
- E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent;
- F. communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;
- G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Michigan School Boards Association;
- H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;
- I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;
- J. not use their position as Board members to solicit students, parents, staff or community members, to patronize their employer or personal business.

- K. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;
- L. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

Source: Board of Directors, National School Boards Association.

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Book	Policy Manual
Section	0000 Bylaws
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0144.3 - CONFLICT OF INTEREST

Board members shall perform their official duties in a manner free from conflict of interest. To this end:

- A. No Board member shall use his/her position as a Board member to benefit either himself/herself or any other individual or agency apart from the total interest of the School District.
- B. When a member of the Board determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.
- C. A member of the Board is presumed to have a conflict of interest if the member or his/her family member has a financial interest, or a competing financial interest, in the contract or other financial transaction or is an employee of the School District.

Having a child in the District does not alone constitute a conflict of interest or financial interest in a contract or other financial transaction of the School District.

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

1. A Board member is not considered to have a financial interest in any of the following instances:

- a. A contract or other financial transaction between the School District and any of the following:

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

listed on a stock exchange or owns stock that has a present market value of \$25,000.00 or less if the stock is listed on a stock exchange.

3. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
 - b. A contract or other financial transaction between the School District and any of the following:
 1. A corporation in which the individual is not a director, officer, or employee.
 2. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 3. A corporation or firm that has an indebtedness owed to the individual.
 - c. A contract between the School District and the intermediate school district.
 - d. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.
2. If the financial interest pertains to a proposed contract with the District, the following requirements must be met:
- a. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
 - b. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by 2/3 vote of the full Board.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.
 - c. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
 - d. A Board member with a conflict of interest in a contract may not participate in the discussion of or vote on the contract.
- D. Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of

unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$59.00 or less.

E. A Board member may be appointed to serve as a volunteer coach or supervisor of a student extra-curricular activity if all of the following conditions are present:

1. the Board member receives no compensation for service as a volunteer coach or supervisor;
2. the Board member abstains from voting on issues before the Board concerning the program during the period of time s/he serves as a volunteer coach or supervisor;
3. there is no other qualified applicant available to fill a vacant position; and
4. the appointing authority has received the results of a criminal history check and criminal records check from the Michigan State Police or the Federal Bureau of Investigation for the Board member.

Revised 12/15/14

Revised 10/24/16

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M.C.L. 15.183, 15.323, 380.1203



Book	Policy Manual
Section	0000 Bylaws
Title	INDEMNIFICATION
Code	po0144.4
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0144.4 - INDEMNIFICATION

The Board may hold harmless, indemnify, pay, settle, or compromise a judgment against a Board member, an administrator, an employee, or a volunteer of the District to the extent allowed under the law.

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Legal	M.C.L. 691.1408
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Book	Policy Manual
Section	0000 Bylaws
Title	DISCRIMINATORY HARASSMENT
Code	po0145
Status	Active
Adopted	July 28, 2008

0145 - DISCRIMINATORY HARASSMENT

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

The harassment of a student, staff member, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any person who is found to have violated this policy will be subject to discipline in accordance with law.

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Legal	M.C.L. 380.1300a
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Grosse Pointe Public Schools Bylaws & Policies

0150 - ORGANIZATION

0151 **Organizational Meeting**

The Board of Education shall organize annually not earlier than January 1st and not later than January 31st at a meeting held for that purpose.

0152 **Officers**

The Board shall annually elect at the organizational meeting, a President and Vice-President as well as a Secretary and Treasurer, annually at the organizational meeting.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify. An officer may be removed for cause by a two-thirds (2/3) vote of the full Board. The Board shall fill a vacancy in any Board officer position within thirty (30) days of the occurrence of the vacancy, except that the Vice-President shall complete the balance of a President's term which becomes vacant (see Bylaw 0171.2).

M.C.L.A. 380.1104

0154 **Motions**

The Board shall annually at a meeting:

- A. designate depositories for school funds; M.C.L.A. 380.1221
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month;
- D. designate those persons authorized to use the safe deposit box;
- E. determine a fee which may be charged to individuals who request notice of Board meetings; (M.C.L.A. 15.266)

- F. designate an employee to assume specified responsibilities of the Treasurer and/or of the Secretary;
- G. designate the Electronic Transfer Officer (ETO) in accordance with Policy [6144](#).

0155

Committees

Committees of Board members shall, when specifically charged to do so by the Board, gather information, conduct studies, present options to the Board and act in an advisory capacity, but shall neither limit choices available to nor take action on behalf of the Board.

All committees shall comply with the Open Meetings Act by providing notices of each meeting, posting the time and date of each meeting, providing for a period of public participation, and recording appropriate minutes of the meeting. A committee may conduct a closed meeting providing it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting. A committee may meet in closed session to review the specific contents of an employment application provided when the applicant for employment requests that the information remains confidential. It may not, however, meet in closed session to protect an applicant's identity.

Committees may be created and changed at any time by the President or a majority of the members present at any meeting at which the need for a committee becomes evident.

Members of ad hoc committees shall serve until the committee is discharged or the member is replaced by the President or a majority of the Board.

The Superintendent shall serve as an ex-officio member of each committee.

The Board President may serve as an ex-officio member of any committee so long as his/her participation in a committee meeting would not cause the meeting to be posted as a full Board meeting or create Open Meetings Act violations.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson who shall report for the committee and shall be appointed by the President.



Book	Policy Manual
Section	0000 Bylaws
Title	PARLIAMENTARY AUTHORITY
Code	po0161
Status	Active
Adopted	July 28, 2008

0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary authority governing the Board of Education shall be Robert's Rules of Order, Newly Revised in all cases in which it is not inconsistent with statute, administrative code, or these bylaws, or the rules of order of this Board.

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Book	Policy Manual
Section	0000 Bylaws
Title	QUORUM
Code	po0162
Status	Active
Adopted	July 28, 2008

0162 - QUORUM

Four (4) members present at a meeting shall constitute a quorum, and no business shall be conducted in the absence of a quorum.

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Book	Policy Manual
Section	0000 Bylaws
Title	PRESIDING OFFICER
Code	po0163
Status	Active
Adopted	July 28, 2008

0163 - **PRESIDING OFFICER**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice-President shall act instead; if neither person is available, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

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Book	Policy Manual
Section	0000 Bylaws
Title	REGULAR MEETINGS
Code	po0164.1
Status	Active
Adopted	July 28, 2008

0164.1 - REGULAR MEETINGS

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

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Book	Policy Manual
Section	0000 Bylaws
Title	SPECIAL MEETINGS
Code	po0164.2
Status	Active
Adopted	July 28, 2008

0164.2 - SPECIAL MEETINGS

Special meetings of the Board may be called by the President or by any two (2) members of the Board provided there is compliance with the notice provision of these Bylaws.

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Book	Policy Manual
Section	0000 Bylaws
Title	EMERGENCY MEETINGS
Code	po0164.3
Status	Active
Adopted	July 28, 2008

0164.3 - EMERGENCY MEETINGS

In the event of a severe and imminent threat to the health, safety, or welfare of the District, its employees, or students, any member of the Board may call an emergency session provided the majority of the Board concur that delay would be detrimental to efforts to lessen or respond to the threat. Actual notice of any emergency meeting shall be attempted, but not required to other Board members.

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Book	Policy Manual
Section	0000 Bylaws
Title	MEETING LOCATIONS
Code	po0164.4
Status	Active
Adopted	July 28, 2008

0164.4 - MEETING LOCATIONS

All meetings shall be held in School District facilities, to the extent feasible.

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Book	Policy Manual
Section	0000 Bylaws
Title	REMOTE PARTICIPATION BY BOARD MEMBERS AT BOARD MEETINGS
Code	po0164.5
Status	Active
Adopted	July 25, 2011
Last Revised	April 12, 2021
Prior Revised Dates	5/2/2019, 8/10/2020

0164.5 - **REMOTE PARTICIPATION BY BOARD MEMBERS AT BOARD MEETINGS**

If a member of the Board is required to miss one or more meetings due to military duty, the Board shall make arrangements, if feasible, to allow such member to participate by conference telephone connection or other electronic voice communication that allows persons participating in the meeting to communicate with each other and persons attending the meeting to hear the comments, including the votes, of the member attending remotely. The notice of a Board meeting at which a member will be participating remotely due to military duty shall include notice of such member's remote participation, and shall provide information about how to contact that member sufficiently in advance of a meeting to provide input on any business that may come before the Board.

Pursuant to State law, between March 31, 2021 and December 31, 2021, A Board member may participate remotely in a Board meeting under the procedures identified in the paragraph above in the following additional instances:

- A. When the Board member is unable to attend the meeting due to a medical condition, including any illness, disease, disability or other health-related condition; or
- B. When the member is unable to attend the meeting, or the Board is unable to meet in public, due to a statewide or local state of emergency or disaster called by the governor or a local official, governing body, or chief administrative officer, that would risk the health or safety of members of the public or Board if the member were to attend or the Board were to meet in person.

Revised 5/2/19
Revised 8/10/20



Book	Policy Manual
Section	0000 Bylaws
Title	REGULAR MEETINGS
Code	po0165.1
Status	Active
Adopted	July 28, 2008

0165.1 - REGULAR MEETINGS

Within ten (10) days after the organizational Board meeting, the Board shall cause to be posted at the Board office and in other locations considered appropriate by the Board, a notice listing the date, time, and place of each regularly scheduled meeting of the Board. The notice shall contain the name and address of the District and its telephone number.

The notice shall also contain the following statement:

"Upon request to the Superintendent, the District shall make reasonable accommodation for a person with disabilities to be able to participate in this meeting."

Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a fee of not more than the estimated reasonable cost for printing and postage of each notice as shall be determined by the Board, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by these bylaws. The news media shall be entitled to receive, at their request, copies of such notices free of charge.

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Book	Policy Manual
Section	0000 Bylaws
Title	CHANGE OF REGULAR MEETINGS
Code	po0165.2
Status	Active
Adopted	July 28, 2008

0165.2 - CHANGE OF REGULAR MEETINGS

Within three (3) days after the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, and place of the rescheduled meeting, as well as the name, address, and telephone number of the District. Said notice shall be posted on the front door of the Administrative Office Building and such other place(s) as the Board may determine. Said notice shall be posted at least eighteen (18) hours before the rescheduled meeting.

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Legal	M.C.L. 15.264, 15.266
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Book	Policy Manual
Section	0000 Bylaws
Title	SPECIAL MEETINGS
Code	po0165.3
Status	Active
Adopted	July 28, 2008

0165.3 - SPECIAL MEETINGS

Said notice shall state the date, time, and place of such special meeting and the business to be transacted thereat, as well as the name, address, and telephone number of the District. A notice of any special meeting shall be posted at least eighteen (18) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board.

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Book	Policy Manual
Section	0000 Bylaws
Title	EMERGENCY MEETINGS
Code	po0165.4
Status	Active
Adopted	July 28, 2008

0165.4 - EMERGENCY MEETINGS

No notice of any emergency meeting shall be required.

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Book	Policy Manual
Section	0000 Bylaws
Title	RECESS
Code	po0165.5
Status	Active
Adopted	July 28, 2008

0165.5 - RECESS

Any meeting of the Board may be recessed to another time and place. Any meeting which is recessed for more than thirty-six (36) hours shall be reconvened only after a notice stating the date, time, and place of the recessed meeting as well as the name, address, and telephone number of the District has been posted on the front door of the Administrative Office Building and such other place as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.

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Legal M.C.L. 15.265, 380.1201(3)(4)



Book	Policy Manual
Section	0000 Bylaws
Title	AGENDA
Code	po0166
Status	Active
Adopted	July 28, 2008
Last Revised	April 23, 2012

0166 - **AGENDA**

The Superintendent shall prepare and submit to each Board member a written agenda prior to each regular meeting and each special meeting, unless otherwise directed by the Board. The agenda shall list the various matters to come before the Board and shall serve as a guide for the order of procedure for the meeting. Individual Board members may include items on the agenda upon the concurrence of the Board President.

For consideration to include an item on an agenda, individual Board members shall submit in writing to the Board president no later than five (5) days prior to the meeting the matter to be considered by the Board, including the motion to be made, if applicable.

The agenda of the regular monthly meeting or special meetings shall be accompanied by a report from the Superintendent on information relating to the District with such recommendations as s/he shall make.

Each agenda may contain the following statement:

"This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public comment during the meeting as indicated in the agenda."

The agenda for each regular meeting shall be mailed or delivered to each Board member so as to provide proper time for the member to study the agenda. Generally, the agenda should be mailed no later than five (5) days prior to the meeting, or delivered so as to provide time for the study of the agenda by the member. The agenda for a special meeting shall be delivered at least twenty-four (24) hours before the meeting, consistent with provisions calling for special meetings.

The Board shall transact business according to the agenda prepared by the Superintendent and submitted to all Board members in advance of the meeting. The order of business may be altered and items added at any meeting by a majority vote of the members present.

The first order of business at every meeting of the Board shall be a resolution to adopt the agenda proposed for that meeting.

A resolution for Board acknowledgement of Student Recognition, as defined by policy 5451, or other recognitions as determined by the Board or Superintendent, or recognitions otherwise prescribed by Board Policy shall be the second order of business at meetings, as applicable.



Book	Policy Manual
Section	0000 Bylaws
Title	CONSENT AGENDA
Code	po0166.1
Status	Active
Adopted	July 28, 2008

0166.1 - CONSENT AGENDA

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings
- B. bills for payment
- C. hiring of personnel
- D. resolutions that require annual adoption, such as bank signatories, Michigan High School Athletic Association membership, etc.
- E. resignations and leaves
- F. other items as recommended by the President

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.



Book	Policy Manual
Section	0000 Bylaws
Title	VOTING
Code	po0167.1
Status	Active
Adopted	July 28, 2008
Last Revised	December 19, 2011

0167.1 - **VOTING**

All regular and those special meetings of the Board at which the Board is authorized to perform business shall be conducted in public. No act shall be valid unless approved at a meeting of the Board by a majority vote of the members elected or appointed to and serving on the Board and a proper record made of the vote. Meetings of the Board shall be public and no person shall be excluded therefrom. M.C.L. 380.1201

Unless specifically authorized by Michigan conflict of interest laws, any Board member's decision to abstain shall be recorded and be deemed to acquiesce in the action taken by the majority. Failure to vote, absent a statutory exception, constitutes a breach of the Board member's duty as a public official. In situations in which a specified number of affirmative votes is required and abstentions have been noted, the motion shall fail if the specified number of affirmative votes have not been cast. In situations in which there is a tie vote and the abstention represents the deciding vote, the motion shall fail for lack of a majority. 184 Mich App 681, 684 (1990)

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded. Proxy voting shall not be permitted. Any member may request that the Board be polled.

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Book	Policy Manual
Section	0000 Bylaws
Title	CLOSED SESSION
Code	po0167.2
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

0167.2 - CLOSED SESSION

The Board may by means of a roll call vote meet in a closed session, one closed to the public, for the following purposes:

- A. to consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, staff member, or individual agent, if the named person requests a closed hearing. A majority vote of members present is required.
- B. to consider the dismissal, suspension, or disciplining of a student only if the student or student's parents request a closed hearing. A majority vote of members present is required. (Also see Bylaw 0169, Student Disciplinary Hearings)
- C. for strategy and negotiation sessions connected with the negotiation of a collectively-bargained agreement if either negotiating party requests a closed hearing. A majority vote of members present is required.
- D. to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained. A two-thirds vote of all members currently serving on the Board is required.
- E. to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body. A two-thirds vote of all members currently serving on the Board is required.
- F. to consider material such as written opinions of counsel which are exempt from discussion by State or Federal statute. A two-thirds vote of all members currently serving on the Board is required.
- G. to review the specific contents of an application for employment or appointment if the candidate requests that the application remain confidential. A two-thirds vote of all members currently serving on the Board is required. However, all interviews for employment or appointment of the Superintendent shall be held in an open meeting of the Board.
- H. to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff. A two-thirds vote of all members currently serving on the Board is required.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. The only exceptions will be discussions with the District's legal counsel or as directed by an order of a court with proper jurisdiction.

It is expected that Board members shall not record nor communicate by any means, electronic or otherwise, with party or parties outside such meetings regarding the substance of such meetings either during or after the course of such meetings.

Revised 1/14/19

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Legal

M.C.L. 15.267, 15.268



Book	Policy Manual
Section	0000 Bylaws
Title	PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Active
Adopted	July 28, 2008
Last Revised	January 14, 2019

0167.3 - PUBLIC COMMENT AT BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than twenty (20) days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be subject to the approval of the Superintendent and the Board President.

Denial of the opportunity to have an item placed on the agenda will not preclude an individual or group from the opportunity to speak during the public participation portion of the meeting.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and/or group affiliation, if and when appropriate.

Each statement made by a participant shall be limited to three (3) minutes duration.

No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.

Participants shall direct all comments to the Board and not to staff or other participants.

All statements shall be directed to the presiding officer; no person may address or question Board members individually.

The presiding officer shall be guided by the following rules:

- A. Public comment shall be permitted as indicated on the order of business and/or at a time as determined by the presiding officer.
- B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may comment during the public portion of a meeting.
- C. Attendees must register their intention to comment in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and/or group affiliation, if and when appropriate.
- E. Each statement made by a participant shall be limited to three (3) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard, and not more than once unless permitted by the President.
- G. Participants shall direct all comments to the Board and not to staff or other participants.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 6. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to 120 minutes unless extended by a vote of the Board. When the number of registered speakers suggests that public comment will exceed 120 minutes, each speaker's time will be proportionally reduced.

Tape or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

Revised 8/23/10

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Legal

M.C.L. 15.263(4)(5)(6), 380.1808



Book	Policy Manual
Section	0000 Bylaws
Title	ADMINISTRATIVE PARTICIPATION
Code	po0167.4
Status	Active
Adopted	July 28, 2008

0167.4 - ADMINISTRATIVE PARTICIPATION

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

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Book	Policy Manual
Section	0000 Bylaws
Title	USE OF ELECTRONIC MAIL
Code	po0167.5
Status	Active
Adopted	July 28, 2008
Last Revised	January 25, 2016

0167.5 - USE OF ELECTRONIC MAIL

The District provides E-mail accounts for all Board members, for use in conducting Board and District business. All electronic communications between Board members, or between Board members and District employees, that involve Board or District business shall be conducted only using the Board member's District E-mail account, although communications between a Board member and a District employee of a personal nature (such as parent-teacher communications) may be conducted using the Board member's personal E-mail account. Board members may communicate with other community members regarding Board or District business consistent with Board Bylaw 0143.1 using either District provided or personal email accounts. If a District employee receives a communication from a Board member on a matter of Board or District business (as opposed to a communication of a personal nature), the District employee shall respond to the Board member using the Board member's District E-mail account.

Although E-mail is a convenient and effective form of communication, if misused it could result in a violation of the Open Meetings Act. Email may therefore be used by Board members only for communications regarding business of the Board or District between a Board member and a District employee(s), or communications regarding business of the Board or District between or among Board members which do not involve deliberating or rendering a decision on matters pending before the Board. Under the Open Meetings Act, "deliberation" is the act of carefully considering issues and options before making a decision or taking some action, by analyzing, discussing and weighing the evidence.

E-mail communications to or from Board members using the GPPSS Email system are public records, and thus may be subject to disclosure under the Freedom of Information Act. There should be no expectation of privacy for any messages sent using the GPPSS E-mail system. Board members shall not use E-mail to discuss among themselves Board or District business that will be or has been discussed during a closed meeting of the Board, or could be considered an invasion of privacy if the message were to be obtained by another party.

In keeping with Bylaw 0143.1, emails sent by Board members regarding Board or District business shall contain the following disclaimer, unless the Board member has been authorized to speak for the District or Board:

The above email expresses the personal opinions of the sender and not those of the other members of the Board and/or the Grosse Pointe Public School System.



Book	Policy Manual
Section	0000 Bylaws
Title	USE OF SOCIAL MEDIA
Code	po0167.6
Status	Active
Adopted	January 14, 2019

0167.6 - USE OF SOCIAL MEDIA

Social Media, as defined in Board Policy 7540, shall not be used to conduct Board business.

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Book	Policy Manual
Section	0000 Bylaws
Title	OPEN MEETING
Code	po0168.1
Status	Active
Adopted	July 28, 2008
Last Revised	November 30, 2017

0168.1 - OPEN MEETING

The Secretary, or a temporary secretary appointed by the presiding officer, shall designate a person to keep minutes of each meeting. The minutes shall contain the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is called. The minutes shall include all roll-call votes taken at the meeting. The minutes should identify members of the public who make statements at a meeting and the topic(s) on which they spoke, but should not contain summaries or verbatim transcripts of such statements because electronic recordings of minutes can be consulted for that purpose. The minutes should identify each Board member who speaks during the "Board Member Comments" section of the meeting, as well as the topic upon which the Board member speaks and a brief indication of the nature of the statement, without any effort to summarize or transcribe the statement. Written statements or other documents from members of the public or the Board will not be included in or appended to the minutes. The starting time of public comments on agenda items, public comment on non- agenda items, and Board Member comments should be recorded in the minutes to facilitate public review of the electronic recording of the meeting. The minutes shall not include any personally identifiable information on any student of the District which if released, would prevent the District from complying with the Family Educational Rights and Privacy Act of 1974.

Minutes of the preceding meetings shall be approved by the Board and endorsed by the Secretary at the Board's next meeting.

Proposed minutes shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved. The minutes shall be available for inspection at the Superintendent's office and shall be available for purchase at a fee estimated by the business office to cover the cost of printing and copying.

The official minutes shall be bound together by years and kept in the office of the Board of Education.

Revised 5/6/14
Revised 5/18/15

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Legal M.C.L. 15.269, 380.1201



Book	Policy Manual
Section	0000 Bylaws
Title	CLOSED MEETING
Code	po0168.2
Status	Active
Adopted	July 28, 2008
Last Revised	May 18, 2015

0168.2 - CLOSED MEETING

The Board shall designate a person to keep separate minutes of each closed meeting of the Board. The minutes shall contain the date, time, place, members present, members absent, and the purpose or purposes for which the closed session was called. These minutes shall be retained by the Secretary of the Board, but shall not be available to the public and shall only be disclosed if required by a civil action filed under M.C.L. 15.270 et seq. These minutes may be destroyed one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session were approved.

Revised 5/6/14

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Legal	M.C.L. 15.267, 15.269, 15.270-71, 15.273
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Book	Policy Manual
Section	0000 Bylaws
Title	COMMITTEE MEETINGS
Code	po0168.3
Status	Active
Adopted	July 28, 2008
Last Revised	August 23, 2010

0168.3 - COMMITTEE MEETINGS

Any Board Committee, whether standing or appointed ad hoc, which exercises governmental or proprietary authority must comply with the Open Meetings provisions in 0168.1 and 0168.2 and Public Participation provisions in 0167.3. Committees that are empowered to take action, make recommendations or otherwise deliberate in place of the Board are subject to this requirement.

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Book	Policy Manual
Section	0000 Bylaws
Title	ELECTRONIC RECORDING OF MEETINGS
Code	po0168.4
Status	Active
Adopted	May 6, 2014

0168.4 - ELECTRONIC RECORDING OF MEETINGS

Regular meetings of the Board shall be electronically recorded.

Closed sessions of the Board shall not be electronically recorded.

Special meetings of the Board will ordinarily not be electronically recorded, but may be recorded upon the direction of the Board President or a majority vote of the Board.

Committee meetings subject to the Open Meetings Act will ordinarily not be electronically recorded, but may be electronically recorded upon the direction of the Board President or a majority vote of the members of the Committee.

Electronic recordings of regular meetings shall ordinarily include both audio and video recordings of the meetings. Electronic recording of special or committee meetings, if any, may be either audio and visual or solely audio. Electronic recordings of meetings shall be preserved for not less than four years from the date of the meeting.

The failure or inability to electronically record a meeting otherwise required to be recorded shall not affect the validity of the meeting so long as written minutes that comply with the Open Meetings Act and this bylaw are prepared and approved.

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Book	Policy Manual
Section	0000 Bylaws
Title	CLOSED SESSION REQUESTED
Code	po0169.1
Status	Active
Adopted	July 28, 2008

0169.1 - CLOSED SESSION REQUESTED

If parent or student requests a closed hearing, a vote must be taken. The purpose of the closed session should be announced: "To consider a student disciplinary matter, pursuant to the request of the parent/guardian". A majority is required to go into a closed session.

Those invited into closed session should include the student, parent(s) and/or representative(s) and school administrator(s) bringing charges. Others may be admitted at Board discretion, if needed for the proceeding or at the request of student/parents.

Witnesses should be admitted when needed to testify. They should be asked to leave the closed session after testifying. Witnesses may be required to affirm that they will tell the truth.

The administration should present a summary of the requested discipline and an overview of the incident(s) supporting discipline. The administration shall call and question witnesses as it determines appropriate. The administrator may testify as a witness to the results of his/her investigation of the incident and the student's past record.

The student, parent, or representative (only one (1)) should be allowed to ask the witness(es) questions related to issues reasonably related to the discipline. Additional questioning by the administration, the student/representative and/or the Board may be allowed at the Board's discretion.

The student, parent, or representative may then present witnesses or statements to the Board. The administration and/or the Board may ask questions of these individuals. The Board may allow additional questioning at its discretion.

When the presentation of evidence is concluded, the Board will deliberate. It may exclude both the administration and the student and representatives, or allow both sides to remain. If the Board desires clarification of any testimony during its deliberation, it shall assure that both the administration and the student are present to hear the information.

The Board shall not take any action in the closed session. To act on the discipline the Board must return to open session. This requires a majority vote.

During the open session the name of the student shall not be used in voting on the discipline, to protect student privacy under the Federal Family Educational Rights and Privacy Act. The student may be referred to by a Code Number or Pseudonym (i.e. Student A). Only the reference code shall be indicated in the Board minutes, NOT the student's actual name. The reference code shall be listed in the student's discipline file.

If, at any time during the hearing, the student, parent or authorized representative withdraws the request for a closed hearing, the matter shall proceed under the open hearing provisions.

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Book	Policy Manual
Section	0000 Bylaws
Title	OPEN HEARING
Code	po0169.2
Status	Active
Adopted	July 28, 2008

0169.2 - OPEN HEARING

If the student, parent or authorized representative does not request a closed hearing, the Board must still assure that the Family Educational Rights and Privacy Act is not violated.

The parents (or student if eighteen (18) or older) should sign an authorization to release student record information to allow discussion of the student's information in the public forum (Form 8330 F4). If the parents refuse to sign the authorization or information relating to other students must be presented at the hearing, it should be done anonymously by referring to students by Code Numbers or Pseudonyms. If this is not possible, then the Board may go into closed session to receive student identifiable information pursuant to a two-thirds (2/3's) roll call vote for the announced purpose of "Considering material exempt from discussion or disclosure by State or Federal law."

In all other respects the hearing shall proceed as outlined under the Closed Hearing.

The Board must deliberate and act on the discipline in open session. The student, parents, administration and public will be allowed to be present. Students/parents who have not authorized disclosure to the public will not be mentioned by name during deliberations, but only by anonymous reference code. Any action must be by a vote of the Board in open session. If the student/parents have signed an authorization for public disclosure, then the student's name may be used in the motion and recorded in the Board minutes.

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Legal	P.A. 305 of 2004
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Grosse Pointe Public Schools Bylaws & Policies

0170 - DUTIES

0171

Officers

0171.1

President

The President of the Board of Education shall:

- A. preside at meetings of the Board;
- B. countersign orders legally drawn by the Secretary upon the Treasurer for money to be disbursed on behalf of the School District;
- C. cause an action to be prosecuted in the name of the District on the Treasurer's bond in case of a breach of a condition of the bond;
- D. perform other duties appropriate to the office of the President.

0171.2

Vice-President

The Vice-President of the Board of Education shall:

- A. preside at meetings of the Board when the President is not able to attend;
- B. perform other duties appropriate to the office of Vice-President as the Board determines;
- C. in case of a vacancy in the office of President, succeed to the office of President for the balance of the unexpired term.

0171.3

Secretary

The Secretary of the Board of Education or designee shall:

- A. act as clerk at meetings of the Board;
- B. record and sign the minutes of meetings, orders, resolutions, and other proceedings of the Board in proper record books;
- C. be the chief election officer of the District with authority to delegate election duties to a member of the administrative staff;

- D. prepare the annual report of the District and other reports required by the State Board;
- E. draw and sign orders upon the District Treasurer for money to be disbursed by the School District and each order shall be properly numbered and dated, shall specify the sources of the funds called for, the purpose for which, and the fund upon which the order is drawn;
- F. preserve and file copies of reports, books, papers, and other documents belonging to the office of the secretary or to the School District, and deliver them to a successor in office;
- G. perform other duties required by law or by the Board.

0171.4

Treasurer

The Treasurer of the Board of Education or designee shall:

- A. have care and custody of all monies of the School District and the Treasurer shall deposit funds of the District with a bank or banking corporation or trust company designated by the Board in the proportion and manner directed by the Board;
- B. keep proper books of account;
- C. keep an account of interest received from invested school funds, and credit interest received to the appropriate fund accounts;
- D. pay out funds for the purposes specified by law, or, in the case of gifts or donations for the purposes for which the money is given or donated, on proper orders signed by the Secretary and countersigned by the President of the Board;
- E. perform other duties the Board may prescribe in its bylaws relating to the administration of School District funds.

M.C.L. 380.1221

0172

Legal Counsel

The Board of Education may employ an attorney to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

0173

Independent Auditor

The independent auditor shall:

- A.

examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended;

- B. conduct such examination in accordance with generally accepted auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances;
- C. render an opinion of the financial statements prepared at the close of the fiscal year;
- D. make such recommendations to the Board of Education concerning its accounting records, procedures, and related activities as may appear necessary or desirable;
- E. perform such other related services as may be requested by the Board.

0175

Association Memberships

The Board of Education may maintain membership in the Michigan Association of School Boards and may take part in the activities of these groups.

The Board may also maintain institutional memberships in other educational organizations which the Superintendent and Board find to be of benefit to members and District personnel.

The materials and other benefits of these memberships will be distributed and used to the best advantage of the Board and staff.

0175.1

School Board Conferences, Conventions, and Workshops

The Board of Education recognizes the value of membership and attendance at conferences and meetings at the local, County, State, and National level.

The District shall reimburse Board members for attending MASB new board member training or its equivalent.

Attendance at local, County and/or MSAB workshops and conferences is encouraged for all members. The Board will adapt a training plan which will be included in the Budget Parameters. The District shall reimburse Board members for this training consistent with the budget.

Each Board member is expected to report back to the Board after attending a conference at District expense.

Travel and personal expenses of a spouse, children, or other guests traveling with a Board member shall be the responsibility of the Board member or of the individual. Expenses for convention functions attended as a group will be borne by the District within budgetary limits.

The following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation – plane, train or automobile, including buses, taxis and livery service
- C. mileage at the IRS-approved rate
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. Meals
 - 1. the maximum per-day allowance/stipend (includes up to a twenty percent (20%) gratuity) for all meals is \$60 per day
 - 2. official conference banquets will be reimbursed at actual cost

The President of the Board will regularly receive a record of Board member attendance at conferences.

Revised 2/29/16

0176

Completion of Residency Re-Verification Process

To assist Board members in understanding and appreciating the residency re-verification process that District residents are required to complete, each Board member shall participate in and complete the re-verification process no later than August 31 of each year. The compensation of a Board member who fails to comply with this obligation shall be withheld until such compliance takes place, provided, however, that no withholding of Board member compensation directed pursuant to Bylaw 0144.1 to a program of the Grosse Pointe Public School System, a District-related school organization or the Grosse Pointe Foundation for Public Education shall occur.

Adopted 11/30/17



Book	Policy Manual
Section	0000 Bylaws
Title	MODIFICATION OR SUSPENSION OF BYLAWS DURING STATES OF EMERGENCY
Code	po0181.1
Status	Active
Adopted	March 23, 2020
Last Revised	August 10, 2020

0181.1 - MODIFICATION OR SUSPENSION OF BYLAWS DURING STATES OF EMERGENCY

During states of emergency applicable to the District declared by the President of the United States, the Governor of the State of Michigan, or another governmental entity with the legal authority to bind the District, the following procedures shall be in effect:

- A. The Board President may modify or suspend procedural requirements of these bylaws as required and to the extent necessary to comply with requirements contained in the declaration of the state of emergency.
- B. Notwithstanding the provisions of the second paragraph of Bylaw 0131.1, during the pendency of any such state of emergency, the adoption, amendment, repeal or suspension of Board bylaws and/or policies, shall be effective immediately and shall remain in effect until the termination of the state of emergency, unless thereafter re-adopted by the Board, and need not be readopted at the next Board meeting after their initial adoption in order to remain in effect.

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

1000 - ADMINISTRATION

- ☐ [1100](#) District Organization
- ☐ [1110](#) Assessment of District Goals
- ☐ [1210](#) Board - Superintendent Relationship
- ☐ [1220](#) Employment of the Superintendent
- ☐ [1230](#) Responsibilities of the Superintendent
- ☐ [1230.01](#) Development of Administrative Guidelines
- ☐ [1240](#) Evaluation of the Superintendent
- ☐ [1241](#) Non-Reemployment of the Superintendent
- ☐ [1260](#) Incapacity of the Superintendent
- ☐ [1400](#) Job Descriptions
- ☐ [1420](#) School Administrator Evaluation
- ☐ [1421](#) Criminal History Record Check
- ☐ [1422](#) Nondiscrimination and Equal Employment Opportunity
- ☐ [1423](#) Anti-Harassment
- ☐ [1424](#) Compliance with Title IX
- ☐ [1425](#) Individuals with Disabilities/Reasonable Accommodation
- ☐ [1426](#) Threatening Behavior Towards Employees
- ☐ [1427](#) Work Place Safety/Drug-Free Workplace
- ☐ [1428](#) Nondiscrimination and Equal Opportunity/Access in the Food Service Program
- ☐ [1443](#) Non-Renewal of Administrative Contracts
- ☐ [1460](#) Physical Examination
- ☐ [1461](#) Unrequested Leaves of Absence/Fitness for Duty
- ☐ [1623](#) Section 504/ADA Prohibition Against Disability Discrimination in Employment

Grosse Pointe Public Schools Bylaws & Policies

1100 - DISTRICT ORGANIZATION

The Board of Education recognizes that the grouping of school programs and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The Superintendent shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest use of District resources, and serve the educational goals of the Board.

Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the School District. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

It shall be the responsibility of the Superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

When appropriate, the Superintendent may find it necessary to recommend to the Board the employment of consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement, and the financial condition of the School District.

Grosse Pointe Public Schools Bylaws & Policies

1110 - ASSESSMENT OF DISTRICT GOALS

One of the major functions of the Board of Education is to work with the administration to establish the goals by which the District can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the District's progress toward their realization.

In conjunction with its annual evaluation of the Superintendent, the Board shall also provide the time for both the Board and the administration to assess the progress of the District, during the previous year, toward the achievement of current goals.

This annual process of assessing/evaluating District goals shall not be considered finished until:

- A. District goals and the strategies and actions being used to accomplish them have been reviewed and, if necessary, reprioritized;
- B. revisions have been made in light of what all of the evaluation data for that year has indicated should be changed and/or should be continued in order to improve the accomplishment of District goals;
- C. the Board has adopted a resolution documenting the agreed upon current year's goals.

Grosse Pointe Public Schools Bylaws & Policies

1210 - BOARD - SUPERINTENDENT RELATIONSHIP

The Board of Education believes that, in general, it is the primary duty of the Board to establish policies and that of the Superintendent to administer such policies. The Superintendent should be given the latitude to determine the best method of implementing the policies of the Board.

The Superintendent, as the chief administrative officer of the School District, is the primary professional advisor to the Board. S/He is responsible for the development, supervision, and operation of the school program and facilities. His/Her methods should be made known to the staff through the administrative guidelines of the District. The Board shall retain oversight supervision of such administrative guidelines.

The Superintendent and those administrators directed by the Superintendent shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

In order to expedite negotiation procedures, the Superintendent or designee is appointed as chief representative of the Board for the purpose of determining negotiation strategies and members of negotiation teams for collective bargaining with recognized unions and employee units.

The Board is responsible for determining the success of the Superintendent in meeting the goals established by the Board through annual evaluations of the Superintendent's performance. The Board, in formulating its position with regard to the performance of the Superintendent, shall rely, whenever possible, on the objective outcomes of its evaluations rather than on subjective opinions.

Grosse Pointe Public Schools Bylaws & Policies

1220 - EMPLOYMENT OF THE SUPERINTENDENT

The Board of Education vests the primary responsibility for administration of this District in the Superintendent of Schools. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent shall be vacant, the Board shall appoint a Superintendent of Schools as chief executive officer and fix his/her salary and term of office which shall be no more than five (5) years.

The Board shall actively seek the best qualified and most capable candidate for the position of District Superintendent.

It may be aided in this task by: a committee of Board members; the services of professional consultants; the counsel of the out-going Superintendent; and/or the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and may include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this District and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this District;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, national origin or ancestry, marital status, disability, height, weight, and/or any other legally protected characteristic unrelated to the position of Superintendent.

All interviews of applicants by the Board or a committee of the Board shall be done in open meetings. At the time of application, the Board President or designee shall see that each applicant has been informed that Michigan law may not permit the Board to protect his/her application from disclosure, and any interview must be open to the public.

The Superintendent must submit to a criminal history record check from the Michigan State Police. See Policy

3121.

A person who is employed as Superintendent by this Board, who was a school administrator in Michigan prior to January 4, 2010, is not required to have a school administrator's certificate issued by the Department of Education but must confirm that s/he meets the continuing educational requirements for school administrators established by the State Board of Education. All others must either have a valid school administrator's certificate or be enrolled or become enrolled, within six (6) months of beginning the position, in a program leading to certification as a school administrator. Certification must be completed within three (3) years, or the person may not continue to be employed as the Superintendent.

The Superintendent must be employed pursuant to a signed contract.

Such contract shall include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. that tenure in a position shall not be granted;
- C. the salary which the Superintendent shall be paid and the intervals at which s/he shall be paid;
- D. the benefits to which s/he is entitled;
- E. such other matters as may be necessary to a full and complete understanding of the employment contract.

The Superintendent so appointed shall devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent may be required to undergo a physical examination and a psychiatric examination reasonably related to the duties s/he will be required to perform, the cost of which shall be borne by the District.

M.C.L. 15.601, et seq., 380.1229, 380.1230, 380.1246, 380.1536

Revised 6/25/12

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Grosse Pointe Public Schools Bylaws & Policies

1230 - RESPONSIBILITIES OF THE SUPERINTENDENT

The Superintendent of Schools shall strive to achieve District goals by providing educational direction and supervision to the professional staff and supervision to the support staff and by acting as a proper model for staff and students both in and outside the District.

Duties and Responsibilities

The Superintendent shall be directly responsible to the Board of Education for the performance of the following assigned duties and responsibilities:

- A. keep the Board informed of school operation by preparing Board agendas, providing oral and written communication, scheduling management team committee meetings, and requesting special Board meetings that become necessary to keep the Board properly informed, in consultation with the Board President
- B. ensure that all aspects of District operation comply with State laws and regulations as well as Board contracts and policies
- C. establish and maintain any written educational plan that may be required by law and consistent with the educational goals adopted by the Board
- D. ensure proper implementation of the current District-wide instructional plan as it applies to each building
- E. strive to increase the efficient use of District resources in the daily operations of the schools
- F. assign staff to achieve the maximum benefit toward the attainment of educational goals
- G. evaluate the progress of the professional and support staff toward the attainment of educational goals
- H. analyze the results of instructional program development as it applies to the Board's educational goals
- I. recommend changes in instructional or staffing patterns based on an analysis of staff and program progress
- J. work cooperatively with parents and community groups concerned with programs in the schools
- K. develop personal capabilities in personnel strategies and facility management
- L. work cooperatively with the Board and administrative staff
- M. strive toward the highest standards of personal conduct
- N. perform such other duties as the Board may direct

Grosse Pointe Public Schools Bylaws & Policies

1230.01 - DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Board of Education delegates to the Superintendent the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall be consistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the Superintendent recommends Board adoption. However, the Board may direct the Superintendent to review and revise, when necessary, administrative guidelines when the Board determines that the guidelines are ineffective or inconsistent with its policies.

The Superintendent may also issue such administrative and student handbooks as s/he may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and handbooks are consistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

A copy of the District's administrative guidelines manual and a copy of each handbook shall be made a part of the Board's reference materials maintained in the District office, and a copy shall be made available to each Board member.

The Superintendent shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

Grosse Pointe Public Schools Bylaws & Policies

1240 - EVALUATION OF THE SUPERINTENDENT

The Board of Education believes it is essential that it evaluate the Superintendent's performance periodically in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually evaluate the performance of the Superintendent. (See Policy [1110](#)) Such evaluation shall include an assessment of the progress toward the educational goals of the District.

Such assessments will be based on defined quality expectations developed by the Board for each criteria being assessed and shall be guided by but not necessarily be limited to requirements of federal or state law.

The Board and the Superintendent, jointly, shall, at the outset of each evaluation period, agree upon the method and instrument by which the evaluation shall be conducted. Unless an alternative instrument for evaluation is agreed upon or if no new agreement is reached, the method used during the previous evaluation shall continue to be used. Each member of the Board must be afforded the opportunity to participate in the process in some manner. Such evaluation method may include:

- A. the Superintendent's own self-analysis of the current status of the District;
- B. evaluation interviews between the Board, and Superintendent during which no other business is discussed;
- C. a rubric by which the Superintendent's fulfillment of job responsibilities and contribution toward the district's achievement of its goals may be evaluated.

As an outcome of the evaluation of the Superintendent's performance, the Board should be prepared to judge the advisability of retention of the Superintendent and be prepared better to:

- A. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;
- B. establish specific objectives, the achievement of which will advance the District toward its goals.

Revised 11/26/12

Grosse Pointe Public Schools Bylaws & Policies

1241 - NON-REEMPLOYMENT OF THE SUPERINTENDENT

The Board of Education has an obligation to the citizens of this District to employ the professional leadership best trained and equipped to meet the educational needs of their children. It shall meet that obligation by retaining only a highly-qualified person as Superintendent for this District.

If the services of the Superintendent are found to be unsatisfactory to the Board, s/he shall be notified by the President and given an opportunity to correct the conditions.

If his/her services continue to be unsatisfactory, the Superintendent shall be notified in writing by the President, as approved by the Board. Legal notification of its decision not to renew or extend his/her services shall be given at least ninety (90) days prior to the expiration of the contract, in accordance with State law.

The contract of the Superintendent may be terminated during its term in accordance with the statutory and contractual obligations.

M.C.L.A. 380.1229

Revised 12/19/11

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Grosse Pointe Public Schools Bylaws & Policies

1260 - INCAPACITY OF THE SUPERINTENDENT

It is the legal duty of the Board of Education to appoint a Superintendent 'pro tempore' by a majority vote of the Board upon determination that the Superintendent is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the Superintendent 'pro tempore' who shall serve until the Superintendent's incapacity is removed or until the expiration of the Superintendent's contract or term of office, whichever is sooner. S/He shall perform all of the duties and functions of the Superintendent, and may be removed at any time for cause by a majority vote of the members of the Board.

The Board will exercise its authority under law to determine the incapacity of the Superintendent: upon certification of a physician selected and compensated by the Board.

If the Board determines that the Superintendent is unable to perform the duties of his/her office, s/he may at the request of the Board be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy.

The foregoing leave shall not extend beyond the contract or term of office of the Superintendent.

The Superintendent shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the Superintendent to establish to its satisfaction that s/he is capable of resuming such duties on a full-time basis.

The Board may demand that the Superintendent return to active service, and upon medical documentation that the Superintendent is able to resume his/her duties, the Superintendent shall return to active service.

The Superintendent may request a hearing before the Board on any action taken under this policy.

Grosse Pointe Public Schools Bylaws & Policies

1400 - JOB DESCRIPTIONS

The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent and each shall contain the following provision:

"The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District."

Revisions to job descriptions shall be reviewed with the employees affected prior to their use.

Each employee will be provided with a copy of his/her job description at the time of employment and any revisions thereto.

Employees will be evaluated, at least in part, against their job descriptions.

Ensure that the Board Policy [3122](#) and Policy [4122](#) on non-discrimination is implemented properly and in compliance with Federal and State laws and regulations, particularly Part 1 104 of Section 504 Rehabilitation Act of 1973 (34 C.F.R.) and the Americans with Disabilities Act (ADA). (See AG [3122C](#) for a comparative analysis of ADA and 504.)

Grosse Pointe Public Schools Bylaws & Policies

1420 - SCHOOL ADMINISTRATOR EVALUATION

The Board of Education, through the powers derived from the School Code and other relevant statutes, is responsible for the employment and discharge of all personnel. To carry out this responsibility, with the involvement of school administrators, it delegates to the Superintendent, the function of establishing and implementing a rigorous, transparent, and fair performance evaluation system that does all of the following:

- A. evaluates the school administrator's job performance at least annually while providing timely and constructive feedback
- B. establishes clear approaches to measuring student growth and provides school administrators with relevant data on student growth
- C. evaluates a school administrator's job performance, using multiple rating categories that take into account data on student growth as a significant factor

For these purposes, student growth shall be measured by national, State, or local assessments and other objective criteria.
- D. uses the evaluations, at a minimum, to inform decisions regarding all of the following:
 - 1. the effectiveness of school administrators, so that they are given ample opportunities for improvement
 - 2. promotion, retention, and development of school administrators, including providing relevant coaching, instruction support, or professional development
 - 3. whether to grant full certification, to school administrators using rigorous standards and streamlined, transparent, and fair procedures
 - 4. removing ineffective school administrators after they have had ample opportunities to improve, and providing that these decisions are made using rigorous standards and streamlined, transparent, and fair procedures

The evaluation program shall aim at the early identification of specific areas in which the individual administrator needs help so that appropriate assistance may be provided or arranged for. A supervisor offering suggestions for improvement to an administrator shall not release that professional staff member from the responsibility to improve. If an administrator, after receiving a reasonable degree of assistance, fails to perform his/her assigned responsibilities in a satisfactory manner, dismissal, or non-renewal procedures may be invoked. In such an instance, all relevant evaluation documents may be used in the proceedings.

Evaluations shall be conducted of each administrator as stipulated in the revised School Code, the employment contract, the Superintendent's administrative guidelines and as directed by the Michigan Department of Education. An administrator shall be given a copy of any documents relating to his/her performance which are to be placed in the personnel file.

The evaluation procedure set forth above in this policy shall be in effect as of September 1, 2011, unless there is a collective bargaining agreement in place as of January 4, 2010, which would prevent implementation of this procedure. In that case, the procedure must be in place and become effective upon the expiration of the bargaining agreement.

Evaluation of school principals, as required by the Michigan Department of Education, shall continue to be conducted for principals who are in place through the 2010-2011 school year. At the end of that school year, the superintendent shall report the "Effectiveness Label" from the last evaluation in the form and manner as directed

by the Department.

This policy shall not deprive an administrator of any rights provided by State law or any contractual rights consistent with State law.

M.C.L.A. 380.1249

Adopted 12/19/11

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Grosse Pointe Public Schools Bylaws & Policies

1421 - CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy [8321](#).

When the District receives a report that shows an individual has been convicted of a listed offense under State statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

1 Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy [8321](#).

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Adopted 2/26/18
Revised 8/13/18



Book	Policy Manual
Section	1000 Administration
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	Active
Adopted	July 29, 2013
Last Revised	May 2, 2019

1422 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs and activities, including employment opportunities.

The Superintendent shall designate not less than two compliance officers who are responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Legal	M.C.L. 37.2101 et seq., 37.1101 et seq. 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 2000e et seq., Civil Rights Act of 1964 42 U.S.C. 12112, Americans with Disabilities Act Amendment Act of 1990, as amended 29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended 20 U.S.C. 1681 et seq., Title IX 29 C.F.R. Part 1635
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Book	Policy Manual
Section	1000 Administration
Title	ANTI-HARASSMENT
Code	po1423
Status	Active
Adopted	May 2, 2019
Last Revised	August 10, 2020

1423 - **ANTI HARASSMENT**

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring at school, on school property, in a District vehicle, or at any District-related activity or event.

The District prohibits discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information that are protected by federal or state civil rights laws, and encourages those within the School District community, as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The District will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, will take appropriate action reasonably calculated to stop the harassment and prevent further such harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The following actions also violate this policy and are prohibited:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

"School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

"Harassment" means any threatening, insulting, bullying or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a member of the School District community or a third party that:

- A. places the person in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

"Harassment" may include, but is not necessarily limited to, the following:

Sexual Harassment: See Policy 1424

Illegal Harassment of a Non-Sexual Nature

The District also prohibits unwelcome physical, verbal, or nonverbal conduct that is based upon an individual's 1) race or color, 2) religion or creed, 3) national origin or ancestry, or 4) disability, when the conduct has the purpose or effect of interfering with the individual's work or educational performance, of creating an intimidating, hostile, or offensive working, and/or learning environment, or of interfering with the individual's ability to participate in or benefit from a class or an educational program or activity.

Reports and Complaints of Harassing Conduct

The Superintendent shall designate not less than two (2) compliance officers who are responsible for coordinating the District's compliance with applicable Federal and State laws and regulations, and for investigating reports of harassment. Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official, or directly to the District's compliance officers. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the compliance officers promptly.

Sanctions and Monitoring

Where a claim of unlawful harassment is substantiated, the District shall promptly take appropriate action reasonably calculated to stop the harassment and prevent further such harassment. A violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. In those cases where unlawful harassment is not substantiated, the Superintendent may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

Pursuant to Michigan's Child Protection Law, MCL § 722.621, et seq., certain GPPSS employees who have reasonable cause to suspect child abuse or neglect, as defined in the Law, are obligated to report that suspicion as specified in the Law. If, during the course of a harassment investigation initiated by a student, the compliance officer has reasonable cause to suspect that the alleged conduct may constitute child abuse or neglect, the compliance officer shall report such suspicion in accordance with the Law.

A report made to a county children's services agency or to local law enforcement shall not terminate the compliance officer's obligation and responsibility to continue to investigate a complaint of harassment. While the compliance officer may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.



Book	Policy Manual
Section	1000 Administration
Title	SEXUAL HARASSMENT: COMPLIANCE WITH TITLE IX
Code	po1424
Status	Active
Adopted	May 2, 2019
Last Revised	August 10, 2020

1424 - **SEXUAL HARASSMENT: COMPLIANCE WITH TITLE IX**

The District shall fully comply with Title IX of the Civil Rights Act of 1964, as amended, and the the accompanying regulations.

"Sexual Harassment" is defined as conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*i.e. quid pro quo* sexual harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education programs or activities; or
- C. Sexual assault (as defined in the Clery Act, 20 U.S.C §1092(f)(6)(a)(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 §U.S.C.12291(a)).

The District shall not retaliate against a person who reports or opposes sexual harassment.

The Superintendent shall designate not less than two (2) Title IX Coordinators responsible for coordinating the District's compliance with Title IX and its regulations, and for investigating reports of sexual harassment.

A student who believes he or she has been or is the victim of sexual harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, the Superintendent, or a Title IX Coordinator. A District employee who observes, has knowledge of, or learns that a student has been or is the victim of sexual harassment shall immediately report the situation to the building principal or assistant principal, Superintendent or a Title IX Coordinator. Complaints against the building principal should be filed with the Superintendent or a Title IX Coordinator. Complaints against the Superintendent should be filed with the Board President or a Title IX Coordinator.

The Superintendent shall develop and implement as an administrative guideline a Title IX Grievance Procedure.



Book	Policy Manual
Section	1000 Administration
Title	INDIVIDUALS WITH DISABILITIES/REASONABLE ACCOMMODATION
Code	po1425
Status	Active
Adopted	May 2, 2019

1425 - INDIVIDUALS WITH DISABILITIES/REASONABLE ACCOMMODATION

The District will make reasonable accommodations for employees and applicants with disabilities, to allow access to the District's Facilities and employment opportunities as required by federal and state law. The ultimate decision regarding whether an accommodation is "reasonable" rests with the District.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.



Book	Policy Manual
Section	1000 Administration
Title	THREATENING BEHAVIOR TOWARDS EMPLOYEES
Code	po1426
Status	Active
Adopted	May 2, 2019

1426 - THREATENING BEHAVIOR TOWARDS EMPLOYEES

District employees should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate an employee or cause anxiety concerning his/her physical and/or psychological well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff may be subject to discipline or other appropriate sanction and/or may be reported to the authorities.

The Superintendent shall implement guidelines to enforce this policy.



Book	Policy Manual
Section	1000 Administration
Title	WORK PLACE SAFETY/DRUG-FREE WORKPLACE
Code	po1427
Status	Active
Adopted	May 2, 2019

1427 - WORK PLACE SAFETY/DRUG-FREE WORKPLACE

All employees of the District are responsible for maintaining a safe work environment and participating in investigations as necessary. Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation, do not suffer any form of retaliation because of their good faith participation.

Discipline/Corrective Steps

Employees who violate this policy may be subject to discipline up to and including discharge.

Protective Orders

Employees who have obtained a protective order from a court should supply a copy of the order to the Superintendent. Other parties may also be informed when deemed necessary for the safety of the School District personnel. The District is not responsible for enforcing protective orders issued by a court.

Drug-Free Workplace

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance (including, without limitation, marijuana).

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, alcohol, marijuana, and/or any drug paraphernalia, by any employee of the District at any time while on District property or while involved in any District-related activity or event. Additionally, no District employee shall be under the influence of any controlled substance, marijuana or alcohol while on District property or while involved in any District-related activity or event. Any employee who violates this policy shall be subject to disciplinary action in accordance with District guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.



Book	Policy Manual
Section	1000 Administration
Title	NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS IN THE FOOD SERVICE PROGRAM
Code	po1428
Status	Active
Adopted	May 2, 2019

1428 - NONDISCRIMINATION AND EQUAL OPPORTUNITY/ACCESS IN THE FOOD SERVICE PROGRAM

The District shall not discriminate or deny equal opportunity or access to programs or services in the District's food service program (including, without limitation, the USDA's Food and Nutrition Service ("FNS") School Meal Programs).

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Grosse Pointe Public Schools Bylaws & Policies

1443 - NON-RENEWAL OF ADMINISTRATIVE CONTRACTS

If the Board of Education determines not to renew the contract of an administrator, it shall notify the administrator in writing at least thirty (30) days prior to the date the Board will take action on non-renewal of its intent to non-renew, the reasons for non-renewal, and the right to meet with the Board, in open or closed session, to discuss the reasons prior to non-renewal.

At least sixty (60) days prior to the termination date of the contract:

- A. vote on non-renewal at an open session;
- B. provide written notice of the non-renewal to the administrator.

The reasons for the non-renewal shall not be arbitrary or capricious.

M.C.L. 380.471(a)

Adopted 5/21/12

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1460 - PHYSICAL EXAMINATION

The Board of Education or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Adopted 5/21/12

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1461 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from administrative staff members who are unable to perform essential job functions with or without accommodation.

The Board may place an administrative staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the negotiated, collectively-bargained agreement with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions, the administrative staff member will be offered the opportunity for a meeting to discuss these issues.

If an administrative staff member refuses to attend the meeting, the Board may order the administrative staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

If, as a result of such examination, the administrative staff member is found to be unable to perform assigned duties with or without accommodation, the administrative staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should an administrative staff member refuse to submit to the examination requested by the Board and the administrative staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the administrative staff member to disciplinary action.

Americans with Disabilities Act of 1990, as amended
42 U.S.C. 12101 et seq.
29 C.F.R. Part 1630
29 C.F.R. Part 1635

Adopted 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Title: Director Of Student Services
Address: The Grosse Pointe Public School System

389 St. Clair
Grosse Pointe, MI 48230

Phone: (313) 432-3851

Fax: (313) 432-3802

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 5/21/12

Revised 9/9/13

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Grosse Pointe Public Schools

Bylaws & Policies

Table of Contents

2000 - PROGRAM

<input type="checkbox"/> <u>2105</u>	Mission of the District
<input type="checkbox"/> <u>2112</u>	Parent Involvement in the School Program
<input type="checkbox"/> <u>2120</u>	School Improvement
<input type="checkbox"/> <u>2131</u>	Educational Outcome Goals
<input type="checkbox"/> <u>2132</u>	Educational Process Goals
<input type="checkbox"/> <u>2210</u>	Curriculum Development
<input type="checkbox"/> <u>2219</u>	Pilot Projects
<input type="checkbox"/> <u>2419</u>	Penalties for Abortion Referral or Assistance or Dispensing or Distributing Family Planning Drug or Device
<input type="checkbox"/> <u>2220</u>	Adoption of Courses of Study
<input type="checkbox"/> <u>2221</u>	Mandatory Course Content
<input type="checkbox"/> <u>2225</u>	Student with Limited English Proficiency (LEP)
<input type="checkbox"/> <u>2230</u>	Curriculum Guides and Course Outlines
<input type="checkbox"/> <u>2231</u>	Core Curriculum
<input type="checkbox"/> <u>2240</u>	Controversial Issues
<input type="checkbox"/> <u>2245</u>	School Assemblies and Resource Speakers
<input type="checkbox"/> <u>2250</u>	Innovative Programs
<input type="checkbox"/> <u>2260</u>	Access to Equal Educational Opportunity
<input type="checkbox"/> <u>2260.01</u>	Section 504/ADA Prohibition Against Discrimination Based on Disability
<input type="checkbox"/> <u>2261</u>	Title I Services
<input type="checkbox"/> <u>2261.01</u>	Parent Participation in Title I Programs
<input type="checkbox"/> <u>2261.02</u>	Title I - Parents' Right to Know
<input type="checkbox"/> <u>2262</u>	District-Fee Based Programming
<input type="checkbox"/> <u>2265</u>	Child Care Center Staff and Volunteers
<input type="checkbox"/> <u>2270</u>	Religion in the Curriculum
<input type="checkbox"/> <u>2271</u>	Postsecondary (Dual) Enrollment Option Program
<input type="checkbox"/> <u>2330</u>	Homework
<input type="checkbox"/> <u>2340</u>	Field and Other District-Sponsored Trips
<input type="checkbox"/> <u>2370</u>	Educational Options - Online Learning
<input type="checkbox"/> <u>2371</u>	Tutoring in Voice and Instrumental Music
<input type="checkbox"/> <u>2380</u>	Equivalent Education Outside the Schools (Home Schooling)
<input type="checkbox"/> <u>2411</u>	Guidance and Counseling
<input type="checkbox"/> <u>2412</u>	Homebound Instruction Program
<input type="checkbox"/> <u>2413</u>	Critical Health Problems
<input type="checkbox"/> <u>2414</u>	Reproductive Health and Family Planning
<input type="checkbox"/> <u>2416</u>	Student Privacy and Parental Access to Information
<input type="checkbox"/> <u>2419</u>	Penalties for Abortion Referral or Assistance

<input type="checkbox"/>	
<input type="checkbox"/> <u>2421.01</u>	Work-Study Programs
<input type="checkbox"/> <u>2431</u>	Interscholastic Athletics
<input type="checkbox"/> <u>2431.01</u>	Managing Heat and Humidity in Interscholastic Athletic Programs
<input type="checkbox"/> <u>2440</u>	Summer School
<input type="checkbox"/> <u>2440.01</u>	Educational Achievement Summer School
<input type="checkbox"/> <u>2450</u>	Community Education
<input type="checkbox"/> <u>2460</u>	Special Education
<input type="checkbox"/> <u>2460.02</u>	Least Restrictive Environment Position Statement
<input type="checkbox"/> <u>2461</u>	Suspension/Expulsion of Disabled Students
<input type="checkbox"/> <u>2464</u>	Programs for Gifted Students
<input type="checkbox"/> <u>2510</u>	Adoption of Textbooks
<input type="checkbox"/> <u>2521</u>	Selection of Instructional Materials and Equipment
<input type="checkbox"/> <u>2531</u>	Copyrighted Works
<input type="checkbox"/> <u>2605</u>	Program Accountability and Evaluation
<input type="checkbox"/> <u>2623</u>	Student Assessment
<input type="checkbox"/> <u>2624</u>	Return of Student Work
<input type="checkbox"/> <u>2628</u>	State Aid Incentives
<input type="checkbox"/> <u>2700</u>	Combined P.A. 25 Annual Report and No Child Left Behind Report Card

Grosse Pointe Public Schools Bylaws & Policies

2105 - MISSION OF THE DISTRICT

THE MISSION OF THE DISTRICT IS:

THE MISSION OF THE DISTRICT ALIGNS WITH THE STRATEGIC PLAN WHICH IS REVIEWED AND UPDATED PERIODICALLY.

The GROSSE POINTE PUBLIC SCHOOL SYSTEM, IN PARTNERSHIP WITH STUDENTS, STAFF, PARENTS AND COMMUNITY, WILL BE AT THE FOREFRONT OF EDUCATION. AN EVOLVING CURRICULUM AND THE HIGHEST STANDARDS OF INSTRUCTION AND LEARNING IN EVERY CLASS, EVERY DAY, WILL ENSURE THAT EACH STUDENT IS CHALLENGED TO FULLY DEVELOP INDIVIDUAL ABILITIES, SKILLS AND CHARACTER TO SUCCEED IN LIFE. WE ARE COMMITTED TO CREATING AN ENVIRONMENT THAT CULTIVATES KNOWLEDGEABLE, RESPONSIBLE, AND CARING CITIZENS WHO EMBRACE LIFE'S POSSIBILITIES WITH A PASSION FOR CONTINUOUS LEARNING.

Grosse Pointe Public Schools Bylaws & Policies

2112 - PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. the Board encourages parental involvement in the schools through programs and activities designed to increase parent-school communications and to involve parents in the development and implementation of educational policies and school programs.

Schools should schedule meetings, programs, and events so that working parents can attend.

The Board is committed to communicating effectively with parents in a language they can understand, where practicable.

Sec. 1112, 1118 ESEA
M.C.L.A. 380.1294

Grosse Pointe Public Schools Bylaws & Policies

2120 - SCHOOL IMPROVEMENT

The Board of Education supports the concept of school improvement as established by the State Board of Education and will seek to create and/or maintain effective schools as defined by State guidelines.

In addition to adopting a Mission Statement and Educational Philosophy for the District, the Board shall create, as needed, policies which support the School Improvement Process.

The Superintendent shall establish administrative guidelines which will ensure that the following objectives can be achieved:

- A. School improvement plans which are developed and implemented by school-based teams that work collaboratively so that both building level and District level goals for students can be identified and correlated, and then achieved through effective planning, problem-solving, and assessment. Each such team is to include professional and support staff, students, parents, and representatives of the community.
- B. A District-wide, school-improvement plan which provides for building-level decision-making. Each school's improvement plan is to include a mission statement; goals based on academic outcomes; curriculum aligned to the goals; evaluation procedures; staff development; use of community resources and volunteers; decision-making processes; the role of adult and community education, libraries, and community colleges; and other matters as determined by the Superintendent.
- C. Periodic review and approval by the Superintendent and the Board of each school's modification and improvement of its program based on the school's assessment of student accomplishment of performance objectives and program goals.
- D. Collaboration at both the building and District levels with parents, relevant institutions and groups, especially those in the community, who can support and facilitate school improvement in the District.

Upon approval of a school's initial plan and its later revisions, the Board and Superintendent shall fully support, to the extent that resources allow, the school's educational improvement program.

This improvement program may include co-curricular activities and/or extra-curricular activities.

M.C.L.A. 380.1204(a), 380.1277

Grosse Pointe Public Schools Bylaws & Policies

2131 - EDUCATIONAL OUTCOME GOALS

In accordance with the District's Mission Statement and Strategic Plan, the Board shall attempt to balance its educational program to provide for the varied needs and interests of the students in its schools. The Board accepts the premise that the student is the center of the school curriculum and that a program of differentiated instruction should be tailored to fit a child-centered program of education.

The Board approves the curriculum which is designed to accomplish the mission and goals of the District. Every course shall have a written curriculum guide or course outline based upon the mission and goals and expected learning results for students.

Grosse Pointe Public Schools Bylaws & Policies

2132 - EDUCATIONAL PROCESS GOALS

In accordance with the District's Strategic Plan and in order to achieve educational outcome goals the Board of Education will have :

- A. instruction which bears a meaningful relationship to the present and future needs and/or interests of students;
- B. specialized and individualized kinds of educational experiences to meet the needs of each student;
- C. opportunities for professional staff members and students to make recommendations concerning the content and operation of District programs;
- D. an environment in which any interaction among individual students and groups of students helps them learn how and when competition and cooperation are appropriate and productive in accomplishing goals;
- E. efficient and effective use of educational resources;
- F. continued professional growth of staff members;
- G. constructive cooperation with parents and community groups.

Grosse Pointe Public Schools Bylaws & Policies

2210 - CURRICULUM DEVELOPMENT

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 students in a manner consistent with these policies.

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

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as the courses of study, subjects, classes, and organized activities provided by the school.

The Board directs that the curriculum of this District:

- A. provides instruction in courses required by statute and State Department of Education regulations;
- B. ensures, to the extent feasible, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with the District's philosophy and goals and ensure the possibility of their achievement;
- D. allows for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- E. provides a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- F. utilizes a variety of learning resources to accomplish the educational goals;
- G. encourages students to utilize guidance and counseling services in their academic and career planning;

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs before it is initiated.

The Board authorizes, where it is feasible and in the best interests of the District, participation in programs of educational research.

The Board authorizes the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities, where it is feasible and in the best interests of the District.

M.C.L.A. 380.1282

Grosse Pointe Public Schools Bylaws & Policies

2219 - PILOT PROJECTS

The use of pilot projects is encouraged by the Board of Education before District-wide implementation or 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, shall be available for inspection by the parents or guardians of participating students. For the purpose of this policy, pilot project means any program or projects designed to explore or develop promising teaching content, materials, methods or techniques which may result in a significant commitment of the District's financial or human resources.

The administration should take whatever measures are required to ensure the integrity and validity of any tests given under the pilot program.

Pilot Project Evaluation

Before any pilot project is approved, a method of evaluation shall be developed. The Board shall be informed of pilot projects.

Curriculum Adoption

No course of study shall be eliminated or new course added without approval of the Board, nor shall any basic alteration or reduction of a course of study be made without such approval.

Grosse Pointe Public Schools Bylaws & Policies

2220 - ADOPTION/ELIMINATION OF COURSES OF STUDY

The Board of Education shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study.

Planning

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 students in a manner consistent with these policies.

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

Research

The administration shall conduct a research and evaluation program, which will provide the Board with data to be used in the development and evaluation of curriculum areas. The use of external research is encouraged.

Curriculum Adoption

No course of study shall be eliminated or new course added without approval of the Board, nor shall any basic alteration or reduction of a course of study be made without such approval.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board.

The Superintendent shall recommend to the Board such courses of study as are deemed to be in the best interests of the students. The Superintendent's recommendation shall include the following information about each course of study:

- A. its applicability to students and an enumeration of those groups of students to be affected by it
- B. the intended learning objective(s), defined in terms of how the learning is applied
- C. its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level
- D. its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study
- E. the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.
- F. the plan for its continuous assessment which includes criteria and standards

The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at his/her optimum level.

Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom s/he is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

The Superintendent shall develop administrative guidelines which provide for the development of differentiated plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record-keeping and periodic reporting of student performance. As required for State certification, the Superintendent shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the Superintendent and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the curriculum objectives of the core curriculum as well as the District's educational outcomes.

In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.

The Superintendent shall maintain a current list of all courses of study offered by this District and shall provide each member of the Board with a current list of all courses of study.

The list shall include the data on each furnished with the recommendation for its adoption.

M.C.L.A. 380.1277, 380.1278, 380.1282, 388.1621

Grosse Pointe Public Schools Bylaws & Policies

2221 - MANDATORY COURSE CONTENT

In compliance with the Michigan School Code, the Board of Education directs the Superintendent to prepare, implement, and supervise the delivery of instruction in the following areas:

- A. the Constitution of the United States and Michigan, and in the history and present form of government of the United States, and Michigan and its political subdivisions
- B. the principal modes by which communicable disease is spread and the best methods for the restriction and prevention of these diseases
- C. instruction in physiology and hygiene with special emphasis on drug abuse prevention

The Superintendent shall prepare appropriate guidelines relative to the planning, teaching, and evaluation of these courses.

M.C.L.A. 380.1166, 1169, 1170

Grosse Pointe Public Schools Bylaws & Policies

2225 - STUDENT WITH LIMITED ENGLISH PROFICIENCY (LEP)

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Further, the District will endeavor to assist the student and his/her parents in their access to District programs by sending notices to the parents in a language or format that they are likely to understand (also see Policy [2260](#)).

20 U.S.C. 1701 et seq.
42 U.S.C. 2000d

Grosse Pointe Public Schools Bylaws & Policies

2230 - CURRICULUM GUIDES AND COURSE OUTLINES

The Board of Education approves the curriculum which is designed to accomplish the mission and goals of the District. Every course shall have a written curriculum guide or course outline based upon the mission and goals and expected learning results for students.

M.C.L.A. 380.1282

Grosse Pointe Public Schools Bylaws & Policies

2231 - CORE CURRICULUM

In order to comply with State law, the Board of Education shall adopt a core curriculum which is to be based on the Model Core Curriculum developed by the State Board of Education. The Superintendent shall prepare administrative guidelines which will provide for a description of the courses that will comprise the core curriculum as well as the sequence, in grade clusters, in which such courses will be taught.

Should the core curriculum vary from the State model, the description of the core curriculum is to be accompanied by an explanation of the District's variations from the model and shall verify that no attitudes, beliefs, or value systems are included in the curriculum that are not essential in the legal, economic, and social structure of our society and to the personal and social responsibility of citizens of our society.

The Superintendent's guidelines shall provide for an explanation of the means by which the core curriculum will be implemented and evaluated based on the K - 12 Program Standards of Quality established by the State Board of Education.

The administrative guidelines shall also assure each student a fair opportunity to achieve the academic outcomes established for the core curriculum. Such guidelines should ensure that instruction in each area of the core curriculum focuses on the learning processes students need to use to achieve the academic outcomes and should provide procedures for special assistance to students who are not achieving the outcomes.

M.C.L.A. 380.1204(a), 380.1278

Grosse Pointe Public Schools Bylaws & Policies

2240 - CONTROVERSIAL ISSUES

The Board of Education believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and it is not substantially disruptive to the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

The Superintendent shall develop administrative guidelines for dealing with controversial issues.

Grosse Pointe Public Schools Bylaws & Policies

2245 - SCHOOL ASSEMBLIES AND RESOURCE SPEAKERS

School Assemblies

School building principals with concurrence of the District Superintendent, may convene all-school assemblies or other broadly-attended assemblies during school time for any reason which, in their judgment, is in the best interests of the school. Examples of such assemblies would be honors convocations, pep rallies for school athletic or other competitive teams, or other purposes in which the participation of the entire school or a large portion of the school (such as one or more grade levels) is necessary or worthwhile. School assemblies may take place during school time, but when scheduling all school assemblies, or other broadly attended assemblies, and/or resource speakers, consideration should be given to the impact on overall instructional time and the impact on curriculum.

Resource Speakers

The Board of Education recognizes that most classroom instruction should come from the certified teachers it employs, but also recognizes that in appropriate circumstances resource speakers who are not district employees may provide valuable learning opportunities for children. The Board directs the Superintendent to develop appropriate guidelines for resource speakers.

Adopted 5/6/14

Grosse Pointe Public Schools Bylaws & Policies

2250 - INNOVATIVE PROGRAMS

The Board of Education wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board will encourage members of the school staff and of the student body who wish to pursue a promising program for school improvement.

An innovative program design shall address the steps below when appropriate to the project:

- A. rationale
- B. specific objectives
- C. supportive research
- D. budgeting
- E. in-service requirements
- F. plans for broader implementation
- G. methods for evaluation

Each innovative program shall be consistent with the District's objectives and long range plans. Programs designed for disabled students must comply with Federal and State guidelines.

M.C.L.A. 380.1282



Book	Policy Manual
Section	2000 Program
Title	ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

2260 - ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Equal educational opportunities shall be available to all students, without regard to the Protected Classes of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), religion, height, weight, marital or family status, ancestry, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall take at least the following steps:

- A. **Curriculum Content:** Review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
- B. **Staff Training:** Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;
- C. **Student Access:** Review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

This language does not prohibit the District from establishing and maintaining a single-gender school, class, or program within a school if a comparable school, class, or program is made available to students of each gender.

- D. **District Support:** Verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;
- E. **Student Evaluation:** Verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. This policy does not permit the use at school of emotional support, therapy, comfort, or companion animals.

The Superintendent shall designate compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access.

The Superintendent shall attempt annually to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

The Superintendent shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students.

The District will endeavor to assist the student and/or his/her parents in their access to District programs by providing notices to the parents and students in a language and format that they are likely to understand.

The Superintendent shall establish guidelines that ensure compliance with this policy.

Revised 8/23/10

Revised 7/29/13

Legal

M.C.L. 380.1146, 380.1704, 37.1101 et seq., 37.2402, 37.1402, 37.2101-37.2804

Fourteenth Amendment, U.S. Constitution

20 U.S.C. Section 1681, Title IX of Education Amendments Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended

29 C.F.R. Part 1635

42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964

42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

34 C.F.R. Part 110 (7/27/93)

Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, March 1979

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Title III of the No Child Left Behind Act of 2001



Book	Policy Manual
Section	2000 Program
Title	SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of his disability in any program or activity conducted by the District.

The District shall identify, evaluate, and provide a free appropriate public education to each qualified student within its jurisdiction regardless of the nature or severity of the disability.

The Superintendent shall appoint a District Section 504 Coordinator to implement this policy within the District. An administrator or designee from each District building will be identified as the Building Section 504 Coordinator.

The Superintendent shall develop and implement administrative guidelines to enforce this policy.

Revised 8/23/10

Revised 5/21/12

Revised 9/9/13

Legal	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	34 C.F.R. Part 104
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Grosse Pointe Public Schools Bylaws & Policies

2261 - TITLE I SERVICES

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement of 1965.

The Superintendent shall prepare and present to the State Department of Education a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

A. Assessment

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Education as well as those determined by the District's professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. Scope

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.

D. Comparability of Services

Title I funds will be used only to augment, not to replace, State and local funds. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students.

The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments.

In order to achieve comparability of services, the Superintendent shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. Professional Development

The Superintendent shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:

1. involve parents in the training, when appropriate;

2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts where appropriate;

F. Simultaneous Services

In accordance with law, a school offering Title I services may also serve other students with similar needs.

20 U.S.C. 6301 et seq., Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200, et seq.

Grosse Pointe Public Schools Bylaws & Policies

2261.01 - PARENT PARTICIPATION IN TITLE I PROGRAMS

In accordance with the requirement of Section 1118 of Title I, programs supported by Title I funds must be designed and implemented in consultation with parents of the students being served.

The Superintendent shall ensure that the Title I plan contains a written statement of guidelines which has been developed with, approved by, and distributed to parents of participating students. The guidelines shall describe how:

- A. the District expects the parents to be involved in the program, including their participation in the development of the plan;
- B. meetings will be conducted with parents including provisions for flexible scheduling and whatever assistance the District may be able to provide parents in order to better ensure their attendance at meetings, and for providing information in a language the parents can understand;
- C. meetings will include review and explanation of the curriculum, means of assessment, and the proficiency levels students are expected to achieve and maintain;
- D. opportunities will be provided for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;
- E. parents will be involved in the planning, review, and improvement of the Title I program;
- F. information concerning school performance profiles and their child's individual performance will be communicated to parents;
- G. parents will be assisted in providing help to their children in achieving the objectives of the program by such means as ensuring regular attendance; monitoring television-watching; providing adequate time and the proper environment for homework; guiding nutritional and health practices; and the like;
- H. timely responses will be given to parental questions, concerns, and recommendations;
- I. the District will provide coordination, technical assistance and other support necessary to assist Title I schools to develop effective parental participation activities to improve academic achievement;
- J. an annual evaluation of the parental involvement plan will be conducted with parents, identifying any barriers to greater parental involvement (such as limited English, limited literacy, economic disadvantage, disability, etc.) and devising strategies to improve parental involvement;
- K. the parental involvement plan will be coordinated with other programs, such as Head Start, Reading First, Even Start, Parents as Teachers, and Home Instruction for Preschool Youngsters;
- L. other activities will be conducted as appropriate to the plan and State or Federal requirements.

The Superintendent shall also assure that each Title I participating school develops a specific plan, with parental involvement, which:

- A. convenes an annual meeting at a convenient time to which parents of participating children are invited to attend to explain the parents' rights to be involved and the schools obligations to develop an involvement plan;
- B. will devise a flexible meeting schedule and describe assistance to encourage parental involvement, such as child care, transportation, home visits, or similar aid;

- C. will involve parents in an organized, on-going and timely way in the development, review and improvement of parent involvement activities;
- D. will provide participating students' parents with:
 - 1. timely information about the Title I programs;
 - 2. an explanation of the curriculum, the forms of academic assessment and the proficiency levels expected;
 - 3. regular meetings, upon request, to make suggestions and receive response regarding their student's education;
- E. develops jointly with parents a school-parent compact which outlines the responsibilities of the school staff, the parents and the student for academic improvement, including:
 - 1. the school's responsibility to provide high quality curriculum, and instruction in a supportive, effective learning environment;
 - 2. parent's responsibility for such things as monitoring attendance, homework, extracurricular activities and excessive television watching; volunteering in the classroom;
 - 3. the importance of parent teacher communication on an on-going basis through at least annual parent teacher conferences to discuss achievement and the compact; frequent progress reports to the parents; reasonable access to the staff and opportunities to observe and participate in classroom activities.

20 U.S.C. 6318, Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2261.02 - TITLE I – PARENTS’ RIGHT TO KNOW

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student’s classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
 - 1. information on the level of achievement of their child(ren) on the required State academic assessments;
 - 2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

20 U.S.C. 6311, Elementary and Secondary Education Act of 1965
34 C.F.R. Part 200 et seq.

Grosse Pointe Public Schools

Bylaws & Policies

2262 - DISTRICT-FEE BASED PROGRAMMING

The Board shall seek to provide fee based programming that aligns with the strategic plan of the district, provides enrichment opportunities for children or provides a value to parents.

Fee based programs that may be offered by the district include, but are not limited to the following:

- A. Before and after school care (Kid's Club)
- B. Programming for children aged birth through age five (5)
- C. Summer care programs
- D. Swimming programs

Any fee or tuition income from the program is to be deposited in a special budget fund. Fee based programs shall be operated by the district in a manner that is at a minimum cost neutral with regards to direct costs. Each program should at a minimum be cost neutral on an individual basis. In the event administration identifies that the net cost of the fee based programs is not positive, changes to the programs including eliminating or restructuring programs and/or raising fees shall be implemented.

Before and after school care shall only be available to students currently enrolled in that school.

Other fee based programming will be available to any family willing to pay for the programming.

In the event that more interest exists in a fee based program that slots are available, administration shall identify a fair and transparent manner to award program slots to participants. Administration shall not use residency as a basis for awarding program slots.

The superintendent shall develop program specific guidelines specific to fee based programs as necessary. These guidelines shall minimally include information addressing fees, participant ages, enrollment process and other administrative functions.

Revised 8/24/17



Book	Policy Manual
Section	2000 Program
Title	CHILD CARE CENTER STAFF AND VOLUNTEERS
Code	po2265
Status	Active
Adopted	January 27, 2020

2265 - CHILD CARE CENTER STAFF AND VOLUNTEERS

Background Checks

All staff members employed by the District whose job responsibilities include working with children in the District's pre-school programs, before or after school programs, early childhood development programs, child or day care center, drop-in program and all other persons 18 years or older who provide unsupervised care or have unsupervised access to the children in the program(s) must consent to and complete a comprehensive background check compliant with the requirements of the Child Care Organizations Act.

Volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

All staff members and any volunteers who have contact with children in the program(s) at least four (4) hours per week for more than two (2) consecutive weeks must have test results on file with the District indicating that they are free from communicable tuberculosis. The test results must have been verified within one (1) year before employment or volunteering.

Supervision of Volunteers

All persons who volunteer in the program(s), including the parents or guardians of a child receiving care or services, will be supervised by the District staff member(s) who are working in the program(s). District staff members will be informed of their supervisory roles including the requirement that volunteers shall not engage in unsupervised care or supervision of the children or be provided unsupervised access to the children in the program(s).

District staff members must report any issues or concerns of any nature relating to volunteers to the administrator at the first available opportunity. The administrator will promptly address all issues or concerns and determine whether any instruction, changes, corrective action or other remedies should be implemented.

All volunteers must comply with Board policies and District guidelines while acting as a volunteer and are subject to removal or prohibition from participating as a volunteer in the program(s).

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Legal M.C.L. 722.111, et seq.

Grosse Pointe Public Schools Bylaws & Policies

2270 - RELIGION IN THE CURRICULUM

The Board of Education believes that an understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Subject to Board Policy [2240](#), Controversial Issues, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

The Superintendent shall prepare administrative guidelines which ensure that students are not influenced to accept a particular religious belief or point of view.

M.C.L.A. 380.1282
U.S. Constitutional Amendment 1

Revised 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

2271 - POSTSECONDARY (DUAL) ENROLLMENT OPTION PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in courses offered by accredited and degree-granting colleges and universities in Michigan. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act.

The Board will allow eligible high school students who meet the criteria established in the Superintendent's guidelines to enroll in eligible postsecondary courses while in attendance in the District. The Superintendent shall allow a ninth grade and higher student, upon written request of his/her parent to take approved readiness assessment(s) in order to establish eligibility for postsecondary enrollment. Any tests are to be administered free of charge in accordance with the District's testing schedule. Students will be eligible to receive appropriate credit for completing any of these courses providing they meet all requirements for the type of credit they wish to earn.

The Superintendent shall establish the necessary administrative guidelines to ensure that such courses are in accord with State law and are properly communicated to both the students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a postsecondary program.

Upon receipt of a bill from the postsecondary institution itemizing the charges for a student's participation in a particular course, the District shall either pay the bill or the prorated percentage of the State portion of the foundation allowance for that student, whichever is lower. If charges exceed such payment, the student and his/her parents are responsible for the remaining charges.

If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment. In the event reimbursement is not made in a reasonable period of time, the Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for collection.

The Superintendent is to submit annually to the Intermediate School District the following information:

- A. the amount of money paid to postsecondary institutions for this program
- B. the number of students in the high school and the number who participated in at least one (1) postsecondary program and received payment for all or part of the eligible charges under this program both in the aggregate and by grade level
- C. the percentage of the District's enrollment represented by eligible students both in the aggregate and by grade level
- D. the total number of postsecondary courses for which the District made payment, the number of courses for which postsecondary credit was granted, the number of courses for which high school credit was granted, and the number of courses that were not completed by eligible

students

M.C.L. 380.1279g, 380.1473, 380.1481, 388.513, 388.513a, 388.514, 388.1930a,
M.C. L. 388.1621(b)

Revised 7/29/13

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Grosse Pointe Public Schools Bylaws & Policies

2330 - HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Grosse Pointe Public Schools Bylaws & Policies

2340 - FIELD AND OTHER DISTRICT-SPONSORED TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools and may:

- A. arouse new interests among students;
- B. help students relate school experiences to the reality of the world outside of school;
- C. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- D. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey by one or more students away from District premises, which is under the supervision of a professional staff member and an integral part of a course of study.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program.

The Board shall approve those field trips and other District-sponsored trips which are planned to take students out of the United States with the following exception. Under normal conditions, when no applicable travel alert has been issued by the federal government, trips to Canada may be permitted without approval of the Board.

The Superintendent shall approve all other such trips.

Students may be charged fees for field trips and other District-sponsored trips.

Students on all field trips and other District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Such permission neither grants nor implies approval of the trip. Such permission must be obtained in accordance with the District's administrative guidelines.

The Superintendent shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly monitored;
- D. student behavior while on all field trips complies with the Student Code of Conduct and on all other

trips complies with an approved code of conduct for the trip;

- E. a copy of each student's Emergency Medical Authorization Form is in the possession of or accessible to the staff member in charge.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled or where changes or substitutions beyond his/her control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

M.C.L.A. 380.1282

Revised 12/19/11

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Grosse Pointe Public Schools Bylaws & Policies

2370 - EDUCATIONAL OPTIONS – ONLINE LEARNING

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent.

Such options may include, but are not limited to, internships and/or online work offered by the school or any regionally accredited college. Michigan Virtual High School Credit may only be granted to the student received prior approval and successfully completes the course of study.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the District graduation requirements.

The Superintendent shall establish administrative guidelines whereby each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the State.

M.C.L. 380.1481, 388.511 et seq.

Revised 10/24/16

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Grosse Pointe Public Schools Bylaws & Policies

2371 - TUTORING IN VOICE AND INSTRUMENTAL MUSIC

The Superintendent may authorize tutors of voice and instrumental music to provide supplemental instruction to students in school system buildings if it is in the best interest of the student.

Voice lessons and instrumental music lessons may be provided by non-school personnel when paid for by the student and his or her parents. The supplemental instruction will only take place during the student's scheduled music instruction, before or after school, during lunch, or during tutorials when the music teacher is available to coordinate and supervise.

A fee for the use of the school building will not be required. In such cases, however, the school principal will prepare an approved list of people who have been interviewed by the music teacher and the principal and who have gone through the necessary clearance procedures of the school system's personnel office. Students and their parents will choose from the approved list for their supplemental instruction.

Adopted 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

2380 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)

The Board of Education encourages the enrollment of all school-age children residing in this District in public schools or in State-approved, nonpublic schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment. The Board acknowledges, however, the right of parents to home school within the District, as established by State law.

The Board shall not allow a student who is being educated at home or at a non-district school that has not met the reporting requirements of the State to participate in any of the District's curricular, co-curricular, or extra-curricular activities. However, if the school has met the reporting requirements and the student is enrolled in the District on a part-time basis in non-core classes, s/he may also participate in non-core co-curricular or extra-curricular activities that are directly related to those non-core classes. It is not the purpose of this policy, however, to provide services to non-district students beyond the requirements of the law.

The Superintendent shall develop administrative guidelines for implementing this policy.

M.C.L.A. 388.553, 380.1561

Adopted 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

2411 - GUIDANCE AND COUNSELING

The Board of Education requires that a planned program of guidance and counseling be an integral part of the educational program of the District. Such a program should:

- A. assist students in achieving their optimum growth;
- B. enable students to draw the greatest benefit from the offerings of the instructional program of the schools;
- C. assist students in career awareness and planning and in the selection of appropriate postsecondary educational opportunities;
- D. help integrate all the student's experience so that s/he can better relate school activity to life outside the school;
- E. help students learn to make their own decisions and solve problems independently.

The Superintendent is directed to implement the counseling and guidance program which carries out these purposes and:

- A. involves appropriate staff members at every level;
- B. honors the individuality of each student;
- C. is integrated with the total educational program;
- D. is coordinated with available resources of the community;
- E. cooperates with parents and recognizes their concern and ideas for the development of their children;
- F. provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;
- G. provides that an appropriate amount of time and effort shall be given to providing guidance and counseling services to those students over sixteen (16) who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education.

M.C.L.A. 380.1233A, 380.1172

Grosse Pointe Public Schools Bylaws & Policies

2412 - HOMEBOUND INSTRUCTION PROGRAM

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other care giver. A physician must:

- A. certify the nature and existence of a medical condition;
- B. state the probable duration of the confinement;
- C. request such instruction;
- D. present evidence of the student's ability to participate in an educational program.

Applications must be approved by the Director of Student Services.

The District shall recommend that the instruction begin within three (3) days from the date of notification for nonspecial-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold homebound instruction when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. the condition of the student is such as to preclude his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

M.C.L.A. 388.1606, 388.1709

Grosse Pointe Public Schools Bylaws & Policies

2413 - CRITICAL HEALTH PROBLEMS

The Board of Education, in compliance with State law, has adopted a comprehensive program of health education, known as the Michigan Model for Comprehensive School Health Education which will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. The District shall notify the parents, in advance of the instruction and about the content of the instruction and give the parents an opportunity to review the materials to be used.

The Superintendent shall prepare administrative guidelines that will ensure:

- A. the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident prevention; and related health and safety topics;
- B. periodic evaluation of student understanding;
- C. continual analysis of the effectiveness of the programs and the accuracy, completeness, and relevancy of the information and instructional procedures.

In implementing these programs, the Superintendent may use whatever District and outside resources, including Department of Education and ISD guidelines and consultants, s/he deems appropriate.

M.C.L.A. 388.381 et seq., 380.1170, 380.1506/1507

A.C. Rule 388.271 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2414 - REPRODUCTIVE HEALTH AND FAMILY PLANNING

The Board of Education directs that students receive instruction in reproductive health and family planning. "Reproductive Health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.

In addition, students are to be provided instruction in the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HBV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable disease and as a positive life-style for unmarried young people.

The Board accepts as policy the guidelines entitled "Sex Education Guidelines including Reproductive Health and Family Planning" established by the Michigan Department of Education. A copy shall be available for inspection in the Board office.

Each person who teaches K to 12 students about human immunodeficiency virus infection and acquired immunodeficiency syndrome shall have training in human immunodeficiency virus infection and acquired immunodeficiency syndrome education for young people. Licensed health care professionals who have received training on human immunodeficiency virus infection and acquired immunodeficiency syndrome are exempt from this requirement.

A Sex Education Advisory Board (AG 2414) shall be established, in order to ensure the effective participation of parents and community groups in the design and implementation of this program area.

Teachers will meet preparatory criteria established by the State guidelines before teaching sex education.

The District shall notify the parents, in advance of the instruction and about the content of the instruction, give the parents an opportunity, prior to instruction, to review the materials to be used (other than tests), as well as the opportunity to observe the instruction, and advise the parents of their right to have their child excused from the instruction.

The Superintendent shall prepare regulations to implement these recommended guidelines which are to include at least two (2) public hearings on any revisions to any of the curricula described above. The hearings shall be held at least one (1) week apart and public notice of the hearings shall be given and conducted in accordance with the Open Meetings Act.

M.C.L.A. 380.1169
A.C. Rule 388.273 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

To insure the right of parents, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students.
- B. Allow the parent the option of excluding their student from the activity.
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.
- D. Treat information as identified in A-H above as any other confidential information in accordance with Policy [8350](#).

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

20 U.S.C. 1232(a)(b)(g)(h)



Book	Policy Manual
Section	2000 Program
Title	PENALTIES FOR ABORTION REFERRAL OR ASSISTANCE
Code	po2419
Status	Active
Adopted	September 9, 2019
Last Revised	January 27, 2020

2419 - PENALTIES FOR ABORTION REFERRAL OR ASSISTANCE

As required under MCL §388.1766, a school official, member of the Board of Education or a person employed by the District who refers a student for an abortion or assists a student in obtaining an abortion, and who is not the parent or legal guardian of the student, shall be subject to appropriate discipline.

The discipline called for under this policy shall not be imposed until the due process safeguards of Policies 3139 or 4139, as applicable, or any applicable collective bargaining agreement have been provided.

Grosse Pointe Public Schools Bylaws & Policies

2421 - CAREER AND TECHNICAL EDUCATION

The Board of Education recognizes the importance of career and technical education in meeting the needs of youth, adults, business, industry, and labor of this State. Knowledgeable students having access to career and technical education programs established to meet needs of high school students and adults are even more important today with the need for continued economic growth, school-to-career transition, and a global workforce.

The Board of Education agrees to coordinate and cooperate with intermediate, State, and Federal educational agencies in an effort to establish Career and Technical Education (CTE) in school districts.

Through participation in the State Aid categorical of Added Cost (61a) and Federal legislation including the Carl D. Perkins Vocational and Applied Technology Act, and in cooperation with public secondary and postsecondary educational agencies, the Board will seek to provide funding to support career-related education opportunities for both youth and adults in the service area by:

- A. seeking to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high skill, high wage, or high demand occupations in current or emerging professions;
- B. facilitating flexibility in providing services and activities designed to develop, implement, and improve career and technical education, including tech prep education;
- C. supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries;
- D. encouraging individuals to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive.

The Superintendent and staff will work and plan in cooperation with business, industry, and labor to reflect their changing needs for trained personnel.

Public Law 103-239, School-to-Work Initiatives Act of 1994
Public Law 109-270 Carl D. Perkins Career and Technical Education Improvement
Act of 2006
M.C.L.A. 388.1913

Grosse Pointe Public Schools Bylaws & Policies

2421.01 - WORK-STUDY PROGRAMS

The Board of Education recognizes the value of providing students with experiences as part of their preparation for productive employment and appreciates the cooperation of local employers in accommodating such training activities at their places of business.

The Board authorizes the Superintendent to develop work-site training programs as part of the career and technical education curriculum. S/He shall develop administrative guidelines whereby all such programs are reviewed to determine whether or not an employer relationship has been established according to criteria established by the Supreme Court in adjudicating cases related to the Fair Labor Standards Act. Particular attention should be paid to community-based programs for special education students and to career and technical education programs in which students are producing goods or services for sale and the District is the recipient of the income therefrom.

29 U.S.C. 201-219

Grosse Pointe Public Schools Bylaws & Policies

2431 - INTERSCHOLASTIC ATHLETICS

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board further adopts those eligibility standards set by the Constitution of the Michigan High School Athletics Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many team members as possible get the chance to play, so they have the opportunity to benefit from the learning experience.

Use of a performance-enhancing substance by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board.

To participate in school athletics an athlete and parent must indicate in writing that they have been made aware of the district's Athletic Code of Conduct and its provisions banning illicit and performance enhancing drugs, nicotine and alcoholic beverages as well as the penalties for violating the Code as part of the orientation to a high school athletic team a list of performance-enhancing substances will be made available through a school district website or other means and communicated to student athletes and parents annually.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport,
 - 1. each participant shall submit to a thorough physical examination by a physician.
 - 2. parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

A female student shall be permitted to compete for a position in all interscholastic athletic activities. If the District has a girls' team in an interscholastic athletic activity, a female shall be permitted to compete for a position on any other team for that activity.

In support of the Michigan High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational

- objectives and promote, the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
 - C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
 - D. support and acknowledge participants, coaches, school administrators, and fans who display good sportsmanship;
 - E. recognize the value of school athletic activities as a vital part of education.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include the MHSAA's set of expectations for each type of participant as well as the Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Code of Conduct.

M.C.L.A. 380.1289, 380.1318

Good Sportsmanship Campaign, Michigan High School Athletic Association

Revised 8/10

Grosse Pointe Public Schools Bylaws & Policies

2431.01 - MANAGING HEAT AND HUMIDITY IN INTERSCHOLASTIC ATHLETIC PROGRAMS

The Board of Education authorizes the implementation of the model policy and procedures of the Michigan High School Athletic Association (MHSAA) for managing heat and humidity to minimize the risk of heat-related illness in interscholastic athletic programs. For all interscholastic athletic programs and activities as prescribed by the MHSAA, temperature and humidity shall be monitored and recorded in accordance with this policy and administrative guidelines (AG 2431.01). Temperature and humidity readings, as specified and required under AG 2431.01 that accompanies this policy, are to be recorded in writing generally by the head coach, acting head coach, or certified athletic trainer, and the records are to be maintained for each school in the office of the athletic director.

See also Policy [2431](#), "Interscholastic Athletics" and Policy 5340.01 "Concussions and Athletic Activity."

Adopted 10/27/14

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Grosse Pointe Public Schools Bylaws & Policies

2440 - SUMMER SCHOOLS

The Board of Education may approve the use of District facilities for summer school programs for District students at cost and for non-district students at an added cost basis. These programs may be designed to provide remedial work, additional course work, enrichment opportunities, and programs/services for students with special needs.

Fees may be charged, except where prohibited by law, to cover the program costs.

M.C.L.A. 380.1282, 380.1401

Grosse Pointe Public Schools Bylaws & Policies

2440.01 - EDUCATIONAL ACHIEVEMENT SUMMER SCHOOL

The Board of Education shall to the extent required by law, provide the opportunity to attend a summer program for students that do not have basic literacy or mathematic skills per District standards approved by the State Superintendent of Instruction or per standards published by the State Superintendent of Instruction. Qualification for this opportunity shall be determined in accordance with District assessment criteria contained in Policy [2623](#) as well as cumulative evidence, including daily school work, assessments, teacher observations and State requirements. Students who qualify under Policy [2623](#) criteria will not be charged tuition. Transportation will not be provided to summer school students.

This special summer school instruction shall be designed to provide opportunities for students to improve basic literacy and mathematic skills.

With regards to transportation, the Board accepts responsibility for students whose I.E.P. Team so determines.

P.A. 230 of 2000

M.C.L.A. 380.1280b, 380.1282, 280.1282a, 380.1401

Grosse Pointe Public Schools Bylaws & Policies

2450 - COMMUNITY EDUCATION

The Board of Education believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board may provide programs for the purpose of meeting the avocational, recreational, and/or cultural interests of the community.

The Superintendent shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

A.C. Rule 388.281 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2460 - SPECIAL EDUCATION

The Board of Education shall enter into an agreement with the Wayne County RESA to provide a comprehensive, free, and appropriate educational program to all eligible disabled persons ages zero (0) through twenty-five (25) which complies with Federal and State laws and guidelines.

The Superintendent shall prepare whatever administrative guidelines are necessary to ensure effective implementation of the special education program.

M.C.L.A. 380.1751

A.C. Rule 340.1721A et seq., 340.1861 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2460.02 - LEAST RESTRICTIVE ENVIRONMENT POSITION STATEMENT

It is the philosophy and position of the Board of Education and its administration that the primary responsibility for the administration and delivery of special education programs and services should be within the District and at the school a student would regularly attend, whenever appropriate.

Further, the Board endorses a commitment to the provision of a continuum of special education programs and services to disabled students in cooperation with the Wayne County RESA. Placement options shall follow a continuum of services model to ensure that each disabled person is provided a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). To that end, every attempt will be made to first serve disabled students in the context of a regular education classroom. Other more restrictive environments such as: resource rooms, self-contained categorical classrooms, or settings outside of a District school will be considered only after consideration has been given by the IEPC as to the feasibility of placement in the regular classroom.

IDEA, 20 U.S.C. 1400 et seq.



Book	Policy Manual
Section	2000 Program
Title	SUSPENSION/EXPULSION OF DISABLED STUDENTS
Code	po2461
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

2461 - SUSPENSION/EXPULSION OF DISABLED STUDENTS

See Policy 5605 Suspension/Expulsion of Disabled Students.

Grosse Pointe Public Schools Bylaws & Policies

2464 - PROGRAMS FOR GIFTED STUDENTS

In accordance with the philosophy of the Board of Education to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of gifted students in grades K to 12.

Gifted students shall be considered those who, through valid assessment, show one (1) or more of the following abilities:

- A. specific academic ability superior to that of children of the same age or grade level within the District
- B. creative ability in a particular area superior to that of his/her peers within the District
- C. superior leadership ability to that of his/her peers within the District

The learning outcomes of a program for gifted students may be related to:

- A. expansion of academic attainments and intellectual skills;
- B. stimulation of intellectual curiosity, independence, and responsibility;
- C. development of originality and creativity;
- D. development of positive attitude toward self and others;
- E. development of desirable social and leadership skills;
- F. career exploration and awareness.

The Superintendent shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.

M.C.L.A. 380.1282

Grosse Pointe Public Schools Bylaws & Policies

2510 - ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The Superintendent shall be responsible for the selection and recommendation of textbooks for Board consideration. In considering the approval of any proposed textbook, the Board will weigh its decisions based on recommendations related to:

- A. suitability for the maturity level and educational accomplishment of the students who will be using the material;
- B. freedom from bias;
- C. relationship to the curriculum adopted by the Board;
- D. impact on community standards;
- E. manner of selection;
- F. cost;
- G. appearance and durability.

The Superintendent shall develop administrative guidelines for the selection of textbooks that includes effective consultation with professional staff members at all appropriate levels.

M.C.L.A. 380.1421 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Superintendent shall develop administrative guidelines for the selection and maintenance of all educational and instructional materials and equipment. In addition s/he shall periodically, provide for a systematic review, by the Board, of the District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school-improvement process.

- A. Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.
- B. Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, where the product becomes the property of the student.

M.C.L.A. 380.1274, 380.1277

Grosse Pointe Public Schools Bylaws & Policies

2531 - COPYRIGHTED WORKS

The Board of Education directs its staff to be cognizant of, and abide by all copyright laws. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes.

17 U.S.C. 101 et seq.

Grosse Pointe Public Schools Bylaws & Policies

2605 - PROGRAM ACCOUNTABILITY AND EVALUATION

The Board of Education believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of results which shall be systematic and specific.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board. Findings of the assessment program may be used to evaluate the progress of students and

- A. the effectiveness of the curriculum,
- B. the effectiveness of staff members,
- C. the effectiveness of the school/delivery system.

The Superintendent shall recommend improvements in the educational program annually, based on the evaluation of the District's program. Such improvements shall reflect the plans for improvement of the educational program submitted by each school principal. Each school's improvement plan shall be based on staff's findings from program evaluations at each level as well as on the evaluations provided by the school improvement team (see Policy [2120](#)).

- A. The Board reserves the right to employ experts from outside the District to serve in the evaluation process.
- B. The Board will annually make available to the public the progress of the student body toward the goals of the District.

Assessment results obtained under this policy shall not be used for comparison purposes except as required by statute and State Department of Education regulations or internally, as authorized by the Superintendent or Board.

Grosse Pointe Public Schools

Bylaws & Policies

2623 - STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), the PSAT and MI-Access Alternative Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;
 M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades 3-8, science in grades 5 and 8, and social studies in grades 5 and 8. It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT with essay, ACT Workkeys, and the M-STEP summative in science and social studies.
- B. A valid and reliable screening, formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.
- C. criteria-based written and oral examinations which include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;
- D. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades 1-5;

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
 - 1. political affiliations;
 - 2. mental and psychological problems potentially embarrassing to the student or his/her family;
 - 3. sexual behavior and attitude;
 - 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 - 5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- C. students who have not attained satisfactory scores on the fourth grade or seventh grade test should be provided special assistance that will enable them to bring reading skills up to grade level within a twelve (12) month period;
- D. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;
- E. the results of each school-wide, program-wide, and District-wide test be made part of the public record.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade 11, the District shall administer the complete Michigan Merit Examination to the student in grade 12. If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider

Revised 8/24/09
Revised 8/23/10
Revised 11/30/17

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Grosse Pointe Public Schools Bylaws & Policies

2624 - RETURN OF STUDENT WORK

Providing students information and feedback on their performance following various measures to evaluate learning (e.g., assessments, projects, quizzes, tests, papers, and assignments) allows students to learn from these experiences and build on that foundation.

The Board of Education affirms that students must be provided knowledge of their achievement in ways that allow them to use the information to impact future learning. The Board also affirms that parents play a vital role in the education of their children and can best assist them when they have detailed knowledge of their student's performance in class. To foster these ends, the Board encourages, but does not require, teachers to return formative assessments administered in the classroom to students after being corrected or graded. The Board directs that all student work, with the exception of assessments that are 100% common between both high schools or among the three (3) middle schools and final course or semester assessments even if they are not common, be returned to parents upon their request. The Board directs that all student work completed outside of the classroom to be returned to students after being graded by teachers. However, even common assessments and final assessments that are exempt from return, must be made available for review by parents or students at the school. The Superintendent is directed to develop guidelines to implement this policy.

Adopted 8/25/08

Revised 6/22/09



Book	Policy Manual
Section	2000 Program
Title	STATE AID INCENTIVES
Code	po2628
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

2628 - STATE AID INCENTIVES

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

At-Risk Funding

The State School Aid Act provides Section 31a funding for instructional and student support services who meet the at-risk identification characteristics in Section 31a(20).

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is economically disadvantaged; is an English learner (EL); is chronically absent as defined and reported to the Center for Educational Performance and Information (CEPI); is an immigrant who has immigrated within the immediately-preceding three (3) years and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services and direct non-instructional services to students. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

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Legal State School-Aid Act

Grosse Pointe Public Schools Bylaws & Policies

2700 - COMBINED P.A. 25 ANNUAL REPORT AND NO CHILD LEFT BEHIND REPORT CARD

The District must prepare and publicly disseminate the combined P.A. 25 Annual Report and NCLB Report no later than the beginning of each school year to all parents of all students. (If separate reports are published for P.A. 25 and for NCLB, the P.A. 25 report must be published no later than October 15, 2005.) Required information for the District and each individual school building includes the following:

Assessment Data

- A. Aggregate student achievement at each proficiency level on State assessments.
- B. Student achievement at each proficiency level disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic status. The Federal requirement is to report this data only when it is statistically sound. The Michigan Department of Education recommends reporting on subgroups if the size is more than thirty (30) students in the school or thirty (30) students across each grade level tested.
- C. Percentage of students not tested, disaggregated by each group (if statistically sound).
- D. Most recent two (2) year trend in achievement for each subject area and grade level.
- E. Report of the school's results of locally administered student competency tests and/or nationally normed achievement tests. This should include data from the assessments for students in grades 1-5, as required by section 1280b of the School Code (P.A. 25).

Adequate Yearly Progress (AYP) Data

- A. Aggregate information on other indicators (graduation rate and student attendance) used to determine AYP.
- B. AYP information, including number, names, and percentage of Title I schools identified for improvement and how long identified.
- C. Comparison between actual achievement of each group (excluding gender and migrant) and state's annual measurable objectives.

- D. Proficient, meaning students scored in levels 1 or 2 (exceeds Michigan standards or meets Michigan standards) on the MEAP or rated "Surpassed the Performance Standard" or "Attained the Performance Standard" on MI-Access.
- E. Comparison of building, District, and State achievement data on State assessments and other indicators of AYP. Other indicators are attendance rates at the elementary and middle school level and graduation rates for high school.

School Programs

- A. Accreditation status. Public Act 25 (P.A. 25) requires schools to report on State accreditation status, accreditation by the North Central Association commission on Accreditation and School Improvement, or another specialized accreditation authority approved by the US Department of Education (P.A. 25).
- B. District student retention data, in addition to the data on graduation rate referenced earlier (P.A. 25).
- C. Number and percentage of students enrolled in postsecondary programs and/or college level equivalent courses, if the school has a high school (dual enrollment) (P.A. 25).
- D. The status of the core curriculum and the School Improvement Plan (P.A. 25).

Staff

- A. The professional qualifications of teachers, the percentage of teachers teaching with emergency or provisional credentials, and the percentage of classes not taught by highly qualified teachers (disaggregated by high-poverty compared to low-poverty schools).
- B. The annual progress toward meeting State objectives for percentage of highly qualified teachers.

Parents

- A. Information on parent-teacher conference attendance rates, a requirement of P.A. 25.
- B. Dissemination of the District's and school's parent involvement policy. (While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)

- C. Means of informing parents of the "right to know" provisions of the No Child Left Behind Act regarding teacher qualifications. (While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)

The school may include additional data if it chooses.

ADDITIONAL REPORT REQUIREMENTS FOR TITLE I PURPOSES

In any year that the District receives Title I funding, its annual report must also include the following information:

- A. number and percentage of schools identified for school improvement and how long they have been in that category
- B. a comparison of the achievement by the District's students on the State-wide academic assessment to the achievement of students in the State as a whole
- C. for each school 1.) whether it has been identified for school improvement, and 2.) comparison of the school's student achievement on the statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole
- D. aggregated achievement information on State assessments in math and reading/language arts
- E. disaggregated achievement information by subgroups (race/ethnicity, disability, socio-economic level, gender, migrant status, English Language Learners, except in cases where numbers are too small to be statistically robust or where individual student results are identifiable)
- F. percentage of students not tested, disaggregated with the same conditions as above
- G. information that can be used to compare actual achievement levels with State objectives for each group
- H. most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required
- I. aggregate information on State indicators used to determine adequate yearly progress
- J. graduation rates for high school students and an elementary school indicator of the State's choice
- K. information about performance of districts making adequate yearly

progress, as well as the numbers and names of schools identified for school improvement under "Consequences for Low-Performing Schools"

- L. teacher qualifications/credentials, including percentage of teachers with emergency credentials and percentage of classes not taught by "highly qualified" teachers, both in the aggregate and disaggregated by high-poverty compared to low-poverty schools

This information must be disseminated annually to all buildings and all parents, and make the information widely, publicly available through such means as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language that parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.

M.C.L.A. 380.1204a(1)
20 U.S.C. 6311

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

3000 - PROFESSIONAL STAFF

- ❑ [3111](#) Creating a Position
- ❑ [3112](#) Board-Staff Communications
- ❑ [3112.01](#) Annual Professional Staff Engagement Survey
- ❑ [3120](#) Employment of Professional Staff
- ❑ [3120.04](#) Employment of Substitutes
- ❑ [3120.06](#) Selecting Student Teachers/Administrative Interns
- ❑ [3120.07](#) Employment of Casual Resource Personnel
- ❑ [3120.08](#) Employment of Personnel for Co-Curricular/Extra-Curricular Activities
- ❑ [3120.10](#) Job Sharing
- ❑ [3121](#) Criminal History Record Check
- ❑ [3121.01](#) Criminal Conviction Review
- ❑ [3122](#) Nondiscrimination and Equal Employment Opportunity
- ❑ [3122.02](#) Nondiscrimination Based on Genetic Information of the Employee
- ❑ [3123](#) Section 504/ADA Prohibition Against Disability Discrimination in Employment
- ❑ [3124](#) Employment Contract
- ❑ [3130](#) Placement of Teachers
- ❑ [3131](#) Layoff and Recall of Teachers and Administrators
- ❑ [3132](#) Vacancies
- ❑ [3139](#) Discipline, Demotion, or Dismissal
- ❑ [3140](#) Termination and Resignation
- ❑ [3142](#) Probationary Teachers
- ❑ [3160](#) Physical Examination
- ❑ [3161](#) Unrequested Leaves of Absence/Fitness for Duty
- ❑ [3170](#) Substance Abuse
- ❑ [3210](#) Staff Ethics
- ❑ [3213](#) Student Supervision and Welfare
- ❑ [3214](#) Gifts and District Employees
- ❑ [3215](#) Use of Tobacco by Professional Staff
- ❑ [3216](#) Staff Dress and Grooming
- ❑ [3217](#) Weapons
- ❑ [3220](#) Teacher and Administrator Performance Evaluation
- ❑ [3231](#) Outside Activities of Staff

- ❑ [3242](#) Professional Growth Requirements
- ❑ [3310](#) Freedom of Speech in Noninstructional Settings
- ❑ [3362](#) Anti-Harassment
- ❑ [3370](#) Tenure
- ❑ [3419.01](#) Privacy Protections of Self-Funded Group Health Plans
- ❑ [3419.02](#) Privacy Protections of Fully Insured Group Health Plans
- ❑ [3430.01](#) Family & Medical Leaves of Absence ("FMLA")
- ❑ [3437.01](#) Military Leave
- ❑ [3440](#) Job-Related Expenses
- ❑ [3531](#) Unauthorized Work Stoppage

Grosse Pointe Public Schools Bylaws & Policies

3111 - CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new full-time and part-time employees' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. create new positions;
- B. specify the number of persons to be employed with each job category;
- C. set the initial salary for a new position not currently covered by a valid, negotiated, collectively-bargained agreement.

In the exercise of its authority to create new positions, the Board shall give primary consideration to the:

- A. number of students enrolled;
- B. particular needs of the community;
- C. particular needs of the students;
- D. operational services of the District.

The Board may seek the advice of its administrative staff in creating a new position or increasing the number of professional staff members in an existing position, but the Board reserves the right to act unilaterally.

The Board may, upon the advice of the Superintendent, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

Grosse Pointe Public Schools Bylaws & Policies

3112 - BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's challenges, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

Grosse Pointe Public Schools Bylaws & Policies

3112.01 - ANNUAL PROFESSIONAL STAFF ENGAGEMENT SURVEY

Seeking consistent annual feedback from the Professional staff serves as an indication that the Superintendent and Board values their opinion and desires to leverage such a broad base of expertise to enhance our service offerings for the betterment of our students and the community.

A variety of means may be used by the District to gather feedback from Professional Staff to express ideas, concerns, and judgments about school system programs and services.

Among those means, but not exclusively, the Superintendent shall conduct an Annual Professional Staff Engagement Survey in order to receive, in a scientifically reliable manner, a comprehensive view of District operations, educational programs, engagement, morale and satisfaction among the Professional Staff.

The Superintendent shall endeavor to maintain a high degree of consistency from year to year so that data gathered in the Professional Staff Engagement Survey may be trended over time in a scientifically reliable manner.

The Superintendent shall analyze the data gathered in the Professional Staff Engagement Survey and the findings of that analysis shall annually be presented to the Board and comprehended in the refinement Assessment of District Goals (Policy [1110](#)), and other applicable District policies, operations, and programs.

The Superintendent shall develop an Administrative Guideline to establish the means by which the Annual Professional Staff Engagement Survey will be conducted in order to receive the broadest base of Professional Staff feedback, cognizant of expense, and gathered in a scientifically reliable manner.

Adopted 5/21/12

Grosse Pointe Public Schools Bylaws & Policies

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Members of the Grosse Pointe Education Association (GPEA)
- B. Members of the Grosse Pointe Administrators Association (GPAA)
- C. Central Office Administrative Staff
- D. Non-Instructional Supervisors

All professional staff are subject to a criminal history record check. See Policy [3121](#).

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent for Human Resources.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

The Board will not hire (but may continue to employ) the children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any professional staff member's intentional misstatement of fact or omission material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

A person who is employed as an administrator is not required to have a school administrator's certificate issued by the Department of Education but must confirm that s/he has met or is in the process of fulfilling the educational requirements for school administrators established by the State Board of Education.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy [3120](#) and Policy [3121](#) shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers hired after the first day of the 2002-2003 school year for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:
 - 1. at least a bachelor's degree, and
 - 2. meets standards for new teachers (above), or
 - 3. demonstrates competence in all academic subjects s/he teaches based on a uniform State

standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

By the end of the 2005 – 2006 school year, all core subject teachers (as defined in the No Child Left Behind Act) in a District receiving Title I funds shall be "highly qualified" as described above. The District must have a plan and show annual progress towards meeting these teacher qualification requirements.

M.C.L.A. 380.1229 – 1231, 380.1233, 380.1237, 380.1531d, 380.623
20 U.S.C. 6319 & 7801

Grosse Pointe Public Schools Bylaws & Policies

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy [3121](#).

The Superintendent may employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. Any substitute, however, who is employed for 150 days or more during a school year of not less than 180 days shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ninety (90) semester hours of college credit from a college or university.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute, employed in one (1) specific teaching position, shall, after sixty (60) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

The Board may enter into a contract with a person or entity (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish substitute teachers to the district as necessary to carry out the operations of the district.

A school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district and the person or entity against losses or liabilities incurred by the district and person or entity arising out of any claim for personal injury or property damage caused by the district, its officers, employees, or agents. A district may pay premiums for the insurance out of its operating funds.

M.C.L.A. 380.1229A, 380.1230, 380.1230a, 380.1230g, 380.1233, 380.1531

M.C.L.A. 380.1236, 380.1236a

A.C. Rule 390.1105(1), 390.1141(2)

Grosse Pointe Public Schools Bylaws & Policies

3120.06 - SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient - direct experience with students and teachers at work in the classroom, but certain safeguards have been found to be necessary for the best interests of all concerned.

Colleges and universities should first make contact with the Superintendent regarding placement of a student teacher or administrative intern.

The Superintendent shall, make the final placement of student teachers or administrative interns.

- A. The supervising staff member shall have had no less than four (4) years of successful experience in the area of assignment.
- B. Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

The Board also authorizes the Superintendent to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of and experience in a school environment.

The Superintendent may terminate a teaching program if one (1) or more aspects of the program are not of high quality or meeting District needs or expectations.

Grosse Pointe Public Schools Bylaws & Policies

3120.07 - EMPLOYMENT OF CASUAL RESOURCE PERSONNEL

It is the purpose of this policy to allow the casual employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the general fund of the Board of Education, money is appropriated annually for special services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The Superintendent shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the District may be used as casual resource personnel, outside of their regular assignment, at the discretion of the Superintendent.

The Superintendent shall prepare administrative guidelines to ensure proper implementation of this policy.

Grosse Pointe Public Schools Bylaws & Policies

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Such part-time employees may be members of the District's staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to act for the Board in employing such part-time staff.

The Superintendent shall establish administrative guidelines to ensure that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures.

Appropriate qualifications shall, at a minimum, include any requirements established by the State, and may also include any program specific training or certification as determined by the Superintendent, such as cardio-pulmonary resuscitation and/or first aid.

Grosse Pointe Public Schools Bylaws & Policies

3120.10 - JOB SHARING

The Board authorizes the Superintendent to create a job-sharing program provided it does not impact adversely on the District, its students, or any current staff member.

Grosse Pointe Public Schools Bylaws & Policies

3121 - CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third party vendor, management company, or similar contracting entity to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm, that the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of

submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy [8321](#).

When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy [8321](#).

Revised 2/26/18
Revised 8/13/18

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Grosse Pointe Public Schools Bylaws & Policies

3121.01 - CRIMINAL CONVICTION REVIEW

In an effort to maintain a safe environment for students, staff and visitors, the District will review the criminal records of those individuals who apply to or work for the District or are contracted to work on a regular and continuous basis in the schools.

Individuals convicted of crimes listed in Section 2 of the Sex Offender Registry Act, M.C.L.A. 28.722, shall not be allowed to work in the schools or in the District.

Individuals convicted of a felony not listed in the Sex Offender Registry Act may not continue to work in the District, unless or until they have received written approval from both the Superintendent and the Board of Education. Pending such approval employees shall be placed on administrative leave. Such leave shall be without pay, subject to Board discretion to award pay with reinstatement.

All other criminal convictions shall require the written approval from the Superintendent to obtain or maintain employment in the District.

Except for felony convictions, the Superintendent shall determine whether the individual will be allowed to work pending review of the criminal convictions and a determination of whether the individual should be allowed to work in the District.

The Superintendent shall suspend consideration of any applicant and shall determine whether an employee or person contracted to work in the District will be allowed to work while felony charges are pending against the individual.

In making the determination regarding whether to hire an applicant or allow an individual to continue working with pending felony charges or after a conviction, the Superintendent and the Board will consider the following factors:

- A. the nature of the offense does relate or is related to children, sex, drugs, or violence, etc.
- B. how long ago did the incident occur
- C. were there repeated incidents
- D. nature of assignment in District (access to children, role model, etc.)
- E. whether any treatment or other rehabilitation has occurred
- F. the nature of the employee's work record since offense (likelihood of repeated misbehavior)
- G. such other factors as may be appropriate.

Neither the Board nor the Superintendent shall consider criminal charges that did not result in conviction, or pending misdemeanor charges in determining whether to hire or continue the employment of any individual.

In making recommendations to the Board on whether to allow individuals with convictions or pending felony charges to work in the District, the Superintendent shall provide written reasons supporting the recommendation.

The Board shall provide written reasons supporting its determination on whether to allow an individual with a conviction to work in the District.

The Superintendent shall be responsible for processing the necessary review of criminal convictions, and providing the Board timely notice of its need to act in accordance with this policy.

M.C.L.A. 28.722, 380.1230 et seq., 308.1535a, 38.74



Book	Policy Manual
Section	3000 Professional Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

See Policy 1422.

Revised 7/29/13

Grosse Pointe Public Schools Bylaws & Policies

3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic

test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Adopted 8/23/10

Revised 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Title: Assistant Superintendent for Human Resources
Address: The Grosse Pointe Public School System

389 St. Clair
Grosse Pointe, MI 48230

Phone: (313) 432-3015
Fax: (313) 432-3011

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

29 C.F.R. Part 1630
29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,
34 C.F.R. Part 104
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

3124 - EMPLOYMENT CONTRACT

It will be the responsibility of the Superintendent to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The Superintendent is authorized to execute employment contracts for the Board upon approval of employment.

M.C.L.A. 380.1231, 380.623
A.C. Rule 390.661

Grosse Pointe Public Schools Bylaws & Policies

3132 - VACANCIES

It shall be the policy of the Board of Education to employ the best qualified individual for any District vacancy at any level.

Vacancies shall be announced, and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions, subject to applicable legal or contractual requirements.

Grosse Pointe Public Schools Bylaws & Policies

3131 - LAYOFF AND RECALL OF TEACHERS AND ADMINISTRATORS

Teacher and administrator layoff and recall decisions shall be made based on the goal of retaining effective teachers and administrators. Therefore, when conducting a staffing or program reduction, recalling from a staffing or program reduction, making any other personnel decision resulting in the elimination of a position, hiring after a staffing or program reduction, or making any other personnel determination related to such decisions, the Superintendent and administrative staff shall ensure that all such decisions are based on the retention of effective teachers and administrators.

All criteria used when making decisions relating to personnel reduction of teachers and administrators shall be construed and applied in a manner consistent with section 1248 of the Michigan Revised School Code, as it may be amended from time to time.

Personnel decisions involving teachers and administrators within the scope of this policy shall not use length of service or tenure status as the primary or determining factors, and these factors shall apply only in the circumstances stated provided under the law, within this policy and its implementing regulations.

The development and content of policies and procedures relating to decisions concerning the layoff and recall of teachers and administrators shall not be the subject of any terms and conditions within a collective bargaining agreement between the District and employees who are covered by this policy.

The Superintendent or designee shall develop administrative regulations to support this policy.

PA 102, 2011
M.C.L. 380.1248

Revised 5/21/12
Revised 3/25/13

Grosse Pointe Public Schools Bylaws & Policies

3132 - VACANCIES

It shall be the policy of the Board of Education to employ the best qualified individual for any District vacancy at any level.

Vacancies shall be announced, and all members of the professional staff shall be eligible for consideration for any District vacancy, providing they are properly qualified.

The Superintendent shall establish procedures to facilitate identification and evaluation of candidates for administrative, supervisory, and other leadership positions, subject to applicable legal or contractual requirements.

Grosse Pointe Public Schools Bylaws & Policies

3139 - DISCIPLINE, DEMOTION, OR DISMISSAL

Teachers and administrators whose employment is regulated by the provisions of the Michigan Teachers' Tenure Act, M.C.L. 38.71 through 38.91, inclusive ("Tenure Act"), shall be disciplined, demoted or dismissed only for a reason that is not arbitrary or capricious. This Board shall not adapt, implement, or maintain a policy or standard for discipline or dismissal of such employees that is different from the arbitrary or capricious standard within Section 1, Article IV of the Tenure Act, M.C.L. 38.101.

The Superintendent or designee shall ensure that decisions regarding the discipline, demotion, or dismissal of public employees whose employment is regulated by the Tenure Act are consistent with this policy.

The development, content, standards, procedures, adoption, and implementation of policies and procedures relating to the discipline, demotion, or dismissal of teachers and administrators whose employment is regulated by the Michigan Teachers Tenure Act, as well as administrative decisions concerning the discipline, demotion, or dismissal of such employees, shall not be the subject of any terms or conditions within a collective bargaining agreement between the District and a collective bargaining representative of teachers and administrators.

The Board strongly recommends and encourages that before a suspension is invoked the Superintendent contact the school attorney when deemed appropriate.

The Board requires that all disciplinary actions involving loss of pay and/or suspension be submitted to the Board as soon as possible after the action has been taken.

The Superintendent or designee shall develop and adopt administrative guidelines that detail the standards or procedures for the discipline, demotion, and/or dismissal of the employees subject to this policy.

M.C.L. 38.74, et seq.

Revised 6/25/12

Revised 3/25/13

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3140 - TERMINATION AND RESIGNATION

TERMINATION

An employment contract may be suspended or terminated, upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement, the Teacher Tenure Act or the individual contract, as applicable.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject professional staff to discharge or demotion of a teacher on continuing tenure. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A professional staff member may resign in accordance with the terms of the negotiated, collectively-bargained agreement or his/her employment contract.

An administrator may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted, may not then be rescinded.

The Superintendent may act for the Board in the acceptance of a resignation.

M.C.L. 28.722, 38.74, 380.1230 et seq., 380.1535a

Revised 6/25/12

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Grosse Pointe Public Schools Bylaws & Policies

3142 - PROBATIONARY TEACHERS

The Board of Education recognizes its obligation to employ only those professional staff members best trained and equipped to meet the educational needs of the students of this District. The Board shall discharge that obligation by retaining in service only those probationary teachers who meet those standards.

Teachers, new to the District, who have not previously acquired tenure in the State of Michigan, will be in a probationary status for the first five (5) years of employment before becoming eligible for tenure in the District, except as provided below. A teacher must receive ratings of Effective or Highly Effective on the last three (3) annual performance evaluations to achieve tenure.

Probationary teachers who are rated highly effective on the annual performance evaluation in years 2, 3 and 4 achieve tenure after four (4) years. Any probationary teacher under contract prior to July 19, 2011, is in a probationary period for only four (4) years. Any teacher having tenure in the district as of July 19, 2011, will not be required to serve additional probation.

Teachers, new to the District, who have previously acquired tenure in any other Michigan school district, shall be required to serve no more than two (2) years of probation before becoming eligible for tenure in the District but may, at the Board's option, be placed immediately on continuing tenure.

The Superintendent shall ensure that all probationary teachers are provided an Individualized Development Plan, evaluated in a timely manner by appropriate administrators, notified of areas of which performance is not meeting expectations, and are provided assistance in improving their performance.

The Board shall annually review the performance of all probationary teachers by a date adequate to ensure timely compliance with all statutory, contractual, and other applicable timelines. The Superintendent shall provide to the Board a written recommendation with regard to each such teacher specifically noting the extent to which the probationary teacher's performance is meeting District expectations. On the basis of its review, the Board may, in its discretion, (1) grant tenure, if otherwise eligible; (2) non-renew employment based on unsatisfactory performance; or (3) continue the probationary period of employment if not otherwise eligible for tenure (not to exceed the statutory probation periods). The Board's review of such recommendation shall comport with all applicable statutory, contractual, and other legal requirements.

The Superintendent shall ensure that appropriate notices of the Board's actions are timely sent and delivered to all affected probationary teachers. The Superintendent shall further ensure that appropriate guidelines are drafted implementing the requirements of the Teacher Tenure Act.

M.C.L. 38.81 et seq.

Revised 6/25/12

Revised 6/25/13

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Grosse Pointe Public Schools Bylaws & Policies

3160 - PHYSICAL EXAMINATION

The Board of Education or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of the negotiated, collectively-bargained agreements.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Revised 8/23/10

Revised 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from professional staff members who are unable to perform essential job functions with or without accommodation.

The Board may place a professional staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the negotiated, collectively-bargained agreement with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions, the professional staff member will be offered the opportunity for a meeting to discuss these issues.

If a professional staff member refuses to attend the meeting, the Board may order the professional staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties with or without accommodation, the professional staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should a professional staff member refuse to submit to the examination requested by the Board and the professional staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the professional staff member to disciplinary action.

Americans with Disabilities Act of 1990, as amended
42 U.S.C. 12101 et seq.
29 C.F.R. Part 1630
29 C.F.R. Part 1635

Revised 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

3170 - SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.

A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.



Book	Policy Manual
Section	3000 Professional Staff
Title	STAFF ETHICS
Code	po3210
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

3210 - **STAFF ETHICS**

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain high standards in their working relationships, and in the performance of their professional duties, to:

- A. demonstrate responsibility for oneself as an ethical professional;
- B. acknowledge, address and attempt to resolve ethical issues in an appropriate manner;
- C. promote and advance the profession within and beyond the school community;
- D. demonstrate commitment to high standards of practice;
- E. demonstrate responsible use of data, materials, research and assessment;
- F. act in the best interest of all students;
- G. respect the rights and dignity of students;
- H. demonstrate an ethic of care for students;
- I. maintain student trust and confidentiality in a developmentally appropriate manner and within appropriate limits;
- J. promote effective and appropriate relationships with parent/guardians;
- K. promote effective and appropriate relationships with colleagues;
- L. promote effective and appropriate relationships with the community and other stakeholders;
- M. promote effective and appropriate relationships with employers;
- N. understand the problematic nature of dual or multiple relationships;

- O. use technology in a responsible manner;
- P. ensure student safety and well-being using technology;
- Q. maintain confidentiality in the use of technology;
- R. promote the appropriate use of technology in educational settings;
- S. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- T. represent accurately their qualifications;
- U. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- V. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- W. keep in confidence legally-confidential information as they may secure;
- X. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- Y. avoid accepting anything of value offered by another for the purpose of influencing judgment;
- Z. refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This will not be implemented in a manner that limits constitutionally or legally protected rights as a citizen.

In keeping with the ethical responsibilities of the professional staff, the Board of Education prohibits staff from engaging in a romantic or sexual relationship of any kind with students of this District, regardless of the student's age. Professional staff should not provide alcohol, drugs, cigarettes, or any other contraband to a student.

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Legal

Michigan Code of Educational Ethics

M.C.L. 750.520b, 750.520c, 750.520d, 750.520e

Grosse Pointe Public Schools Bylaws & Policies

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member. It is the intent of the Board of Education to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member shall provide proper instruction in safety matters.
- C. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- D. Each professional staff member shall immediately report to the principal any knowledge of threats of violence by students.
- E. A professional staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of consent are absolutely prohibited, unless the staff member and student are legally married.
- F. If a student other than a family member, comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, the staff member may help the student make contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior unless the student is a family member.
- G. While on school duty, a professional staff member shall not transport students in a private vehicle without the approval of the principal.

Most information concerning a child in school, other than directory information described in Policy [8330](#), is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy [8462](#), each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

M.C.L.A. 722.621 et seq., 750.520b, 750.520c, 750.520d, 750.520e

Grosse Pointe Public Schools Bylaws & Policies

3214 - GIFTS AND DISTRICT EMPLOYEES

Gifts from District Employees

District employees are discouraged from giving gifts intended to circumvent the integrity of the educational process, business process, or policies of the Board to any student or class of students.

Gifts to District Employees

Gifts to School System employees intended to circumvent the integrity of the educational process, business process, or policies of the Board are prohibited. No School employee is to accept any commission or gift from individual or companies seeking to sell equipment or materials to students and/or to the District. This includes materials for the construction, repair and maintenance of the school plant, for the conducting of student classes, and for materials and supplies used in school organizations and/or clubs.

Grosse Pointe Public Schools Bylaws & Policies

3215 - USE OF TOBACCO BY PROFESSIONAL STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substances that contain tobacco.

The Board prohibits the use of tobacco by professional staff members in District buildings, on District buses, and at any District-related event.

M.C.L.A. 333.12601 et seq.

Grosse Pointe Public Schools Bylaws & Policies

3216 - STAFF DRESS AND GROOMING

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. When assigned to District duty, all professional staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities.

Grosse Pointe Public Schools Bylaws & Policies

3217 - WEAPONS

See Policy [7217](#) – Weapons.

Revised 3/27/17

Grosse Pointe Public Schools Bylaws & Policies

3220 - TEACHER AND ADMINISTRATOR PERFORMANCE EVALUATION

The district is responsible for the employment and supervision of all personnel, which includes the development implementation of periodic performance evaluations of professional teaching staff.

Consistent with these responsibilities, the District shall comply with Section 1249 of the Revised School Code relating to the District's performance evaluation system for teachers and administrators. Pursuant to Section 1249, as amended, the District shall:

- A. Adopt and implement for all teachers and school administrators a rigorous, transparent and fair performance evaluation system.
- B. Evaluate job performance of teachers and administrators and provide timely and constructive feedback to teachers and administrators regarding their performance.
- C. Establish clear approaches to measuring student growth and provide teachers and school administrators with relevant data on student growth.

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 section 1249. Additionally, the Superintendent shall create a summary of teacher effectiveness for the Board on an annual basis.

The Board of Education recognizes that the recent amendments to Section 1249 of the Revised School Code provide for additional elements to be included in the performance evaluation system beginning with the 2013-2014 school year. The Superintendent or designee is authorized to incorporate such additional elements, following consultation with teachers and administrators, as he/she believes is desirable to enhance teaching and learning within the District and ensure the District's compliance with the additional requirements mandated with the 2013-14 school year.

Decisions regarding the development, content, standards, procedures, adoption and implementation of performance evaluation systems, and decisions about the content of performance evaluation systems, and the impact of such decisions on the individual employee or the applicable bargaining unit, shall not be the subject of any provision within a collective bargaining agreement between the District and a collective bargaining representative of such teachers or administrators.

The Board and Superintendent or designees will also examine the recommendations of the Governor's Council on Educator Effectiveness when they become Available, and may revise this policy and related regulations accordingly.

Revised 3/25/13

Grosse Pointe Public Schools Bylaws & Policies

3231 - OUTSIDE ACTIVITIES OF STAFF

It is the policy of the Board of Education that professional staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations occur, the Superintendent shall evaluate the impact of such activity or association upon the professional staff member's responsibilities and take appropriate action as necessary.

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of personal or private enterprise in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.
- F. Staff members may not accept fees for tutoring, private lessons, or other activities related to their professional duties for students currently enrolled in one (1) or more of their classes or on their case load.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the Superintendent prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
 - b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

M.C.L.A. 15.321 et seq., 15.401 et seq., 380.1805 (1)

Grosse Pointe Public Schools Bylaws & Policies

3242 - PROFESSIONAL GROWTH REQUIREMENTS

The Board of Education believes that study is a prerequisite for professional growth of staff and, therefore, encourages the participation of professional staff members in in-service and other training programs.

The Superintendent shall plan and implement a program of staff development for professional staff members, and support staff members, and explore other training programs.

Such staff development programs should be designed to address the professional development needs of staff members who are working at a particular level, involved in a particular course or subject, or need to be prepared for a new assignment.

- A. Whenever feasible, principals should participate with their staff members in order to ensure better follow-up and support.
- B. The Board may reimburse staff members for the costs incurred in participation therein, subject to prior approval of the Superintendent.
- C. Participation in the program shall be voluntary unless considered part of the duties of any participating staff member according to provisions in a negotiated, collectively-bargained agreement or other contractual arrangements.

During the first three (3) years of employment, each nontenured professional staff member shall be provided fifteen (15) days of professional development related to his/her Individual Development Plan. The Superintendent shall also arrange for the assignment to each such staff member of one or more mentors who have demonstrated proficiency in the teaching skills established in the staff member's IDP.

The Superintendent shall arrange to provide each member of the teaching staff with at least five (5) days of professional development annually. These days shall be in addition to any of the required fifteen (15) days of professional development provided to non-tenured teachers during their first three (3) years of teaching.

M.C.L.A. 380.1526, 380.1527

Grosse Pointe Public Schools Bylaws & Policies

3310 - FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

The Board of Education acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally-defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.



Book	Policy Manual
Section	3000 Professional Staff
Title	ANTI-HARASSMENT
Code	po3362
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

3362 - ANTI-HARASSMENT

See Policy 1423.

Revised 8/23/10

Revised 9/22/14

Grosse Pointe Public Schools Bylaws & Policies

3370 - TENURE

Professional staff members covered by the Michigan Teachers' Tenure Act shall acquire tenure in accordance with the Michigan Teacher's Tenure Act (M.C.L.A. 38.71 et. seq.).

In accordance with the time periods specified in the Act, the Superintendent shall make recommendations to the Board regarding whether probationary employees covered by the Act should be permitted to acquire tenure. These recommendations shall be acted upon by the Board.

Administrators shall not be entitled to acquire tenure in administrative positions. Therefore, all contracts of employment with administrators shall contain the following language:

"Tenure in any administrative or nonclassroom position is denied."

M.C.L.A. 38.71 et seq., 380.1231(5)
A.C. Rule R390.661

Grosse Pointe Public Schools Bylaws & Policies

3419.01 - PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education may provide coverage to eligible employees under self-funded group health plans. The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

Grosse Pointe Public Schools Bylaws & Policies

3419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education may provide coverage to eligible employees under fully insured group health plans.

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA). Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Revised 8/23/10

Grosse Pointe Public Schools Bylaws & Policies

3430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; and 8) additional activities not encompassed in the other categories, but agreed to by the employer and employee. (See AG 3430.01C). Covered active duty means deployment with the Armed Forces to a foreign country.
- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any

time within the five (5) years prior to the start of the treatment, recuperation or therapy.

Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

General FMLA Provisions

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement. All full-time professional staff members are deemed to meet the 1,250 hour requirement.

Twelve (12) month period for determining hours worked and use of leave is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
 - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the health care provider must occur within seven (7) days of the first date of incapacity.

2. any incapacity due to pregnancy or for prenatal care;
 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, as the paid leave and FMLA/Service Member Family leave will run

concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness.

The staff member may either:

- A. submit the completed medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program. Special rules under the FMLA may apply for instructional staff.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation,

such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

P.L. 111-84, Sec. 565 – National Defense Authorization Act (October 28, 2009)

Revised 8/24/09

Revised 8/23/10

Grosse Pointe Public Schools Bylaws & Policies

3437.01 - MILITARY LEAVE

The Board of Education provides military leave, reemployment, and other rights as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). To qualify:

- A. the employee (or an appropriate officer in the uniformed service in which the employee's military service is performed) gave advance written or verbal notice of his/her military duty unless excused;
- B. the cumulative length of all periods of military service with the employer do not exceed five (5) years;
- C. the employee timely reports to work after the period of military service ends;
- D. the employee has not separated from service with a disqualifying or other than honorable conditions.

The Superintendent shall post notices of employees' right under USERRA at conspicuous locations within the District.

Employees may contact the U.S. Department of Labor to obtain more information regarding their rights under this act.

This policy is intended to comply with and explain the service person's rights under USERRA. To the extent there is any conflict, the USERRA and its regulations prevail.

38 U.S.C. 4301-4333

Grosse Pointe Public Schools Bylaws & Policies

3440 - JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined in advance by the building principal or appropriate administrator or supervisor.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

A staff member must provide appropriate expense documentation in order to be reimbursed.

Grosse Pointe Public Schools Bylaws & Policies

3531 - UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs. Therefore, if the schools are open and the students are in attendance, those basic services will be provided.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Professional staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

M.C.L.A. 423.201 et seq.

Grosse Pointe Public Schools

Bylaws & Policies

Table of Contents

4000 - SUPPORT STAFF

- ❑ [4111](#) Creating a Position
- ❑ [4112](#) Board-Staff Communications
- ❑ [4112.01](#) Annual Support Staff Engagement Survey
- ❑ [4120](#) Employment of Support Staff
- ❑ [4120.04](#) Employment of Substitutes
- ❑ [4120.10](#) Job Sharing
- ❑ [4121](#) Criminal History Record Check
- ❑ [4121.01](#) Criminal Conviction Review
- ❑ [4122](#) Nondiscrimination and Equal Employment Opportunity
- ❑ [4122.02](#) Nondiscrimination Based on Genetic Information of the Employee
- ❑ [4123](#) Section 504/ADA Prohibition Against Disability Discrimination in Employment
- ❑ [4130](#) Assignment and Transfer
- ❑ [4139](#) Staff Discipline
- ❑ [4140](#) Termination and Resignation
- ❑ [4160](#) Physical Examination
- ❑ [4161](#) Unrequested Leaves of Absence/Fitness for Duty
- ❑ [4162](#) Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers and Other Employees Who Perform Safety Sensitive Functions
- ❑ [4170](#) Substance Abuse
- ❑ [4213](#) Student Supervision and Welfare
- ❑ [4214](#) Gifts and District Employees
- ❑ [4215](#) Use of Tobacco by Support Staff
- ❑ [4216](#) Support Staff Dress and Grooming
- ❑ [4217](#) Weapons
- ❑ [4220](#) Evaluation of Support Staff
- ❑ [4231](#) Outside Activities of Support Staff
- ❑ [4310](#) Freedom of Speech in Noninstructional Settings
- ❑ [4362](#) Anti-Harassment
- ❑ [4419.01](#) Privacy Protections of Self-Funded Group Health Plans
- ❑ [4419.02](#) Privacy Protections of Fully Insured Group Health Plans
- ❑ [4430.01](#) Family & Medical Leaves of Absence ("FMLA")

- ☐ [4437.01](#) Military Leave
- ☐ [4440](#) Job-Related Expenses
- ☐ [4531](#) Unauthorized Work Stoppage

Grosse Pointe Public Schools Bylaws & Policies

4111 - CREATING A POSITION

The Board of Education recognizes the need to establish positions which, when filled by competent, qualified support staff, will assist the District in achieving the education goals set by the Board. The District employs only U.S. citizens and others lawfully authorized to work in the United States.

The Superintendent shall verify all new employees' and substitutes' right to work in the United States according to the Federal Immigration Reform and Control Act of 1986.

The Board reserves the right to:

- A. fix and prescribe the duties to be performed by all personnel;
- B. create new positions;
- C. specify the number of persons within each job category;
- D. set the initial salary for a new position.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

- A. the number of students enrolled;
- B. the particular needs of the District;
- C. the particular needs of the students;
- D. the operational services of the District.

The Board may create a new position or increase the number of support staff in an existing position.

The Board may upon the advice of the Superintendent, consider the advisability of creating a new support position or increasing the number of support staff in an existing position.

The Board may delegate the right to fix and prescribe the duties of support staff to the Superintendent.

Immigration Reform and Control Act of 1986
8 U.S.C. 1324a

Grosse Pointe Public Schools Bylaws & Policies

4112 - BOARD-STAFF COMMUNICATIONS

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

A. Staff Communications to the Board

All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.

B. Board Communications to Staff

All official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's challenges, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the District. However, since individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct.

Grosse Pointe Public Schools Bylaws & Policies

4112.01 - ANNUAL SUPPORT STAFF ENGAGEMENT SURVEY

Seeking consistent annual feedback from the Support staff serves as an indication that the Superintendent and Board values their opinion and desires to leverage such a broad base of expertise to enhance our service offerings for the betterment of our students and the community.

A variety of means may be used by the District to gather feedback from Support Staff to express ideas, concerns, and judgments about school system programs and services.

Among those means, but not exclusively, the Superintendent shall conduct an Annual Support Staff Engagement Survey in order to receive, in a scientifically reliable manner, a comprehensive view of District operations, educational programs, engagement, morale and satisfaction among the Professional Staff.

The Superintendent shall endeavor to maintain a high degree of consistency from year to year so that data gathered in the Support Staff Engagement Survey may be trended over time in a scientifically reliable manner.

The Superintendent shall analyze the data gathered in the Support Staff Engagement Survey and the findings of that analysis shall annually be presented to the Board and comprehended in the refinement Assessment of District Goals (Policy [1110](#)), and other applicable District policies, operations, and programs.

The Superintendent shall develop an Administrative Guideline to establish the means by which the Annual Support Staff Engagement Survey will be conducted in order to receive the broadest base of Support Staff feedback, cognizant of expense, and gathered in a scientifically reliable manner.

Adopted 5/21/12

Grosse Pointe Public Schools Bylaws & Policies

4120 - EMPLOYMENT OF SUPPORT STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each support staff member employed by this District.

Individuals employed in the following categories shall be considered members of the support staff:

- A. Classroom Assistants (GPESPA)
- B. Office Staff (GPAOP)
- C. Plant Staff (GPPA)
- D. Paraprofessionals

All support staff are subject to a criminal history record check. See Policy [4121](#).

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Assistant Superintendent for Human Resources.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

The Board will not hire (but may continue to employ) the children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

Staff hired to serve as an athletic trainer must be properly licensed by the State or otherwise legally authorized to engage in the practice of athletic training. Staff is prohibited from engaging in the practice of athletic training unless licensed and shall not offer to provide any service(s) that s/he was not qualified to perform by education, training, or experience or otherwise prohibited by law from performing.

Prior to hiring an applicant, the Superintendent may obtain from the applicant a signed Consent to Obtain Records (Form 4120 F2) and may obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged.

Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process.

The Superintendent shall prepare procedures for the recruitment and selection of all support staff.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

M.C.L.A. 37.2101 et seq., 333.17901, 380.1230 et seq.
20 U.S.C. 6319

Grosse Pointe Public Schools Bylaws & Policies

4120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

Substitute personnel are subject to a criminal history record check. See Policy [4121](#).

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Human Resources Department.

The Board will not employ the children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

The employment of substitute support staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District.

M.C.L.A. 380.1230, 380.1230a, 380.1230g

Grosse Pointe Public Schools Bylaws & Policies

4120.10 - JOB SHARING

The Board authorizes the Superintendent to create a job-sharing program provided it does not adversely affect the School, its students or any of its current staff members.

Grosse Pointe Public Schools Bylaws & Policies

4121 - CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior the individual commencing work.

Such Private Contractor(s) cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District will notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

Such an inquiry shall also be made for regular substitutes who may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check even if such work is only as needed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that

the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a lay off or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All CHRI received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained pursuant to Policy [8321](#).

When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, as part of his/her employment application or as required by State law for continued employment.

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those who have not been given access to CHRI by the Superintendent. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

CHRI may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

¹Individuals who submit and receive such criminal history record checks on behalf of the District must be direct employees of the District. Notwithstanding this, Information Technology contractors and vendors may be granted access to CHRI subject to successful completion of a national fingerprint-based criminal history record check as detailed in Policy [8321](#).

Grosse Pointe Public Schools Bylaws & Policies

4121.01 - CRIMINAL CONVICTION REVIEW

In an effort to maintain a safe environment for students, staff and visitors, the District will review the criminal records of those individuals who apply to or work for the District or are contracted to work on a regular and continuous basis in the schools.

Individuals convicted of crimes listed in Section 2 of the Sex Offender Registry Act, M.C.L.A. 28.722, shall not be allowed to work in the schools or in the District.

Individuals convicted of a felony not listed in the Sex Offender Registry Act may not continue to work in the District, unless or until they have received written approval from both the Superintendent and the Board of Education. Pending such approval employees shall be placed on administrative leave. Such leave shall be without pay, subject to Board discretion to award pay with reinstatement.

All other criminal convictions shall require the written approval from the Superintendent to obtain or maintain employment in the District.

Except for felony convictions, the Superintendent shall determine whether the individual will be allowed to work pending review of the criminal convictions and a determination of whether the individual should be allowed to work in the District.

The Superintendent shall suspend consideration of any applicant and shall determine whether an employee or person contracted to work in the District will be allowed to work while felony charges are pending against the individual.

In making the determination regarding whether to hire an applicant or allow an individual to continue working with pending felony charges or after a conviction, the Superintendent and the Board will consider the following factors:

- A. the nature of the offense does relate or is related to children, sex, drugs, or violence, etc.
- B. how long ago did the incident occur
- C. were there repeated incidents
- D. nature of assignment in District (access to children, role model, etc.)
- E. whether any treatment or other rehabilitation has occurred
- F. the nature of the employee's work record since offense (likelihood of repeated misbehavior)
- G. such other factors as may be appropriate.

Neither the Board nor the Superintendent shall consider criminal charges that did not result in conviction, or pending misdemeanor charges in determining whether to hire or continue the employment of any individual.

In making recommendations to the Board on whether to allow individuals with convictions or pending felony charges to work in the District, the Superintendent shall provide written reasons supporting the recommendation.

The Board shall provide written reasons supporting its determination on whether to allow an individual with a conviction to work in the District.

The Superintendent shall be responsible for processing the necessary review of criminal convictions, and providing the Board timely notice of its need to act in accordance with this policy.

M.C.L.A. 28.722, 380.1230 et seq., 308.1535a, 38.74



Book	Policy Manual
Section	4000 Support Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

4122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

See Policy 1422.

Revised 7/29/13

Grosse Pointe Public Schools Bylaws & Policies

4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also prohibited. Likewise, retaliation against an applicant or employee for engaging in protected activity is prohibited.

In accordance with the Genetic Information Nondiscrimination Act (GINA), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with this Act, employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be acquired as part of the certification process for FMLA leave, when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application process.

"Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

If the District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment or a medical provider it shall be treated as a confidential medical record in accordance with law.

The Superintendent shall appoint a compliance officer who shall be responsible for overseeing the District's compliance with Federal regulations and promptly dealing with any inquiries or complaints. S/He shall also verify that proper notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) is accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II, including the Board of Education, from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by law. To comply with this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic

test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Adopted 8/23/10

Revised 5/21/12

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Grosse Pointe Public Schools

Bylaws & Policies

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not necessarily required for an individual who is merely regarded as having a disability.

The following person is designated as the District Section 504 Compliance Officer/ADA Coordinator ("District Compliance Officer"):

Title: Director of Student Services
Address: The Grosse Pointe Public School System

389 St. Clair
Grosse Pointe, MI 48230

Phone: (313) 432-3851

Fax: (313) 432-3802

The District Compliance Officer is responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officer.

The District Compliance Officer(s) will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA.

Training

The District Compliance Officer(s) will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be posted throughout the District, and published in the District's recruitment statements or general information publications.

29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended,

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Adopted 5/21/12

Revised 9/9/13

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Grosse Pointe Public Schools Bylaws & Policies

4130 - ASSIGNMENT AND TRANSFER

The Board of Education believes that the careful placement of support staff within the District is vital to the utilization of qualified and competent support staff for the successful functioning of the District.

Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent.

Grosse Pointe Public Schools Bylaws & Policies

4139 - STAFF DISCIPLINE

Whenever it becomes necessary to discipline a member of the staff, the Board of Education directs the Superintendent to utilize related procedures described in the current negotiated agreement, if applicable.

Using due-process procedures, the Superintendent shall conduct an investigation, as appropriate to the situation, including providing the employee with reasonable notice and the opportunity to respond. If it appears that disciplinary action beyond verbal reprimand may be necessary, s/he should contact the school attorney to determine the disciplinary action that should be taken and so inform the Board President who shall determine whether or not a report should be made to the Board in open session, unless a closed session is requested by the staff member.

A suspension without pay may be invoked. The length of the suspension will be at the discretion of the Superintendent according to the severity of the violation. The Board strongly recommends that before such suspension is invoked the Superintendent contact the school attorney.

The Board requires that all disciplinary actions involving loss of pay and/or suspension be submitted to the Board as soon as possible after the action has been taken.

Grosse Pointe Public Schools Bylaws & Policies

4140 - TERMINATION AND RESIGNATION

TERMINATION

Employment contracts may be suspended or terminated upon a majority vote of the Board of Education. In such cases, the Board shall abide by due process and such terms as may be set forth in a negotiated, collectively-bargained agreement.

Employees and those under contract to work regularly and continuously in the schools, whether part-time or full-time, may not continue employment with the Board if a criminal history records check or other authoritative source reveals a conviction of a "listed" offense under M.C.L.A. 28.722.

Individuals convicted of a non-listed felony may not continue to work unless both the Superintendent and the Board give written approval. Such conviction(s) may subject support staff to discharge () or demotion. The State Board of Education will be notified of the report of conviction(s) as required by law.

RESIGNATION

A support staff member may resign by filing a written resignation with the Superintendent at least thirty (30) days prior to the effective date of the resignation.

A resignation, once accepted by the Board, may not then be rescinded.

The Superintendent may act for the Board in the acceptance of a resignation.

M.C.L.A. 28.722, 38.74, 380.1230 et seq., 380.1535a

Grosse Pointe Public Schools Bylaws & Policies

4160 - PHYSICAL EXAMINATION

The Board of Education or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines and/or the terms of currently-valid, negotiated, collectively-bargained agreements.

All such requests shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

A required examination may also include a physician's survey, as permitted and defined under State law, for bus drivers with diabetes.

Examinations requested after the initial post-offer/pre-hire phase shall be based on a reasonable basis to believe that the employee has a condition which impairs his/her ability to perform the essential functions of the job. The medical results delivered to the District shall be confined to the particular condition which triggered the referral.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA") and the Genetic Information Nondiscrimination Act (GINA).

In the event of a report of a condition that could influence job performance, the Superintendent shall base a nonemployment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities.

The Board shall assume any uninsured fees for required examinations.

29 C.F.R. Part 1630

29 C.F.R. Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

M.C.L. 257.1853

Revised 8/23/10
Revised 5/21/12

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Grosse Pointe Public Schools Bylaws & Policies

4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from support staff members who are unable to perform essential job functions with or without accommodation.

The Board may place a support staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the negotiated, collectively-bargained agreement with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions, the support staff member will be offered the opportunity for a meeting to discuss these issues.

If a support staff member refuses to attend the meeting, the Board may order the support staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

All such requests for examination shall include the following notice to the examiner:

"The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information. 'Genetic information' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services."

If, as a result of such examination, the support staff member is found to be unable to perform assigned duties with or without accommodation, the support staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should a support staff member refuse to submit to the examination requested by the Board and the support staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the support staff member to disciplinary action.

Americans with Disabilities Act of 1990, as amended
42 U.S.C. 12101 et seq.
29 C.F.R., Part 1630
29 C.F.R. Part 1635

Revised 5/21/12

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Bylaws & Policies

4162 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR COMMERCIAL MOTOR VEHICLE (CMV) DRIVERS AND OTHER EMPLOYEES WHO PERFORM SAFETY SENSITIVE FUNCTIONS

Purpose

The Board of Education believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles (collectively "Covered Employees"), must be mentally and physically alert at all times while on duty.

To that end, the Board has established this policy, which includes an alcohol and controlled substances testing program. The Board also expects all Covered Employees to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substance while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Covered Employees.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol.

- B. The term *illegal drug* means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and/or local laws and regulations.

- C. The term *controlled substance* includes any illegal drug, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.

- D. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

- E. The term *safety-sensitive functions* includes all tasks associated with the operation and maintenance of District owned and/or operated vehicles. This term further includes any period in which an individual is

actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

- F. The term *Covered Employee* means all commercial driver license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who operate, inspect, service and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.

This policy also covers other staff members who drive students in or inspect, service, and condition non-CMV District vehicles.

- G. The term *while on duty* means all time from the time the Covered Employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The Superintendent shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in his or her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioid
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations a.) prior to employment (**Controlled Substances Only**), b.) reasonable suspicion, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Any staff member who tests positive as defined in the guidelines shall be immediately prohibited from driving any District vehicle or conducting a safety sensitive function; provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program; and subject to discipline, up to and including discharge, in accordance with District guidelines and terms of any applicable collective bargaining agreements

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety sensitive position is solely at the District's discretion.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then the test will be considered positive and the employee shall be prohibited from driving any school vehicle and be referred to the District's Employee Assistance Program.

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g. driving any Board-owned vehicle).

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform Covered Employees and their supervisors, about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy [4161](#) - Unrequested Leaves of Absence/Fitness for Duty, Policy [4170](#) - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. the sanctions that may be imposed for violations of Policy 4122.01.

The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples
- B. clear and consistent communication with the District's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Educational materials explaining the requirements of the Federal regulations and of the Board's policies and procedures to meet the Federal regulations shall be provided to all Covered Employees, including the following:

- A. the name of the person designated by the Board to answer questions about the materials
- B. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations

- C. information concerning what conduct is prohibited
- D. the circumstances under which employees are subject to testing.
- E. the procedures for testing in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results attributed to the correct employee
- F. the requirement that staff members must submit to testing as required by the regulations
- G. An explanation of what constitutes a refusal to be tested and the attendant consequences
- H. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- I. the consequences for a test indicating an alcohol concentration greater than 0.02 and
- J. information concerning the effects of alcohol and drug misuse on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected (including confrontation and how to refer some to an Employee Assistance Program or to management).

49 C.F.R. 382.101 et. seq.

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Grosse Pointe Public Schools Bylaws & Policies

4170 - SUBSTANCE ABUSE

The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff members, the Board recognizes the responsibility to assist in a manner recommended by an appropriate specialist in the treatment of those illnesses.

A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff members having any other illness.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected health problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board.

If a support staff member voluntarily requests counseling or assistance before the Board learns of the support staff member's substance abuse problem (through a positive test result or otherwise), the support staff member's job security or promotion opportunities will not be jeopardized by his/her request for counseling or referral assistance. A support staff member may not avoid the consequences of a positive test by requesting counseling or assistance for a substance abuse problem after being instructed to submit to a drug test.

Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.

Rehabilitation Act of 1973, 29 U.S.C. 794

Grosse Pointe Public Schools Bylaws & Policies

4213 - STUDENT SUPERVISION AND WELFARE

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the staff member.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each support staff member shall report immediately to the principal any accident or safety hazards/he detects.
- B. Each support staff member shall immediately report to the principal any knowledge of threats of violence by students.
- C. A support staff member shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons. However, dating, romantic and/or sexual relationships with students, regardless of their age and regardless of consent are absolutely prohibited, unless the staff member and student are legally married.
- D. While on school duty a support staff member shall not transport students in a private vehicle without the approval of the principal.

M.C.L.A. 722.621 et seq., 750.520b, 750.520d, 750.520e

Grosse Pointe Public Schools Bylaws & Policies

4214 - GIFTS AND DISTRICT EMPLOYEES

Gifts from District Employees

District employees are discouraged from giving gifts intended to circumvent the integrity of the educational process, business process, or policies of the Board to any student or class of students.

Gifts to District Employees

Gifts to School System employees intended to circumvent the integrity of the educational process, business process, or policies of the Board are prohibited. No School employee is to accept any commission or gift from individual or companies seeking to sell equipment or materials to students and/or to the District. This includes materials for the construction, repair and maintenance of the school plant, for the conducting of student classes, and for materials and supplies used in school organizations and/or clubs.

Grosse Pointe Public Schools Bylaws & Policies

4215 - USE OF TOBACCO BY SUPPORT STAFF

The Board of Education recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, use of tobacco shall mean all uses of tobacco, including a cigar, pipe, cigarette, snuff, or any other matter or substances that contain tobacco.

The Board prohibits the use of tobacco by support staff members in District buildings, on District buses, and at any District-related event.

M.C.L.A. 333.12601 et seq.

Grosse Pointe Public Schools Bylaws & Policies

4216 - SUPPORT STAFF DRESS AND GROOMING

The Board of Education believes that support staff members are an important and integral part of the District. Also, since the support staff is highly-visible staff to the students, the professional staff, and the public, the Board believes the support staff should at all times be well dressed and groomed. Support staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for support staff. When assigned to District duty, all support staff members shall:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their responsibilities.

Grosse Pointe Public Schools Bylaws & Policies

4217 - WEAPONS

See Policy [7217](#) – Weapons

Revised 3/27/17

Grosse Pointe Public Schools Bylaws & Policies

4220 - EVALUATION OF SUPPORT STAFF

The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are to:

- A. improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;
- B. identify and remediate weaknesses which prevent a support staff member from achieving the goals of assigned duties.

The Superintendent shall prepare administrative guidelines for the conduct of support staff member evaluations.

Grosse Pointe Public Schools Bylaws & Policies

4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF

It is the policy of the Board of Education that support staff members avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations occur, the Superintendent shall evaluate the impact of such activity or association upon the support staff member's responsibilities and take appropriate action as necessary.

- A. Employees should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Employees shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Employees shall not engage in business transactions on behalf of personal or private enterprise in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Employees shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.

M.C.L.A. 15.321 et seq., 15.401 et seq., 380.1805 (1)

Grosse Pointe Public Schools Bylaws & Policies

4310 - FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

The Board of Education acknowledges the right of its support staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the support staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy.



Book	Policy Manual
Section	4000 Support Staff
Title	ANTI-HARASSMENT
Code	po4362
Status	Active
Adopted	July 28, 2008
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4362 - ANTI-HARASSMENT

See Policy 1423.

Revised 8/23/10

Revised 9/22/14

Grosse Pointe Public Schools Bylaws & Policies

4419.01 - PRIVACY PROTECTIONS OF SELF-FUNDED GROUP HEALTH PLANS

The Board of Education may provide coverage to eligible employees under self-funded group health plans. The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule. Certain health information maintained by these group health plans is afforded significant protection by this Federal law.

Grosse Pointe Public Schools Bylaws & Policies

4419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS

The Board of Education provides coverage to eligible employees under fully insured group health plans.

The Board acknowledges that these group health plans are required to comply with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule as amended by Title I of the Genetic Information Nondiscrimination Act (GINA).

Fully insured group health plans generally are exempt from many of the requirements imposed upon self-funded group health plans.

The fully insured group health plans established by the Board shall:

- A. Refrain from taking any retaliatory action against any individual from exercising any right under the plan, filing a complaint with Health and Human Services, participating in any proceeding under Part C of Title XI of the Social Security Act, or opposing any act or practice made unlawful by the Privacy Rule provided that the individual has a good faith belief that the practice opposed is unlawful.
- B. Not impose a requirement that participants waive their rights under the Privacy Rule as a condition of the provision of payment, enrollment in a health plan, or eligibility of benefits.
- C. If the plan document is amended in accordance with the Privacy Rule, the plan must retain a copy of the plan document as amended for six (6) years from the date of its amendment or the date when it last was in effect, whichever is later.

Fully insured group health plans established by the Board shall not create or receive protected health information, except for:

- A. Summary health information. Summary health information is de-identified information that summarizes claims history, claims expenses, or type of claims experienced by health plan participants.
- B. Information on whether an individual is participating in a group health plan, or is enrolled in or has disenrolled from a health insurance issuer or HMO offered by the plan.

29 C.F.R. Part 1635

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Revised 8/23/10

Grosse Pointe Public Schools Bylaws & Policies

4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the Board of Education shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible classified staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival
- C-1. the staff member is needed to care for a spouse, parent or dependent child if such individual has a serious health condition, or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces in support of a contingency plan. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; and 8) additional activities not encompassed in the other categories, but agreed to by the employer and employee. (See AG 4430.01C). Covered active duty means deployment with the Armed Forces to a foreign country.
- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any

time within the five (5) years prior to the start of the treatment, recuperation or therapy.

Duration of Service Member FMLA

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

General FMLA Provisions

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Service time may be aggregated when the break in service is less than seven (7) years for military obligation or subject to recall under a collective bargaining agreement.

Twelve (12) month period for determining hours worked and use of leave is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).

For Service Member FMLA leave, the use of the twenty-six (26) weeks of leave will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
 - 1. a period of incapacity of more than three (3) consecutive full calendar days and any subsequent treatment or period of incapacity relating to the same condition, that also involves either in person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity absent extenuating circumstances beyond the employee's control, or in person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

The first visit to the health care provider must occur within seven (7) days of the first date of incapacity.

2. any incapacity due to pregnancy or for prenatal care;
 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis);
- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) day's notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the District, subject to the approval of the healthcare provider.

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation leave, personal leave or family leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the birth, adoption or foster care placement of a child, or qualifying exigency for a Service Member Family Leave (see A-1, B-1, and A-2 on page one).

The Board shall require the staff member to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one and B-2 on page two).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) or twenty-six (26) week period of FMLA leave, any additional weeks of leave to which the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave for a qualifying leave under this policy, such leave will count towards the maximum allowable leave, as the paid leave and FMLA/Service Member Family leave will run concurrently.

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced-leave schedule for the birth, adoption or foster care placement of a child (see A-1 and B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one). The taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

The Superintendent will notify the staff member when the District intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing. When verbal notice is given, it will be followed by written notice within ten (10) business days. In the case of intermittent or reduced-leave schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for an employee's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will promptly notify the staff member that the paid leave will count toward the staff member's twelve (12) week FMLA-leave entitlement.

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child, or twenty-six (26) weeks of FMLA leave for Service Member Leave.

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parent or dependent child with a serious health condition (see C-1 and D-1 on page one), the staff member must provide medical certification from the healthcare provider of the eligible staff member or his/her immediate family member. When the staff member requests qualifying Service Member Leave, s/he must provide certification of a qualifying exigency or of the service member's serious illness.

The staff member may either:

- A. submit the completed medical certification to the Superintendent or his/her designee; or
- B. direct the healthcare provider to transfer the completed medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event the staff member fails to provide medical certification, any leave taken by the employee will not qualify for FMLA Leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The District shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee will not qualify for FMLA leave.

A staff member who takes leave for his/her own serious health condition prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The staff member shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition of the staff member or of the staff member's immediate family member, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the District has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

P.L. 110-181, Sec. 585 – National Defense Authorization Act (January 28, 2008)

Revised 8/24/09

Revised 8/23/10

Grosse Pointe Public Schools Bylaws & Policies

4437.01 - MILITARY LEAVE

The Board of Education provides military leave, reemployment, and other rights as established by the Uniformed Services Employment and Reemployment Rights Act (USERRA). To qualify:

- A. the employee (or an appropriate officer in the uniformed service in which the employee's military service is performed) gave advance written or verbal notice of his/her military duty unless excused;
- B. the cumulative length of all periods of military service with the employer do not exceed five (5) years;
- C. the employee timely reports to work after the period of military service ends;
- D. the employee has not separated from service with a disqualifying or other than honorable conditions.

The Superintendent shall post notices of employees' right under USERRA at conspicuous locations within the District.

Employees may contact the U.S. Department of Labor to obtain more information regarding their rights under this act.

This policy is intended to comply with and explain the service person's rights under USERRA. To the extent there is any conflict, the USERRA and its regulations prevail.

38 U.S.C. 4301-4333

Grosse Pointe Public Schools Bylaws & Policies

4440 - JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the appropriate administrator or supervisor in advance.

A staff member must provide appropriate expense documentation in order to be reimbursed.

Grosse Pointe Public Schools Bylaws & Policies

4531 - UNAUTHORIZED WORK STOPPAGE

The Board of Education is obligated and committed to provide certain basic services to students residing in the School District under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Recognizing the fact that a District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services to the schools and will fulfill its obligations to operate the schools when possible.

Support staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

M.C.L.A. 423.201 et seq.

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

5000 - STUDENTS

- ☐ [5111](#) Enrollment Eligibility of Students
- ☐ [5111.01](#) Homeless Students
- ☐ [5111.02](#) Educational Opportunity for Military Children
- ☐ [5112](#) Entrance Age
- ☐ [5113](#) Schools of Choice Program (Inter-District)
- ☐ [5113.02](#) School Choice Options Provided by the No Child Left Behind Act
- ☐ [5114](#) Foreign-Exchange Students
- ☐ [5120](#) Assignment within District
- ☐ [5130](#) Withdrawal from School
- ☐ [5136](#) Personal Communication Devices
- ☐ [5200](#) Attendance
- ☐ [5223](#) Absences for Religious Instruction
- ☐ [5230](#) Late Arrival and Early Dismissal
- ☐ [5310](#) Health Services
- ☐ [5320](#) Immunization
- ☐ [5330](#) Use of Medications
- ☐ [5330.02](#) Opioid Antagonists
- ☐ [5331](#) Students with Special Health Care Needs
- ☐ [5332](#) Epinephrine Auto-Injectors
- ☐ [5340](#) Student Accidents
- ☐ [5340.01](#) Concussions and Athletic Activities
- ☐ [5341](#) Emergency Medical Authorization
- ☐ [5350](#) Student Suicide
- ☐ [5410](#) Promotion and Placement
- ☐ [5420](#) Reporting Student Progress
- ☐ [5421](#) Grading
- ☐ [5430](#) Class Honors
- ☐ [5451](#) Student Recognition
- ☐ [5460](#) Graduation Requirements
- ☐ [5463](#) Credits from Nonpublic Schools
- ☐ [5464](#) Early Graduation
- ☐ [5500](#) Student Conduct
- ☐ [5511](#) Dress and Grooming
- ☐ [5513](#) Care of District Property
- ☐ [5514](#) Student Use of Bicycles
- ☐ [5514.01](#) Student Use of Motor Vehicles

- ☐ [5515.01](#) Safe Operation of Motorized Utility Vehicles by Students
- ☐ [5516](#) Student Hazing
- ☐ [5517](#) Anti-Harassment
- ☐ [5517.01](#) Bullying and Cyberbullying
- ☐ [5520](#) Disorderly Conduct
- ☐ [5530](#) Prevention of Drug and Alcohol Use
- ☐ [5531](#) Student Assistance Programs
- ☐ [5532](#) Performance-Enhancing Drugs/Compounds
- ☐ [5540](#) Interrogation of Students
- ☐ [5600](#) Student Discipline
- ☐ [5605](#) Suspension/Expulsion of Disabled Students
- ☐ [5610](#) Emergency Removal, Temporary Separation, Suspension, Expulsion and Permanent Expulsion of Students
- ☐ [5610.01](#) Permanent Expulsion
- ☐ [5610.02](#) Procedures and Presumptions Before Imposition of Discipline; Restorative Practices
- ☐ [5611](#) Due Process Rights
- ☐ [5630.01](#) Student Seclusion and Restraint
- ☐ [5722](#) Student Media, Publications, and Productions
- ☐ [5724](#) Preparing for Voter Registration
- ☐ [5730](#) Equal Access for Nondistrict-Sponsored, Student Clubs and Activities
- ☐ [5751](#) Parental-Married Status of Students
- ☐ [5771](#) Search and Seizure
- ☐ [5772](#) Weapons
- ☐ [5780](#) Student/Parent Rights
- ☐ [5820](#) Student Government
- ☐ [5830](#) Student Fund-Raising
- ☐ [5840](#) Recognized Student Groups
- ☐ [5850](#) Social Events
- ☐ [5855](#) Student Attendance at School Events
- ☐ [5860](#) Safety Patrol/Service Squad
- ☐ [5870](#) Student Production of Goods and Services
- ☐ [5880](#) Public Performances by Students
- ☐ [5890](#) Annual Student Engagement Survey



Book	Policy Manual
Section	5000 Students
Title	ENROLLMENT ELIGIBILITY OF STUDENTS
Code	po5111
Status	Active
Adopted	July 28, 2008
Last Revised	April 12, 2021
Prior Revised Dates	10/14/2019

5111 - **ENROLLMENT ELIGIBILITY OF STUDENTS**

Residency

Except as provided below, enrollment in the District shall be limited to students who are residents of the District, or who are otherwise entitled by State or Federal law to attend school in the District. Students in the following categories are eligible to attend school in GPPSS:

- A. A student who lives with one or both parents or a legal guardian in a home they own or rent in the District. A parent or legal guardian lives in a home if it is the person's primary legal domicile. To be a resident of the District, a person must actually live in a home in the District; merely owning or renting a home in the District is not sufficient to establish residency.
- B. A student who does not live in the District, but whose parent or legal guardian lives within the District. See paragraph 1, above, for definition of when a person resides in the District.
- C. A student who lives with a parent or legal guardian who lives with another person in the District. In other words, the parent or legal guardian does not own or rent his/her residence, but lives with another, and the student lives with them.
- D. A student whose parent or legal guardian, residing outside the District, is unable to provide a home for the student, and who places the student in the home of a relative of the student within the District for the purpose of securing a suitable home for the child and not for an educational purpose.
- E. A student who is placed in a licensed home in the District.
- F. A student who is homeless. A person is homeless if s/he lacks a fixed, regular and adequate nighttime residence, or has as a primary nighttime residence a shelter, an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for humans. See also Policy 5111.01.
- G. A student who is in Foster Care. If a child who is under probate jurisdiction and/or is under the care and responsibility of a child welfare agency is placed in foster care, the child will be permitted to enroll in and attend the appropriate grade in the school selected by the department of human services or a child placing agency without regard to whether or not the child is residing in the district.
- H. A nonresident student attending special education programs hosted by the District under Public Act 18.
- I. Non-resident students who meet the requirements of the section of this policy entitled "Non-Resident Students Permitted to Enroll."

For purposes of this policy, if a student attends school in the District on the basis of a parent who resides in the District, and that parent leaves the District as a result of being called to active duty in the armed forces of the United States, the student will continue to be regarded as eligible to attend school in the District through the time that the parent is released from active duty in the armed forces.

For purposes of eligibility to attend school, a "legal guardian" is a person appointed by a Probate Court to be a full legal guardian of a student under M.C.L. 700.5204. A person appointed a limited guardian under M.C.L. 700.5205 is not a "legal guardian" for purposes of this regulation.

Proof of Eligibility

At all times, the governing principle is eligibility to attend school in the District, as established by State law, and not merely whether the specific items of proof called for in this Policy have been provided. The District reserves the right to deny enrollment to a student even if the proofs below have been provided, if the evidence shows that the student is not in fact eligible to attend school in the District.

At registration, the parent or legal guardian registering the student will be expected to sign a verified statement of residency and to furnish the following documentation to prove the student's eligibility to attend school in the District:

A. Category 1: Student lives with one or both parents or legal guardian who own/rent in the District Standard Proof of Residency:

1. A current driver's license or state identification card showing parent or guardian's name and address within the District; and
2. The appropriate documentation as follows:
 - a. For a homeowner: A warranty deed or quitclaim deed to the property, a closing statement (dated within two (2) months of the date of enrollment), a current property tax bill, or mortgage payment book or statement relating to the property address within the District.
 - b. For a renter: a signed current lease, a landlord affidavit using the district form; or some other proof of the tenancy acceptable to the District. Note: ownership or lease of property must be for the purpose of a primary residence. Merely owning or leasing a residence within the boundaries of the District does not constitute residency in the District.
 - c. Legal guardians must also provide a copy of current Probate Court Letters of Guardianship.
3. Any two (2) of the following (showing name of parent/guardian and address within District):
 - a. gas/electric bill;
 - b. telephone or cellular phone bill;
 - c. cable or satellite TV bill;
 - d. renter's or homeowner's insurance policy;
 - e. bank or credit card statement;
 - f. current automobile registration or a current automobile insurance policy or statement.

B. Category 2: Parent or legal guardian of the student lives within District boundaries:

Standard Proof of Residency (see Category 1) for the parent or guardian who lives within the District.

C. Category 3: Student and parent(s) live with someone else ("host") within the District: All of the following:

1. current parent's driver's license, state identification card, or voter registration card showing address within District;

2. verified statement of parent (on District form);
3. verified statement of host (on District form);
4. two (2) current monthly recurring bills (such as credit card, bank statement, cell phone, etc.) addressed to the parent at the host's address.
5. Standard Proof of Residency (see Category 1) for host.

D. **Category 4:** Student placed by parent(s) with a relative residing within the District ("host") for the purpose of providing a suitable home and not for an educational purpose:

All of the following:

1. verified statement of parent (on District form);
2. verified statement of host (on District form);
3. student's driver's license (showing address within District) (if student is sixteen (16) years or older).
4. Standard Proof of Residency (see Category 1) for host.

E. **Category 5:** Student who is placed in a licensed facility in the District:

Court or other record(s) placing student(s) at such facility.

F. **Category 6:** Homeless student:

Proof establishing homelessness, as defined by law, to the satisfaction of the District.

G. **Category 7:** Student who is in foster care:

Proof from the Probate Court or other child welfare agency establishing foster care status to the satisfaction of the District.

H. **Category 8:** Certain special education students under Public Act 18:

Current Individual Education Plan ("IEP") documents as prepared by the student's home school district.

I. **Category 9:** Non-Resident Students Permitted to Enroll:

Non-resident students seeking to enroll under this policy shall provide the documentation necessary to demonstrate their eligibility.

Non-Resident Students Permitted to Enroll

Non-resident students will be permitted to attend school in the District only under the following circumstances:

- A. If the family of a student who is a senior in high school and who has attended school in the District as an eligible student as a junior has moved out of the District (or the student is otherwise no longer eligible to attend school in the District), but the student wishes to complete his/her senior year in the District. In that case, the student shall be charged tuition, as established below, from the date s/he no longer is a resident or otherwise eligible student until graduation. If the student's family has moved out of the District between the end of the student's junior year and the initial student membership count day in the student's senior year, a waiver from the student's new residency district is also required.
- B. If the family of a student has purchased a home within the District but has not yet relocated at the start of the semester; upon request of the family, the student will be permitted to attend school upon payment of tuition until establishing that the family has become a resident of the District. A waiver from the student's current residency district may also be required.
- C. If the family of a student has moved out of the District within thirty (30) days of the end of a semester, for high school or middle school students, or a marking period, for elementary school students, upon request of the family, the student will be permitted to complete the respective semester or marking period upon payment of tuition. A waiver from the student's current residency district may also be required.

D. Foreign exchange and billeted students as described in Policy 5114.

E. Pursuant to MCL 388.1606(6)(j), a child of an employee of the District will be permitted to attend school in the District on a tuition-free basis, under the following conditions:

1. This provision permits the enrollment of a child of a District employee who is a non-resident of the District and is currently employed on a half-time (.5) or greater basis. The term "child" includes step-children, adopted children and wards.
2. Enrollment under this provision must occur prior to the fall student count date (except that a child of an employee hired by the District after the fall student count date may enroll within fourteen (14) days of the commencement of the parent's employment).
3. If the parent's employment with the District terminates or if the parent's employment falls below the half-time threshold during the school year but after the fall student count date, the employee's child will be permitted to complete the school year, subject to payment of the per diem tuition rate based on the District's hold harmless millage, as described under "Tuition," below. If the parent's employment terminates or falls below the half-time threshold prior to the fall student count date, the child's enrollment will terminate at the same time.
4. Enrollment of a child of an employee will be denied on the basis that the child has been suspended for more than 5 school days or expelled by a previous school or district; has failed to maintain a grade point average of at least 2.0 in a previous school or district, or, if coming from a school where grade point averages are not available, has failed to perform acceptably academically; or whose attendance at a previous school or district does not meet the attendance standards or requirements of this District.
5. A child of an employee will be assigned to a particular school by the District in its discretion. Placement decisions will be made using staffing levels as the primary consideration. When determining the availability of staffing capacity in a building, administration shall use the currently operative Board of Education direction regarding staffing levels while being careful to provide staffing capacity for future enrollees that live in the schools' attendance area. Upon enrollment at a school in the District, the child will be permitted to remain at that school for subsequent school years unless it is necessary to make adjustments due to such factors as District staffing, student groupings, discipline infractions, or other contingencies. A change in placement will not take place during a school year.
6. Upon completing the highest grade level at the school in which the child is initially placed, the child will be assigned to a school at the next level by the District using the same process and considerations as for the initial placement. If no school is deemed at the time to have sufficient capacity for in-District transfers, the District shall assign the child to the school with the lowest anticipated class size.
7. A child will not be permitted to enroll in the District under this provision if his or her enrollment would require the District to incur additional staffing costs.

Tuition

The Board shall establish a per diem tuition rate for non-resident students permitted to attend under the above provisions, which shall be based upon the funding obtained from the "hold harmless" millage collected only within the District, and not on State aid, and may include a factor to cover administrative overhead. The District may require tuition for such students to be paid in advance, based on an estimate of the total tuition charge to be incurred.

The Board may establish a higher tuition rate for those who are found to have enrolled or remained students in the District without any right to do so. In addition, legal and investigative costs associated with each such student's situation may be recouped from the student's family. The District reserves the right to prosecute persons who make false statements regarding their residence during the enrollment process for perjury, fraud, or related offense, and/or to bring a legal action for payment of tuition against a person who enrolls a child or children in the schools of GPPSS without a legal right to do so.

Tuition rates for extended-day kindergarten shall be established annually by the Board.

First Time Enrollments

The parents and/or guardians of any student enrolling in the District for the first time shall furnish proof of residency pursuant to this policy and, within thirty (30) days, evidence regarding that student's age and identity to the enrolling officer, proof of required immunizations and, for incoming kindergarten students, a hearing test.

Immunization

All kindergarten students and other students entering school for the first time shall submit evidence of immunization in accordance with Board policy and State law.

Registration

A child who is a resident or otherwise entitled to attend school in the District may enroll in the District if s/he is less than twenty (20) years on September 1st of the school year of enrollment. A child who is a resident or otherwise entitled to attend school in the District may enroll in kindergarten if the child is at least five (5) years of age on December 1st of the school year of enrollment. Extended age eligibility may apply to certain students qualifying for special education services. The school will require presentation of a birth certificate or other legal documentation of the student's age at the time of registration.

Resident Attendance In Another District

The Superintendent may approve resident students attending another school district when the needs of the student dictate attendance in another school district as determined by the school's counselor, teachers, administrators, and the student's parents.

Assignment to Schools

Attendance areas may be established for each attendance center in the District.

Assignment to Classes

Students enrolled in the District will be assigned to counselors, classes and instructors by the building principal. In all cases, that determination will be made in the best interests of the student and the school in question. Factors to be considered may include, but are not limited to, the following:

- A. previous student experiences
- B. academic record
- C. family history
- D. health problems
- E. test data
- F. enrollment size

Transfers (In District)

As a general rule, students will attend the school in their own attendance area. Notwithstanding this general rule, transfers may be granted at the high school level in rare cases when a best effort has been made by the family and school to ensure that the safety or educational needs of the student cannot be met in the current school.

Transfer requests at the high school level will ordinarily only be considered for the beginning of the 9th grade and with the understanding that the student will stay at that high school throughout the high school years.

Upon approval of a transfer, the student will remain at the newly approved school unless it is necessary to make adjustments due to discipline infractions or other contingencies.

Transportation to and from the new school will be the responsibility of the parent or guardian.

No transfers will be granted at the elementary or middle school level.

The Superintendent shall establish procedures for processing transfer requests.

Transfers for Siblings of Students in Specific Programming

In the event a student is placed/accepted into a program that is designed for a select group of students and that program is offered at limited buildings (i.e. magnet or categorical classroom), the family may request a transfer for a sibling to join that student at the new building. A decision on such a transfer will be made based on class size capacity at the building.

Withdrawal

The Board believes that a student withdrawal from school constitutes a voluntary separation from the District. Further, a formal request form for withdrawal should be submitted in writing to the building principal.

Revised 12/14/09

Revised 5/23/16

Revised 7/24/17

Revised 1/8/18

Revised 11/26/18

Revised 10/14/19

Legal

M.C.L. 380.1148, 1401 et seq., 388.1606

Emancipation of Minors Act, Section 4, Subsection 6

Public Law 100-77, Section 721, 42 U.S.C. 11431

Stewart McKinney Homeless Assistance Amendment Act of 1990

PA 203 of 1994, Sec. 163a (1) & (2)

Grosse Pointe Public Schools Bylaws & Policies

5111.01 - HOMELESS STUDENTS

Children who meet the definition of "homeless" under the federal McKinney-Vento Homeless Assistance Act will be provided a free and appropriate public education in the same manner as all other students of the District and will not be stigmatized or segregated on the basis of their status as homeless. No homeless student will be denied enrollment based on a lack of proof of residency. No Board policy, administrative guideline, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs.

The Superintendent will appoint a Homeless Education Liaison who will perform the duties required by law or as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for Homeless Education, the regional liaison assigned to the District, as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

Upon receipt by the District of information that a child seeking to enroll in the District is or may be homeless or in foster care, the matter shall promptly be referred to the Homeless Education Liaison, who shall ensure that the child and the child's family or caregiver, as applicable, are provided the protections, including privacy protection, required under the McKinney-Vento Act, and shall thereafter proceed to determine whether the child is in fact homeless or in foster care. If the child is determined not to be homeless or in foster care, his or her eligibility for enrollment shall be determined under policy 5111 and the accompanying Administrative Guideline.

42 U.S.C. 11431 et seq.

Revised 1/25/17

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Grosse Pointe Public Schools Bylaws & Policies

5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

Children of an active duty member of the United States armed services shall be entitled to all of the rights and protections afforded under the Interstate Compact on Educational Opportunity for Military Children (Compact).

The intent of this policy is to minimize the potential challenges to educational success for children of military families because of frequent moves and deployment of their parents by:

- A. facilitating the timely enrollment and placement of children of military families in educational and other school programs and activities;
- B. facilitating the on-time graduation of children of military families; and
- C. providing for the uniform collection and sharing of information between and among schools and military families.

The Superintendent shall maintain guidelines for implementation of this policy which are consistent with the Compact and State law.

The guidelines shall apply to children of military families within the state as well as between member states.

Interstate Compact on Educational Opportunity for Military Children
M.C.L.A. 3.1041

Adopted 12/13/10

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Grosse Pointe Public Schools Bylaws & Policies

5112 - ENTRANCE AGE

A child who turns six (6) years of age before December 1st must be enrolled on the first school day of the school year in which the child's sixth birthday occurs, and a child who turns six (6) years of age on or after December 1st must be enrolled on the first school day of the school year following the school year in which the child's sixth birthday occurs.

A. **Kindergarten**

A child who is a resident of the District and at least five (5) years of age on or before September 1st, of the school year of enrollment is eligible for entrance to the kindergarten program for that school year. The child may not be placed in an alternative program without permission of the parent.

B. **Early Entrance**

A child who is a resident but not yet five (5) years of age on or before September 1st for the applicable school year will be admitted to kindergarten under the following circumstances:

1. the child will have attained the age of five (5) by December 1st of the school year of enrollment; and
2. the parent or guardian provides written notice to the District of intent to enroll the child for that school year.

The District may make a recommendation to the parent or guardian that the child is not ready to start kindergarten due to age or other factors, but the decision whether to enroll the child will remain with the parent or guardian.

The District shall notify the Department of Education by December 31st of each school year of the number of students enrolled under the early entrance exception for that school year.

M.C.L. 380.1147, 380.1561, 388.1606, 388.1705 & 17-05c

IDEA, Part B; 34 C.F.R. Part 300

Dear Colleague Letter, Feb. 29, 2012, U.S.D.O.E., Office of Special Education and Rehabilitative Services
A.C. Rule 340.1754

Revised 5/20/13

Revised 6/22/15

Grosse Pointe Public Schools Bylaws & Policies

5113 - SCHOOLS OF CHOICE PROGRAM (Inter-District)

The Board of Education has determined that, in the District's best interest, it will not participate in a Schools of Choice program.

The Board shall review this decision annually based on information provided by the Superintendent concerning the availability of space in each of the district's schools and programs. The board shall determine and publish whether or not it will accept applications for enrollment by new constituent district students, contiguous district students, or tuition students for the next school year.

Any students who were enrolled during the previous school year or semester under a Schools of Choice program, if any, will be permitted to enroll for the next school year, unless their original enrollment under the Schools of Choice program was clearly limited to a particular program to that year only and/or conditioned on the basis of continuing space available.

M.C.L.A. 388.1705
PA 300, 1996, as amended

Grosse Pointe Public Schools Bylaws & Policies

5113.02 - SCHOOL CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT

The Board of Education acknowledges that the Federal *No Child Left Behind Act of 2001 ("NCLBA")* provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

Title I, Section 1116(b)(1)(E) of the No Child Left Behind Act of 2001
Title I, Section 1116(e) of the No Child Left Behind Act of 2001
Title IX, Section 9532 of the No Child Left Behind Act of 2001



Book	Policy Manual
Section	5000 Students
Title	FOREIGN-EXCHANGE STUDENTS
Code	po5114
Status	Active
Adopted	July 28, 2008
Last Revised	November 26, 2018

5114 - FOREIGN-EXCHANGE STUDENTS

- A. The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this District.

The Board will permit the admission of foreign-exchange students from recognized and approved student exchange programs who are residing in this District.

- B. The Board also recognizes that some students have the opportunity to engage in athletic endeavors in locales far from their home and home districts, and that permitting such students to become members of the student body of the District would benefit not only the participating students but also students of the District. As a result, students at the high school level whose families reside more than 100 miles from the District's Administration Building, but who are billeted with a family able to establish residency in the District, and are participating in an athletic program approved by administration, may enroll in the District. No more than ten such students will be allowed at either high school in any school year. Tuition shall not be charged for such students who reside outside the State of Michigan. Tuition also shall not be charged to students who reside in the State of Michigan and whose home district agrees to release the foundation allowance for such students to the District; otherwise, such students will be required to pay full tuition according to the schedule established by the Board.

Legal MSA 15.41147



Book	Policy Manual
Section	5000 Students
Title	ASSIGNMENT WITHIN DISTRICT
Code	po5120
Status	Active
Adopted	July 28, 2008
Last Revised	October 14, 2019

5120 - ASSIGNMENT WITHIN DISTRICT

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board may determine periodically the school attendance areas of the District and shall expect the students within each area to attend the school so designated except as identified below.

The Superintendent may periodically review existing attendance areas and recommend to the Board such changes as may be justified by financial and administrative efficiency.

Assignment to schools or attendance schedules shall comply with the District's Anti-Discrimination policy BOE Policy 1422.

General Assignment of Students to Schools:

The superintendent may assign a student to a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student and/or the district.

Assignment of Students to Elementary Schools:

Effective with the 2020-21 school year, the District will utilize a process that will group elementary schools into two regional groupings for the purpose of placement of students. The Superintendent shall issue an administrative guideline that defines and explains this concept, and may assign students to elementary schools using this concept.

In-District Transfer Requests:

The assignment of a student under this Policy shall not preclude a family from pursuing an in-district transfer via Board Policy 5111, "Enrollment." Board Policy 5111 identifies the process for parents to request an in-district transfer request.

Revised 3/26/18

Grosse Pointe Public Schools Bylaws & Policies

5130 - WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while Michigan law requires attendance of each student until sixteen (16) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools.

The Board directs that whenever the District becomes aware that a student wishes to withdraw from school, efforts should be made to determine the underlying reason for such action and the resources of the District should be used, when and as appropriate, to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent or the approval of the Superintendent.

The Superintendent shall develop administrative guidelines for withdrawal from school which may:

- A. make counseling services available to any student who wishes to withdraw;
- B. make every effort to satisfy the student's future educational needs;
- C. help the student define his/her own educational life goals and help plan the realization of those goals;
- D. inform the student of the G.E.D.;
- E. inform the student of the adult continuation programs which may be available;
- F. advise students of their right to return prior to their twentieth (20th) birthday, unless they are special education students.

M.C.L.A. 380.1561

Grosse Pointe Public Schools Bylaws & Policies

5136 - PERSONAL COMMUNICATION DEVICES

Use of cellular telephones is allowed in high schools at such times and in areas designated by the building principal. In the middle school electronic communication devices must be turned off and kept in a student's locker during the school day. Elementary schools shall establish guidelines for storage and use of PCDs.

Students may use personal communication devices (PCDs) before and after school during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held. If the violation involves potentially illegal activity the PCD may be confiscated and turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age,

religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Revised 3/26/12

Revised 7/29/13

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Grosse Pointe Public Schools Bylaws & Policies

5200 - ATTENDANCE

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy [5223](#) or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each absence.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

STUDENT ABSENCES

Excused Absences:

The Board considers the following examples of Excused Absences, provided that the parent or guardian gives proper notification to the school attendance office no later than 10:00 a.m of the morning following the absence:

- A. medical
- B. college visits
- C. required court attendance
- D. professional appointments
- E. school-related absences: field trips, athletics, guidance counselor or other special circumstances
- F. observation or celebration of a bona fide religious holiday
- G. funerals
- H. such other good cause as may be acceptable to the Superintendent or building principal

Exempt Absences:

With appropriate written documentation as outlined in Administrative Guideline 5200, certain excused absences may be considered Exempt Absences. Exempt absences are not included in the total of absences used in determining a student's eligibility for course credit, as defined in Administrative Guideline 5200.

Unexcused Absences:

All absences which are not Excused Absences or Exempt Absences are considered Unexcused Absences.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any assigned place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy [2370](#), to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage the Superintendent, to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor;
- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- G. establish consequences for excessive unexcused absences.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

M.C.L.A. 380.1561, 380.1561(3a-3c), 380.1586(3)

Revised 3/09

Grosse Pointe Public Schools Bylaws & Policies

5223 - ABSENCES FOR RELIGIOUS INSTRUCTION

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for the children but also recognizes its responsibility to enforce the attendance requirements of the State.

Upon the signed request of a student's parent and with appropriate documentation, the Board will allow exceptions to the student's continuous attendance at school.

The time for release for religious instruction or education shall be arranged by the Superintendent in keeping with the regulations of the State Board of Education. S/He will also assure the appropriate continuance of the instructional program in the public school during such release times.

No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

M.C.L.A. 380.1561(3c)

A.C. Rule R340.71, R340.74



Book	Policy Manual
Section	5000 Students
Title	LATE ARRIVAL AND EARLY DISMISSAL
Code	po5230
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

5230 - LATE ARRIVAL AND EARLY DISMISSAL

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by personal request of the student's parent, which shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the building administrator.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

Presentation of photo identification is required of anyone authorized such custody.

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Grosse Pointe Public Schools Bylaws & Policies

5310 - HEALTH SERVICES

In compliance with law, the Board of Education may require students to submit to periodic health examinations to protect the school community from the spread of communicable disease.

The District may specify the need for services which may include, but not be limited to:

- A. athlete physical examinations;
- B. vision screening;
- C. audiometric screening;
- D. pediculosis (lice).

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening.

20 U.S.C. 1232(h)

Grosse Pointe Public Schools Bylaws & Policies

5320 - IMMUNIZATION

Students must meet the immunizations requirements set by the State for attendance at school in order to enroll or attend.

Students who do not meet the immunization requirements on the opening day of school shall be admitted by the Superintendent in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as established by the State.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on [Form 5320 F2](#).
- B. The parents hold religious or philosophical beliefs against receiving a vaccination. Any parent or guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the Local Health Department.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

When the District provides information on immunizations, infectious disease, medications, or other school health issues to parents and guardians of students in at least grades 6, 9, and 12, the Board shall include information about meningococcal meningitis and the vaccine for meningococcal meningitis and about human papillomavirus and the vaccine for human papillomavirus. The information shall include at least the causes and symptoms of meningococcal meningitis and how it is spread and the risks associated with human papillomavirus. In addition, information the information shall include sources where parents/guardians may obtain additional information about both diseases and where they may obtain meningococcal meningitis and/or human papillomavirus vaccination of a child.

M.C.L. 333.9201 et seq., 380.1177, 380.1177a
A.C. 325.176

Revised 6/22/15

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5330 - USE OF MEDICATIONS

The Model Policy and Guidelines for Administering Medications to Pupils at School ("the Model Policy"), published by the Michigan Department of Education, as currently in effect and as subsequently amended, and with the revisions noted below, is hereby adopted as the District's Policy for medications at school, effective July 1, 2014.

Pursuant to the Model Policy, "medication" includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

The following provisions of the Model Policy are clarified or revised as follows:

- A. As used in the Model Policy, the term "physician" means any health care provider licensed by the State of Michigan to prescribe medication.
- B. All documentation provided in connection with this policy, including medication administration logs, shall be retained for three years after the pupil graduates or otherwise leaves the District, or until the pupil's 19th birthday, whichever occurs later.

Administration is directed to publish the Model Policy, with the clarifications or revisions identified above, and additional changes in consultation with the Board Policy Committee, as AG [5330](#), and to amend the guideline to comport with any amendment(s) to the Model Policy.

Administration is authorized to make additional non-substantive wording changes in the Model Policy, and to revise or supplement the forms that accompany the Model Policy, to conform with practices in and the policies and needs of the District.

Revised 1/28/14



Book	Policy Manual
Section	5000 Students
Title	OPIOID ANTAGONISTS
Code	po5330.02
Status	Active
Adopted	January 14, 2019
Last Revised	January 27, 2020

5330.02 - OPIOID ANTAGONISTS

The Board has determined that it is in the best interests of its students and employees to have opioid antagonists available to be administered, if necessary, by appropriately trained personnel.¹ Therefore, the Board adopts this policy to govern the handling and administration of opioid antagonists consistent with the following processes, procedures and limitations.

Each high school in the District shall have at least two employees who have been trained in the appropriate use and administration of an opioid antagonist. The training shall be done in a manner that has been approved by a medical professional. Only an appropriately trained school employee may possess and administer an opioid antagonist.

Each high school in the District shall possess at least one package of an opioid antagonist on site. The opioid antagonist may be administered by a trained school employee to a student or other individual on school grounds who is believed to be having an opioid-related overdose. An opioid-related overdose is a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or another substance with which an opioid was combined or that an individual who has received training approved by a medical professional in the administration of an opioid antagonist would believe to be an opioid-related overdose that requires medical assistance.

Any school personnel who have reason to believe that a student is having an opioid-related overdose must call 911.

Any person who administers an opioid antagonist to a student shall promptly notify an administrator, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.

The person who notifies the student's parent/guardian must encourage the parent or guardian to seek treatment for the student from a substance use disorder services program.

It shall be the responsibility of administration to be sure that the supply of opioid antagonists is maintained at the appropriate level and they have not expired. The administrator shall also be responsible for coordinating the training of District employees to administer the opioid antagonists and to maintain the list of employees authorized to administer the antagonists.

The District's training regarding, administration of, and the maintenance and storage of opioid antagonists shall be consistent with PO 5330, AG 5330 and the Michigan Department of Education's medication administration guidelines, as amended.

At least annually, administration will report all instances in which an opioid antagonist was administered to a student using the school's stock of opioid antagonists to the Michigan Department of Education, using the form and in the manner required by the MDE.

¹An opioid antagonist is naloxone hydrochloride or any other similarly acting and equally safe drug approved by the U.S. Food and Drug Administration for the treatment of drug overdose.

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Legal

Administration of Opioid Antagonists Act

Grosse Pointe Public Schools Bylaws & Policies

5331 - STUDENTS WITH SPECIAL HEALTH CARE NEEDS

Accommodating Students with Special Dietary Needs

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities.

In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal service shall be provided in the most integrated setting appropriate to the needs of the student with this disability.

The licensed physician's statement shall specifically describe:

- A. the nature of the student's disability;
- B. the reason the disability prevents the student from eating the regular school meals;
- C. foods to be omitted from the student's diet;
- D. the specific diet prescription along with the substitution(s) needed.

The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The Board recognizes that students with documented life-threatening food allergies are considered disabled and are covered by The Disabilities Act and Public Law 93-112 and Section 504 of The Rehabilitation Act of 1973. A clearly-defined "504 Accommodation Plan" shall be developed and implemented for all such identified students in which necessary accommodations are made to ensure full participation of identified student in student activities. Such plan shall be signed by the appropriate staff, the parent/guardian of the student and the student's physician.

The Superintendent shall prepare administrative guidelines for the care of food-allergic students. Such guidelines shall include, but not be limited to, staff development, strategies for identifying students at risk for life-threatening allergic reactions, means to manage the student's allergy including avoidance measures, designation of typical symptoms and dosing instructions for medications.

Grosse Pointe Public Schools Bylaws & Policies

5332 - EPINEPHRINE AUTO-INJECTORS

In accordance with Public Act 187 of 2013, MCL §§380.1178, 1179 and 1179a, the following is adopted as the District's Policy for epinephrine auto-injectors, effective July 1, 2014.

Training of Employees

Beginning with the start of the 2014-2015 school year, each school building in the District shall have at least two (2) employees at the school who have been trained in the administration of epinephrine auto-injectors.

Obtaining and Maintaining Supplies of Epinephrine Auto-Injectors in Each School Building

Beginning with the start of the 2014-2015 school year, each school building in the District shall possess and maintain at least two (2) epinephrine auto-injectors. The epinephrine auto-injectors shall be stored in a secure location, and in accordance with manufacturer's instructions for the preservation of the medication.

- A. Under an amendment to the Public Health Code contained in Public Act 186 of 2013, MCL §333.17744A, a prescriber of medication may issue a prescription for, and a dispensing prescriber or pharmacist may dispense, auto-injectable epinephrine to the Board of Education for the purpose of complying with the requirements of Public Act 187 of 2013, MCL §380.1179a.
- B. Administration shall take the necessary steps to obtain and fill prescriptions for epinephrine auto-injectors in order to ensure that at least two (2) epinephrine auto-injectors are distributed to and maintained by individual schools.

Administration of Epinephrine Auto-Injectors

Beginning with the start of the 2014-2015 school year:

An employee of the District who is a licensed registered professional nurse or an employee of the District who is trained in the administration of epinephrine auto-injectors may administer an epinephrine auto-injectors to a pupil who has an epinephrine auto-injector prescription on file at the school.

An employee of the District who is a licensed registered professional nurse or an employee of the District who is trained in the administration of epinephrine auto-injectors may administer an epinephrine auto-injector to any pupil who is believed to be having an anaphylactic reaction, regardless of whether that pupil has an epinephrine auto-injector prescription on file at the school.

Limitation of Liability for Administration of Epinephrine Auto-Injectors

Pursuant to MCL §380.1178(1), as amended by Public Act 187 of 2013, a school employee who in good faith administers an epinephrine auto-injector to a pupil consistent with this Policy is not liable in a criminal action or for civil damages as a result of an act or omission in the administration of the epinephrine auto-injector, except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Administrative Guidelines

The Superintendent shall issue administrative guidelines to ensure the proper implementation of this Policy.

Adopted 4/14/14

Grosse Pointe Public Schools Bylaws & Policies

5340 - STUDENT ACCIDENTS

The Board of Education believes that school personnel have certain responsibilities in case of accidents which occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

The administrator in charge must submit an accident report to the Superintendent on all accidents.

Grosse Pointe Public Schools Bylaws & Policies

5340.01 - CONCUSSIONS AND ATHLETIC ACTIVITIES

To provide for the safety of student athletes, all athletic programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth in AG 5340.01, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth athletes. The District shall comply with whichever standards are more protective.

M.C.L. 333.9155 – 333.9156

Adopted 7/29/13

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Grosse Pointe Public Schools Bylaws & Policies

5341 - EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the Superintendent's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

Grosse Pointe Public Schools Bylaws & Policies

5350 - STUDENT SUICIDE

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

All school personnel should be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The Superintendent shall develop and implement administrative guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

Step 1 - Stabilization

Step 2 - Assessment of the Risk

Step 3 - Use of Appropriate Risk Procedure

Step 4 - Communication with Appropriate Parties

Step 5 - Follow-up

Throughout any intervention, it is essential that Board policies and District guidelines regarding confidentiality be observed at all times.

M.C.L.A. 380.1171

Kelson v City of Springfield, 767 F2d 651 (9th Cir. 1985)

Grosse Pointe Public Schools Bylaws & Policies

5410 - PROMOTION AND PLACEMENT

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The Superintendent shall develop administrative guidelines for promotion and placement of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion and placement;
- C. require that parents are informed as soon as it becomes apparent that there is a possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties; and
- E. assign to the principal the final responsibility for determining the promotion and placement of each student.

Grosse Pointe Public Schools Bylaws & Policies

5420 - REPORTING STUDENT PROGRESS

The Board of Education believes that the cooperation of school and home is a vital ingredient to the growth and education of the whole child. It recognizes its responsibility to keep parents informed of student welfare and progress in school.

The Board directs the establishment of a system of reporting student progress which shall include written reports and/or parent conferences with teachers, and shall require all appropriate staff members to comply with such a system as part of their professional responsibility.

The Superintendent, in conjunction with appropriate staff members, shall develop procedures for reporting student progress to parents which:

- A. utilize various methods of reporting appropriate to grade level and curriculum content;
- B. ensure that both student and parent receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status as soon as such a possibility becomes apparent;
- C. enable the scheduling of parent-teacher conferences at such times and in such places as will ensure the greatest degree of participation by parents;
- D. ensure a continual review and improvement of methods of reporting student progress to parents.

Grosse Pointe Public Schools Bylaws & Policies

5421 - GRADING

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment toward their expected learning outcomes.

The Board directs the Superintendent to develop guidelines for grading containing clear, consistent criteria and standards which:

- A. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- B. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- C. provide for a pass/fail grade in programs for which it is appropriate;
- D. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the permission of the Superintendent.

Grosse Pointe Public Schools Bylaws & Policies

5430 - CLASS HONORS

The Board of Education acknowledges the usefulness of a system of computing grade point averages. However, the Board does not compute or release class rank. Students may be recognized as graduating with honors, highest honors, or as a member of the Academic Hall of Fame.

Grosse Pointe Public Schools Bylaws & Policies

5451 - STUDENT RECOGNITION

The Board of Education values excellence and wishes to inculcate in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding accomplishment in the curricular, co-curricular, and extra-curricular areas.

The Board authorizes the Superintendent to develop a plan for recognition of outstanding student achievement based on well-defined, consistent criteria and standards.

Students accepting appointments to a military academy or entering military service will be honored at Senior Honors Night with an appropriate, brief presentation by the armed services representative.

Grosse Pointe Public Schools Bylaws & Policies

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

Testing Out (while NOT Enrolled in the Course)

The Board shall grant high school credit in any course, to a student enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course, through a test out assessment. A reasonable level of mastery is defined as the attainment of a grade of not less than C+ in the final exam in the course or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Test for Credit (while Enrolled in the Course)

A student enrolled in a course agrees to the District's requirements for earning a grade in the class. However, the Board shall grant credit to a student currently enrolled in a course who has exhibited a reasonable level of mastery of the subject matter of the course through a test for credit assessment. A reasonable level of mastery is defined as the attainment of a grade of not less than C+ on an exam or series of exams used for assessment which the District has determined measure a student's proficiency in meeting the Michigan Merit course/content expectations. (Michigan Merit Curriculum High School graduation Requirements p. 37, #13).

Students who apply for test out or test for credit must meet the District timelines and requirements associated with these assessments.

Credit earned through test out or test for credit shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Such credit shall be counted toward graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

M.C.L.A. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1278b
M.C.L.A. 380.1279
20 U.S.C. 1400 et seq.
20 U.S.C. 1401 et seq.
29 U.S.C. 794
42 U.S.C. 12131 et seq.

Revised 6/25/12

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Grosse Pointe Public Schools Bylaws & Policies

5463 - CREDITS FROM NONPUBLIC SCHOOLS

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-approved, nonapproved, or home schools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learnings which are prerequisite to a placement.

Revised 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

5464 - EARLY GRADUATION

The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class.

Application for early graduation will be submitted to the high school principal in accordance with District guidelines. The principal may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

Grosse Pointe Public Schools Bylaws & Policies

5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish guidelines, including a Code of Conduct consistent with Board of Education policy and philosophy, which shall hold students responsible for their conduct on school premises, in school vehicles, or at school-related events.

Student conduct shall be governed by the rules and provisions of the guidelines, including the Student Code of Conduct, which shall be reviewed periodically.

The Superintendent shall establish a means of annually assessing the effectiveness, consistent implementation, and uniform enforcement of the Code of Conduct. This assessment should strive to obtain feedback from administrative and teaching staff as well as community members and other groups of individuals who, in the Superintendent's judgment, observe the behavior of students in the school environment or at school related events. The assessment format should generally strive to be consistent from year to year and site to site so criteria can be compared on a relative basis. The Superintendent shall deliver a report annually to the Board regarding the assessment of the Code of Conduct. The report should include any recommended changes in guidelines or procedures that would further improve aspects contributing to a positive learning environment.

M.C.L.A. 380.1311, 380.1312

Grosse Pointe Public Schools Bylaws & Policies

5511 - DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop distinct administrative guidelines for elementary, middle, and high school levels to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming enforcing district administrative guidelines in his/her building;
- B. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;
- C. ensure that all administrative guidelines impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

Grosse Pointe Public Schools Bylaws & Policies

5513 - CARE OF DISTRICT PROPERTY

Basic to the philosophy of the Board of Education is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

Attempts should be made to teach students respect for property which can be done in connection with the care of textbooks and the use of District materials and equipment.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage, or destruction of District equipment, apparatus, musical instruments, library materials, textbooks, and for damage to District buildings.

The Superintendent shall develop administrative guidelines to implement this policy.

M.C.L.A. 600.2913

Grosse Pointe Public Schools Bylaws & Policies

5514 - STUDENT USE OF BICYCLES

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of bicycles by students in accordance with the rules of the school.

The Board will not be responsible for bicycles, which are lost, stolen, or damaged.

Grosse Pointe Public Schools Bylaws & Policies

5514.01 - STUDENT USE OF MOTOR VEHICLES

The Board of Education regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students - a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

The Board will permit the use of motor vehicles by students, in accordance with the rules of this District, provided that such students are licensed drivers.

The Board will not be responsible for motor vehicles which are lost, stolen, or damaged.

No student who does not possess a valid motorcycle safety education certificate will be allowed to ride or park a motorcycle or minibike on school property.

The Superintendent shall develop administrative guidelines for the operation and/or parking of motor vehicles on District property and shall disseminate those rules.

The Superintendent shall establish standards for the granting of permits which shall contain the warning that infraction of the rules may result in the revocation of the permit.

Grosse Pointe Public Schools
Bylaws & Policies

5515.01 - SAFE OPERATION OF MOTORIZED UTILITY VEHICLES BY STUDENTS

Because of the clear and present danger of accident, the Board of Education prohibits the operation of motorized utility vehicles by students on school grounds or for school activity purposes.

Adopted 7/29/13

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5516 - STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.



Book	Policy Manual
Section	5000 Students
Title	ANTI-HARASSMENT
Code	po5517
Status	Active
Adopted	July 28, 2008
Last Revised	May 2, 2019

5517 - ANTI-HARASSMENT

See Policy 1423.

Revised 8/23/10

Revised 9/22/14

Grosse Pointe Public Schools Bylaws & Policies

5517.01 - BULLYING AND CYBERBULLYING

Bullying

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

Bullying and Cyberbullying are Prohibited

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

Definition of Bullying

"Bullying" means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the School District's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the School District's or public school's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student's physical or mental health.
- D.

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

Since "bullying" also includes "cyberbullying", any reference in this policy to "bullying" shall also be deemed to refer to "cyberbullying."

Bullying and cyberbullying are prohibited at school. "At school" is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the School District. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Michigan Penal Code (M.C.L. 750.219a).

Bullying and cyberbullying that does not occur "at school," as defined above, but that causes a substantial disruption to the educational environment may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that s/he believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the building principal. Complaints against the building principal shall be reported to the Superintendent. Complaints against the Superintendent shall be reported to the Board President.

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Superintendent is the school official responsible for ensuring that the policy is implemented.

Confidentiality

The District will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notification

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

Reporting

As required by State statute, the Superintendent shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

As required by State statute, the District's procedures with respect to bullying are contained within this policy, and thus no administrative guidelines accompany this policy.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Revised 4/23/12

Revised 10/27/14

Revised 5/18/15

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Grosse Pointe Public Schools Bylaws & Policies

5520 - DISORDERLY CONDUCT

The history of this School District and community reflects a mutual respect for an orderly process for sharing opinions and resolving conflicts.

It is the purpose of the Board of Education, acting within the intent and letter of the laws of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful or is in violation of Board policy. Therefore, actions to interfere materially or substantially with the operations of the School District by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force others not to cross picket lines are illegal. Persons who engage in such activities may be punished to the full extent of the law and Board policies and District administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful assemblage; or group act of violence, disruption, vandalism, or building seizure; or interference with the functioning of school business.

Grosse Pointe Public Schools Bylaws & Policies

5530 - PREVENTION OF DRUG AND ALCOHOL USE

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Michigan statute;
- B. all alcoholic beverages;
- C. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board Policy [5330](#);
- D. performance-enhancing drugs as determined annually by the Department of Community Health;
- E. any other illegal substance so designated and prohibited by law;
- F. all otherwise legitimate products which release toxic vapors or contain alcohol while being willfully mis-used or abused to produce an intoxicating effect;
- G. "look alikes" when willfully sold or mis-represented as being illegal drugs.

The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, in school related vehicles, or at any District-related event or trip.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug misuse;
- B. provide for a comprehensive, age-appropriate, developmentally based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs, performance-enhancing drugs, and alcohol;
- C. include a statement to students that the use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, sale, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the school district's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. provide for a student assistance program which includes guidelines for prevention, intervention, referral, treatment, and after-care. Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn;
- K. establish means for dealing with students suspected of drug use or suspected of possessing, selling, or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure AG 5771 and Policy [5771](#) and Suspension and Expulsion AG 5610 and Policy [5610](#) are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy.

M.C.L.A. 380.1170, 333.26301 et seq., 333.7410, 333.7410A

A.C. Rule R388.271 et seq.

Senate Bill 350, 1990

Drug-Free Schools and Communities Act of 1986, 20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

Grosse Pointe Public Schools Bylaws & Policies

5531 - STUDENT ASSISTANCE PROGRAMS

In keeping with its concern for the safety and well-being of both students and staff and for maintaining a school environment that is conducive to learning, the Board of Education has adopted policies related to student conduct in the school setting and has authorized disciplinary measures for the violation of these policies.

The Board seeks to maintain a balance between maintaining a proper educational environment and a compassion for students who suffer from or are victims of intemperate, immoral, or illegal behavior. Educational programs have been established to promote healthful, productive living and discipline shall be maintained to protect students and staff from actions that disrupt teaching and learning. However, the Board recognizes that students may experience difficulties that educational programs and sound discipline may not prevent, and that other forms of assistance need to be available through the school.

The Superintendent is authorized to establish assistance programs for students which provide for effective intervention in areas such as substance abuse, crisis situations, and other situations which impact on students' emotional, mental, or social well-being and affect their ability to benefit from the District's educational program. Administrative guidelines are to be prepared which will ensure that:

- A. the rights of both parents and students are protected;
- B. staff members are properly trained and skilled for their roles and participate in ways that comply with their certification, licensing, job description, Board policies, and the District's administrative guidelines;
- C. outside resource people and agencies are properly certified and/or licensed to provide services and have a history of effective assistance.

Grosse Pointe Public Schools Bylaws & Policies

5532 - PERFORMANCE-ENHANCING DRUGS/COMPOUNDS

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG 2431D. This notice and list shall also be published in the Parent/Student Handbook provided annually.

The Superintendent shall require that the warning notice concerning anabolic steroids as well as a warning notice about dietary supplements that contain a performance-enhancing supplement is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

M.C.L.A. 333.26301 et seq., 380.1318

Grosse Pointe Public Schools Bylaws & Policies

5540 - INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and State's child protection agency.

Such agencies should be encouraged to investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and document attempts and shall request to remain in the room during the questioning.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal or designated staff member should also verify that the student(s) has been informed of his/her right to refuse to answer questions, to be informed that anything s/he says may be used against him/her in court, and to consult with and be advised by legal counsel.

If the student is the subject of a child abuse/neglect investigation, the building administrator shall attempt to contact the parent prior to questioning and document that attempt, and s/he or a designated staff member will make every effort to remain in the room during questioning. If an agency investigating child abuse/neglect indicates that the parent or a family member is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview if so requested by the investigator.

All attempts to notify the parents should be documented.

When an authorized law enforcement officer or child protection agency removes a student, the building administrator shall record the name of the investigator, the public agency involved and the destination of the student if possible. S/He shall also notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order, unless it is an emergency situation involving the health or safety of the involved student or other students. Proper directory information may be disclosed upon request. (See Board Policy [8330](#)).

M.C.L.A. 722.627

Attorney General's Opinion No. 6869, September 6, 1995

Grosse Pointe Public Schools Bylaws & Policies

5600 - STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights Constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct;
- D. consider all relevant factors, including the nature of the offense, whether the violator has previously committed the same or a similar offense, the violator's overall disciplinary record, and other pertinent circumstances.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students and their parents the rules of this District regarding student

conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

The building administrator shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall promote and maintain a safe and orderly school environment in all situations and in all places where such students are within the jurisdiction of this Board.

To permit the Board to ensure that the District's disciplinary policies are being carried out in a non-discriminatory and consistent fashion, the Superintendent shall provide to the Board twice annually a Student Discipline Report. The report and its classification shall be compliant with the Family Educational Rights and Privacy Act (FERPA) and any and all State and Federal reporting requirements in all respects, particularly to maintain student confidentiality. The report's contents shall be consistent with the U.S. Department of Education Civil Rights Data Collection guidelines.

Revised 5/21/12



Book	Policy Manual
Section	5000 Students
Title	SUSPENSION/EXPULSION OF DISABLED STUDENTS
Code	po5605
Status	Active
Adopted	January 27, 2020

5605 - **SUSPENSION/EXPULSION OF DISABLED STUDENTS**

In matters relating to the disciplining of disabled students, the Board of Education shall abide by the Federal and State laws regarding suspension and expulsion.

The Superintendent shall establish administrative guidelines and ensure they are properly used when disciplining any student with a disability.

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Legal	20 U.S.C. Section 1401 et seq Section 504, 1973 Rehab. Act; 29 U.S.C. 701 et seq. 34 C.F.R. 300.520 et seq U.S. Supreme Court, Honig v Doe, 56 USLW 4091 M.C.L. 380.1311
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Grosse Pointe Public Schools

Bylaws & Policies

5610 - EMERGENCY REMOVAL, TEMPORARY SEPARATION, SUSPENSION, EXPULSION AND PERMANENT EXPULSION OF STUDENTS

The Superintendent shall develop administrative guidelines to implement this policy which will provide strategies and support to students whose behavior places them at risk. No student, otherwise eligible for attendance, shall be excluded from a District program unless that student has substantially interfered with the maintenance of good order or unless it is necessary to protect that student's or other students' physical or emotional safety and well-being.

However, the Board of Education recognizes that exclusion from the educational programs of the District, whether by emergency removal, temporary separation, suspension, expulsion or permanent expulsion is a serious sanction that can be imposed on a student.

For purposes of this policy, "emergency removal" (sometimes referred to as "snap suspension"), shall be a teacher initiating removal of a student from class for conduct which is disruptive to the learning environment; such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours.

For purposes of this policy, "temporary separation" shall be the exclusion of a student from school for disciplinary reasons for up to and including five (5) days.

For purposes of this policy, "suspension" shall be the exclusion of a student from school for disciplinary reasons for more than five (5) days but less than sixty (60) days.

For purposes of this policy, "expulsion" shall be the exclusion of a student from school for disciplinary reasons for more than sixty (60) days, but not permanently.

For purposes of this policy, "permanent expulsion" shall be the permanent exclusion of a student from school for disciplinary reasons and the severance of all rights and responsibilities to that student. Students who are permanently expelled may petition for reinstatement under the provisions stipulated in Policy 5610.01.

Emergency Removal

A student may be removed from any class, subject, or activity for up to one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct pursuant to M.C.L. 380.1309. A student so removed will be allowed to attend other classes taught by other teachers during the term of the one (1) day removal. A student removed from the same class for ten (10) days by emergency removal will receive a due process hearing for each removal beyond ten (10) days, consistent with required due process for suspensions.

Temporary Separation

Temporary separations, up to and including five (5) days, may be given by the principal or assistant principal.

Suspension

The Superintendent, the Superintendent's designee, or a principal may suspend a student for a period longer than five (5) days, but less than sixty (60) days. An appeal process shall be described in the administrative guidelines and Policy [5611](#).

Expulsion of 180 days or Less

The Superintendent, the Superintendent's designee, or a principal may expel a student for 180 days or less. An appeal process shall be described in Policy [5611](#).

Permanent Expulsion or Expulsion of Greater Than 180 Days

Only the Superintendent or the Superintendent's designee, who shall be a central office administrator, may permanently expel a student or expel a student for greater than 180 days. An appeal process shall be described in Policy 5610.01 and 5611.

In all cases resulting in suspension, expulsion or permanent expulsion, appropriate due process rights described in Policy [5611](#) must be observed. The appropriate administrator shall ensure the student is not classified as disabled under Section 504. Discipline of students with disabilities shall be imposed pursuant to State and Federal law.

The Superintendent shall develop administrative guidelines to implement this policy.

M.C.L. 380.1301, 380.1309, 380.1311
20 U.S.C. 3351

Revised 9/28/15
Revised 5/22/17

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Grosse Pointe Public Schools Bylaws & Policies

5610.01 - PERMANENT EXPULSION

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Superintendent or the Superintendent's designee, who shall be a central office administrator, shall permanently expel any student who possesses a firearm in a weapon-free school zone. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Superintendent or designee need not permanently expel for possession of a firearm if the student can establish to the satisfaction of the Superintendent or designee that:

- A. the firearm was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the firearm weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the firearm constituted a dangerous weapon;
- D. the firearm was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

If a student charged with possession of a firearm in a weapons-free school zone is able to establish the existence of one of the factors listed above by clear and convincing evidence, there is a rebuttable presumption that permanent expulsion is not justified if the student also has no history of suspension or expulsion.

In compliance with State and Federal law, and subject to Policy 5610.02 the Superintendent or the Superintendent's designee, who shall be a central office administrator, may expel or permanently expel any student who possesses a dangerous weapon in a weapon-free school zone.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

The Superintendent or designee need not expel or permanently expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Superintendent or designee that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. the weapon was not knowingly possessed;
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

Subject to Policy 5610.02, the Superintendent or the Superintendent's designee, who shall be a central office administrator, may expel or permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

Subject to Policy 5610.02, the Superintendent or designee, who shall be a central office administrator, may expel or permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Subject to Policy 5610.02, the Superintendent, the Superintendent's designee, or a principal may suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student. Subject to Policy 5610.02, The Superintendent or designee may suspend or expel a student in grade six or above for a period of time as determined at the Superintendent's or designee's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Disabled students under IDEA or Section 504 shall be expelled or permanently expelled only in accordance with Board Policy [2461](#) and Federal due process rights appropriate to these students.

The Superintendent or designee shall ensure that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. In compliance with Federal law, the Superintendent or designee shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent or designee shall ensure that a copy of this policy and Policy [5610](#) is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a weapon in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of weapons that were brought into the weapon-free school zone and other reasons listed in Policy [8400](#).

A student may appeal an expulsion of 180 days or less to a Disciplinary Review Panel, as provided in Policy [5611](#).

A student may appeal a permanent expulsion or an expulsion of greater than 180 days in accordance with the following guidelines:

- A. Such expulsion may be appealed to the Board by the student or parent by filing with the Superintendent's office a written request for appeal. The request for appeal shall be filed within fifteen (15) school days after mailing of the notice of expulsion or, if applicable, the Superintendent's or designee's decision following a review of the expulsion. The Board shall hear the appeal within a reasonable time at a special meeting called for such purpose. If no such appeal is timely requested, such expulsion shall be deemed final.
- B. Upon receipt of an appeal to the Board, the Superintendent shall provide the student or parent with a written notice that appeals to the Board shall be conducted in accordance with the rules and procedures described below.
- C. The principal, Board attorney, and any other resource persons that the Board President deems appropriate may be present at the Board hearing. Only members of the Board shall have a vote in determining the case.
- D. Pursuant to the Open Meetings Act, the hearing before the Board shall be closed to the public at the request of the student or parent(s).
- E. While a hearing to consider a permanent expulsion or expulsion greater than 180 days is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules are not applicable.
- F. At the hearing, the principal or other administrator shall first present to the Board the facts of the case and the basis for the discipline. Thereafter, the student (and/or the student's representative and parent(s)) may comment upon the facts as stated by the principal, and may present the basis of the appeal. Board members and other participants may ask questions of witnesses.

- G. The Board shall decide the appeal within a reasonable time. The Board Secretary shall promptly notify the appealing party of the Board's decision in writing.
- H. The Board may:
 - 1. set aside the expulsion and reinstate the student with or without any limiting conditions;
 - 2. reduce the expulsion to a suspension or expulsion of 180 days or less with any conditions the Board deems advisable under the circumstances;
 - 3. affirm the expulsion.
- I. The decision of the Board shall be final.

A student who has been permanently expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 5 or below at the time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
- C. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- D. The parent, adult student, or emancipated minor shall submit a written request for reinstatement to the Superintendent.
- E. The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed panel consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- F. The panel shall, within ten (10) school days after receiving a reinstatement request, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the panel's consideration of:
 - 1. the extent to which reinstatement would create a risk of harm to students or school personnel;
 - 2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 - 3. the age and maturity of the student;
 - 4. the student's school record before the expulsion incident;

5. the student's attitude concerning the expulsion incident;
6. the student's behavior since the expulsion and the prospects for remediation;
7. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - b. participate in an anger management program or other counseling activities;
 - c. cooperate in processing and discussing periodic progress reviews;
 - d. meet other conditions deemed appropriate by the committee;
 - e. accept the consequences for not fulfilling the agreed-upon conditions.

The panel may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the panel's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

M.C.L. 380.1308, 380.1310, 380.1310a, 380.1311, 380.1311a

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Revised 5/22/17

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Bylaws & Policies

5610.02 - PROCEDURES AND PRESUMPTIONS BEFORE IMPOSITION OF DISCIPLINE; RESTORATIVE PRACTICES

- A. In accordance with state law, and except as specifically provided in this policy, before a student may be suspended, expelled or permanently expelled, the District administrators making the disciplinary decision shall consider each of the following factors:
1. the student's age;
 2. the student's disciplinary history;
 3. whether the student is a student with a disability;
 4. the seriousness of the violation or behavior committed by the student;
 5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
 6. whether restorative practices will be used to address the violation or behavior committed by the student; and
 7. whether a lesser intervention would properly address the violation or behavior committed by the student.

The fact that consideration of these factors has occurred shall be documented in the record of the disciplinary decision. The Superintendent shall develop an appropriate checklist to be used to document consideration of these factors.

- B. Except as provided in subsection (C), below, the District has discretion over whether to suspend, expel or permanently expel a pupil. In exercising this discretion, there is a rebuttable presumption that a suspension, expulsion or permanent expulsion is not justified unless administration can demonstrate that it considered each of the factors listed in subsection (A), above.
- C. The obligation to consider the factors listed in subsection (A), above, and the presumption identified in subsection (B), above, shall not apply to a student being permanently expelled under state law for possessing a firearm in a weapon-free school zone.
- D. The District shall consider using restorative practices as an alternative or in addition to suspension or expulsion of a student. If the District suspends or expels a student, the District shall consider using restorative practices in addition to suspension or expulsion. The obligation to consider restorative practices shall not apply to a

mandatory expulsion for possession of a firearm in a weapon-free school zone.

- E. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct. Restorative practices shall be considered as an alternative or in addition to suspension or expulsion of a student. The Superintendent shall establish procedures for the use of restorative practices within the District.

Revised 5/22/17

Grosse Pointe Public Schools

Bylaws & Policies

5611 - DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's Constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board established the following guidelines:

A. **Students subject to temporary separation:**

A student must be given oral or written notice of the charges against him/her, a summary of the evidence supporting the charges, and the opportunity to respond prior to the implementation of a temporary separation. The principal or other designated administrator shall provide the student an opportunity to be heard and shall be responsible for making the temporary separation decision. The administrator's decision is final.

B. **Students subject to suspension:**

A student must be given oral or written notice of the charges against him/her, a summary of the evidence supporting the charges, and the opportunity to respond prior to the implementation of a suspension. The principal or other designated administrator shall provide the student an opportunity to be heard and shall be responsible for making the suspension decision.

A suspension may be appealed by the student and/or the student's parent or guardian to the principal, and thereafter to a Disciplinary Review Panel. The Superintendent shall establish guidelines as contained in the Code of Conduct (AG [5500A](#)) governing appeals of suspensions, including the procedure before the Disciplinary Review Panel. The Disciplinary Review Panel's decision is final.

C. **Students subject to expulsion of 180 days or less:**

Prior to the imposition of an expulsion of 180 days or less, a student and the student's parent or guardian must be given written notice of the intention to expel, a summary of the evidence supporting the expulsion, and an opportunity to appear before the principal to answer the charges. The principal shall provide the student an opportunity to be heard and shall be responsible for making the expulsion decision.

An expulsion may be appealed to the Disciplinary Appeal Panel. The Superintendent shall establish guidelines in the Code of Conduct (AG [5500A](#)) governing appeals of expulsions of 180 days or less, including the procedure before the Disciplinary Review Panel. The Disciplinary Panel's decision is final.

D. **Students subject to permanent expulsion or expulsion greater than 180 days:**

Prior to the imposition of a permanent expulsion or an expulsion of greater than 180 days, a student and the student's parent or guardian

must be given written notice of the intention to permanently expel or expel for more than 180 days, a summary of the evidence supporting the expulsion, and notice that the Superintendent shall conduct a hearing to determine whether to accept the recommendation for expulsion. The student and the student's parent or guardian must also be provided a brief description of the student's rights and of the hearing procedure. The Superintendent shall establish guidelines in the Code of Conduct (AG [5500A](#)) governing the procedure to be followed in the hearing to determine whether the expulsion shall be implemented.

An permanent expulsion or an expulsion of greater than 180 days may be appealed to the Board in accordance with the provisions of Policy [5610](#) and Policy 5610.01. At the student's request, the hearing may be private in accordance with the Open Meetings Act, but any Board decision must be taken in open session.

E. Removal of a student from school pending investigation or provision of due process.

When the administrator deems it necessary, the administrator may remove from school a student charged with, suspected of committing, or suspected of being involved in, an infraction or incident, for a reasonable period of time necessary:

1. To complete the investigation of an alleged infraction or incident, or
2. To defuse a situation that could become worse without such removal, or
3. In unusual circumstances, to permit the student to be accorded due process, as defined in this policy, which shall be accorded as soon as possible thereafter, or
4. For other reason(s) as renders such a removal in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident may result in disciplinary action. If the infraction or incident that has prompted removal results in discipline, the time during which the student has been removed from school shall be credited to any disciplinary time imposed.

The Superintendent shall establish procedures so that all members of the staff comply with this policy when dealing with students. In addition, this statement of due process rights is to be placed in all students' handbooks in a manner that will facilitate understanding by students and their parents.

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Revised 3/09

Revised 9/28/15

Revised 5/22/17

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5630.01 - STUDENT SECLUSION AND RESTRAINT

Policy

Pursuant to Public Act 395 of 2016, MCL §380.1307a, the Board of Education directs the Superintendent and/or the Superintendent's designee to adopt as an administrative guideline a local policy, applicable to all District administrators, staff and contractors, that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Acts 394 through 402 of 2016, MCL §380.1307, *et seq.*, regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

- A. Promote the care, safety, welfare and security of the school community and the dignity of each pupil.
- B. Encourage the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- C. Ensure that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

Revised 8/28/17

Grosse Pointe Public Schools Bylaws & Policies

5722 - STUDENT PUBLICATIONS AND PRODUCTIONS

Freedom of expression and freedom of the press are core values in the democratic society. The mission of the District includes teaching students these values, both by example and by lesson.

As determined by the courts, student exercise of freedom of expression and freedom of the press are protected by both State and Federal law, especially by the First Amendment to the U.S. Constitution. District administrators and teachers are responsible for encouraging and ensuring freedom of expression and freedom of the press for all students, regardless of whether the ideas expressed may be considered unpopular, critical, controversial, tasteless, or offensive.

School-Sponsored Student Media

School-sponsored student media include print, oral, or electronic media that are created, composed, compiled, published, and/or distributed under the supervision of an advisor employed by the school system or appointed by the school system to supervise that particular medium. Two (2) types of media are generally considered school-sponsored student media.

- A. Media that are produced as part of a course - such as a newspaper or video announcements - are school-sponsored media. Creating media that serve the school community is an integral part of the learning that occurs for journalism students.
- B. Media that are produced in a program outside the regular school day, have an advisor employed or appointed by the School District to supervise that particular medium, use School District facilities during their production, and/or receive other support from the School District (such as funding) are school-sponsored media. Examples of media in this category are the middle school and high school literary magazines.

Content in these media may reflect areas of student interest, including topics about which there may be dissent or controversy. The advisor will teach students the principles of good journalism and will offer advice to students on their content decisions before and after publication. Because these media are learning laboratories for students, student writers, editors, and producers will be the primary decision makers regarding content for school-sponsored media. However, the advisor will ensure that appropriate review procedures are in place before publication. The advisor may remove an article or item or cancel distribution of a school-sponsored student medium if it:

- A. is obscene as to minors according to current legal definition;
- B. is libelous according to current legal definition;
- C. creates a material or substantial disruption of the normal school activity or appropriate discipline in the operation of the school;
- D. is an invasion of privacy according to current legal definition;
- E. advertises drugs, drug paraphernalia, liquor, weapons as defined by the Student Code of Conduct, Policy [5772](#), or any products or services that would be illegal for use by minors; or
- F. erroneously attributes the views of the writer to the school or the District.

As a matter of routine, the principal or designated assistant principal shall not become involved in decisions

regarding publication or distribution. However, the Board of Education recognizes that there may be situations in which the principal or designated assistant principal may involve himself/herself in such a decision. On these rare occasions, the principal or designated assistant principal shall be guided by the same guidelines identified above, and will meet with the advisor to discuss a plan of action.

School-sponsored media shall operate within these guidelines and any governing organizational policy shall be consistent with these guidelines.

Appealing Decision to Restrain Publication or Distribution of School-Sponsored Student Media

A student may appeal a decision by the advisor, the principal, or the designated assistant principal to remove an article or item or to cancel distribution. At every stage of the appeal process, those considering the appeal will determine if the article or item in question:

- A. is obscene as to minors according to current legal definition;
- B. is libelous according to current legal definition;
- C. creates a material or substantial disruption of the normal school activity or appropriate discipline in the operation of the school;
- D. is an invasion of privacy according to current legal definition;
- E. advertises drugs, drug paraphernalia, liquor, weapons, or any products or services that would be illegal for use by minors; or
- F. erroneously attributes the views of the writer to the school or the District.

If the advisor acts to remove an article or item or to cancel distribution, a student's first appeal should be made to the school's principal or an assistant principal designated to perform this function. The student should notify the principal or designated assistant principal of his/her desire to appeal by the end of the next school day. The student may support his/her case with relevant witnesses and/or materials. The principal or designated assistant principal will make a decision regarding the appeal by the end of the next school day.

If the student remains dissatisfied with the decision of the principal or designated assistant principal or if the principal initiated the restraint of publication or distribution, s/he may appeal this decision to the Superintendent. The student should notify the Superintendent, either orally or in writing, of his/her desire to appeal by the end of the second school day following the principal's decision. The Superintendent or designated assistant superintendent will conduct a hearing by the end of the third day after the appeal has been received. The student may support his/her case with relevant witnesses and/or materials. The Superintendent or designated assistant superintendent shall render his/her decision in writing by the end of the next school day following the hearing.

If the student remains dissatisfied with the Superintendent's or designated assistant superintendent's decision, s/he may appeal this decision to the Board. The student shall notify the Secretary of the Board in writing, of his/her desire to appeal by the end of the second school day following the Superintendent's or designated assistant superintendent's decision. The Board will conduct a hearing by the end of ten (10) school days after the notice of an appeal has been filed with the Secretary of the Board. The student may support his/her case with relevant witnesses and/or materials. The Board shall render its decision in writing by the end of three (3) school days following the hearing.

Publishing or disseminating the article or item in question during a pending appeal process shall be grounds for suspension.

Non-School Sponsored Student Media

Non-school sponsored student media are composed, compiled, published, or distributed by students without school sponsorship. These media do not have an advisor employed or appointed by the school system to

supervise that particular media, do not use school facilities during their production, and do not receive any School District money to support their production.

Such media might include but are not limited to newspapers, magazines, pamphlets, flyers, buttons, t-shirts, posters, and banners.

A student who desires to distribute non-school sponsored student media to other students during the school day and on School District property shall submit the item to the building principal or designated assistant principal for review and approval before dissemination.

At the time of submission, the student has the right and is encouraged to meet personally with the principal or designated assistant principal to discuss the appropriateness of disseminating the item. The student or his/her representative may support the case for dissemination with relevant witnesses and materials.

The principal or designated assistant principal shall approve distribution unless the item:

- A. is obscene as to minors according to current legal definition;
- B. is libelous according to current legal definition;
- C. creates a material or substantial disruption of the normal school activity or appropriate discipline in the operation of the school;
- D. is an invasion of privacy according to current legal definition;
- E. advertises drugs, drug paraphernalia, liquor, weapons, or any products or services that would be illegal for use by minors; or
- F. erroneously attributes the views of the writer to the school or the District.

The principal or designated assistant principal will make a decision by the end of the next school day whether to allow or not to allow dissemination. The principal or designated assistant principal shall render this decision in writing. If the principal or designated assistant principal agrees to allow distribution, s/he may establish the appropriate time, place, and manner of distribution for the item which shall be in accordance with Distribution of Materials/Promotion of Activities Policy EGA and EGA-R. All items published, posted, or otherwise distributed must bear the name of the sponsoring individual, organization, or group and the date of publication.

Appealing Decision to Prevent Distribution of Non-School Sponsored Student Media

If the student is dissatisfied with the principal's or designated assistant principal's decision, s/he may appeal this decision to the Superintendent. The student should notify the Superintendent, either orally or in writing, of his/her desire to appeal by the end of the second school day following the principal's or designated assistant principal's decision. The Superintendent or designated assistant superintendent will conduct a hearing by the end of the third day after the appeal has been received. The student may support his/her case with relevant witnesses and/or materials. The Superintendent or designated assistant superintendent shall render his/her decision in writing by the end of the third school day following the hearing.

If the student is dissatisfied with the Superintendent's or designated assistant superintendent's decision, s/he may appeal this decision to the Board. The student shall notify the Secretary of the Board in writing, of his/her desire to appeal by the end of the second school day following the Superintendent's or designated assistant superintendent's decision. The Board will conduct a hearing by the end of ten (10) school days after the notice of an appeal has been filed with the Secretary of the Board. The student may support his/her case with relevant witnesses and/or materials. The Board shall render its decision in writing by the end of three (3) school days following the hearing.

Disseminating the item in question during the appeal process shall be grounds for suspension.

Grosse Pointe Public Schools Bylaws & Policies

5724 - PREPARING FOR VOTER REGISTRATION

The Board of Education believes that preparing students to assume the responsibilities which our democratic society places on each of its citizens is an important function of the schools. Supplying our high school students with all pertinent information regarding voter registration is one crucial means of meeting this goal.

Accordingly, the Superintendent, using such resources as the high school administration, faculty and student body, local officials, and others the Board of Elections can provide, shall develop a nonpartisan, voter education program for the high school.

The administration of the high schools shall offer to all students who reach the age of majority the opportunity to register as voters.

Grosse Pointe Public Schools Bylaws & Policies

5730 - EQUAL ACCESS FOR NONDISTRICT-SPONSORED, STUDENT CLUBS AND ACTIVITIES

The Board of Education will not permit the use of school facilities by nondistrict-sponsored student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for Nondistrict-Sponsored student clubs and activities to meet on school premises shall be made to the Superintendent or designee, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by students;
- B. attendance at the meeting is voluntary;
- C. no agent or employee of the District will promote, lead, or participate in the meeting;
- D. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school;
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, social or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting.

The Board will not permit the organization of a fraternity, sorority, or secret society.

M.C.L.A. 380.1299

Equal Access Act of 1984, 20 U.S.C. 4071 et seq.

Americans with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.

Civil Rights Act of 1964, 42 U.S.C. 2000e

Grosse Pointe Public Schools Bylaws & Policies

5751 - PARENTAL-MARRIED STATUS OF STUDENTS

Neither marriage nor pregnancy shall be limiting factors for the education of any student in the schools of this District.

The Board of Education's responsibility for the education of all school-age children includes the education of pregnant students, whether married or unmarried. Any variation from continuing regular school classes shall be based upon the assessed needs of such students.

The school may request medical verification of a student's ability to continue in all classes in her program.

M.C.L.A. 380.1146, 380.1301
A.C. Rule R340.1121 et seq.

Grosse Pointe Public Schools

Bylaws & Policies

5771 - SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Lockers and desks remain at all times the property of the District. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. The Board further authorizes the use of canines for random sweeps of school buildings or premises for drugs or other contraband items. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. Reasonable suspicion shall not be required for the use of canines to search a student's possession as part of a random drug sweep. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. Strip searches by district employees or

on school premises are not permitted.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.1306
U.S. Constitution, 4th Amendment

Revised 12/14/09
Revised 7/25/11

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Grosse Pointe Public Schools Bylaws & Policies

5772 - WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion as identified in the Student Code of Conduct.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual project or presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props used in appropriate settings;
- D. instruments or equipment required by the curricular or District operations.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313
20 U.S.C. 7151

Grosse Pointe Public Schools Bylaws & Policies

5780 - STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. The District shall, at the same time, guarantee that no student is deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant to the rights guaranteed to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet).

The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Educational Rights and Privacy Act.

20 U.S.C. 1232h

Grosse Pointe Public Schools Bylaws & Policies

5820 - STUDENT GOVERNMENT

The Board of Education acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools.

Students shall have the right to organize, conduct meetings, elect officers and representatives, and petition the Board.

The Board will recognize the student association/student council of the representative schools as the official voice of the student body for students in grades K-12 and for the purpose of:

- A. giving students practical experience in organizing, planning, and affecting outcomes;
- B. developing student leadership;
- C. providing a learning experience in democratic decision making;
- D. offering another avenue toward the realization of the goals of this District.

The Superintendent shall establish administrative guidelines to implement this policy.

Grosse Pointe Public Schools Bylaws & Policies

5830 - STUDENT FUND-RAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

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

Fund raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising off school grounds may be permitted by the Superintendent. For any student fund-raising, that includes the sale of food items and/or beverages to students shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School Nutrition standards, and also be consistent with requirements set forth in Policy [8500](#) - Food Services.

Fund-raising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent.

All other fund-raising shall be done in accordance with Board Policy [9700](#).

The Superintendent shall establish administrative guidelines for the solicitation of funds which shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;
- E. limit the number of fund-raising events.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

7 C.F.R. Parts 210 and 220

Revised 12/16/13
Revised 4/27/15

Grosse Pointe Public Schools Bylaws & Policies

5840 - RECOGNIZED STUDENT GROUPS

It is the policy of the Board of Education that student groups be recognized as Recognized Student Groups if they are approved by the school administration as not being illegal or harmful to students. In addition, participation in a Recognized Student Group must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, social or economic status, and/or any other legally protected characteristic.

All student groups that meet the criteria above shall be identified as Recognized Student Groups.

All Recognized Student Groups shall have an identified adult advisor that minimally meets the requirements for volunteers established in Policy 2430.01, Policy 3120.09 and Policy 4120.09 present at all meetings. Additionally, all recognized student groups shall have written bylaws that outline the aim and focus of the group and delineates how members of the group should conduct themselves.

Recognition does not guarantee district funding, particular facilities or staffing resources will be allocated to the Recognized Student Group.

Membership in the organization or operation of any high school fraternity, sorority, or any other secret society as described by law is prohibited throughout the School District. In particular, the Board shall not tolerate any type of gang or gang-related activity to occur on District property or while students are under the auspices of the Board.

The Superintendent shall develop Administrative Guidelines for this policy that both identifies a process for identifying recognized student groups and as well creates a hierarchy for access to school facilities and resources.

M.C.L.A. 380.1316, 380.1807

Revised 5/20/13

Grosse Pointe Public Schools Bylaws & Policies

5850 - SOCIAL EVENTS

The Board of Education recognizes the value of student social events in enhancing and enriching the educational experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities which have been approved by the principal.

School social events which take place outside school facilities must be approved by the Superintendent.

As voluntary participants in school social events, students shall be held responsible for compliance with the rules set forth for their conduct, and infractions of those rules will be subject to the same disciplinary measures applicable during the regular school program.

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

The Superintendent shall develop administrative guidelines for the conduct of student social events which shall include:

- A. designation of a staff member who shall be the Board employee responsible for the event;
- B. provision for chaperonage, adult supervision, and/or police protection required by the circumstances of the event;
- C. reasonable provisions for the safety of all students and adults involved.

A.C. Rule 340.241 et seq.

Grosse Pointe Public Schools Bylaws & Policies

5855 - STUDENT ATTENDANCE AT SCHOOL EVENTS

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safe-guarded, the Board recommends that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The Board will not be responsible for students if they attend without an adult chaperone.

Grosse Pointe Public Schools Bylaws & Policies

5860 - SAFETY PATROL/SERVICE SQUAD

The Board of Education recognizes the value of a student safety patrol and service squad as an essential part of the elementary school program to instruct the students of this District in good safety habits and to provide opportunities for leadership training.

The Superintendent shall develop administrative guidelines to implement this policy.

Grosse Pointe Public Schools Bylaws & Policies

5870 - STUDENT PRODUCTION OF GOODS AND SERVICES

It is the policy of the Board of Education that students may produce goods and services for nonprofit community organizations or groups during school hours or in school activities only to the extent that such production furthers the educational development of those students. Care must be exercised by the administration in interpreting this policy to avoid exploitation of the students.

Grosse Pointe Public Schools Bylaws & Policies

5880 - PUBLIC PERFORMANCES BY STUDENTS

The Board of Education recognizes the value to students of sharing their talents and skills with the community through participation and performances in public events.

The Board endorses such performances when:

- A. they constitute a learning experience which contributes to the educational program;
- B. the circumstances of and preparation for the event do not pose a threat to the health, safety, and well-being of the students who will be involved.

All requests for public performances by students require the approval of the principal.

The Superintendent shall develop administrative guidelines to implement this policy which include the requirement that parental permission is sought and received before students participate and that the interests of our students are to be protected and guarded against exploitation.

Grosse Pointe Public Schools Bylaws & Policies

5890 - ANNUAL STUDENT ENGAGEMENT SURVEY

Seeking consistent annual feedback from our Students serves as an indication that the Superintendent and Board values their opinion and desires to leverage their perspective to enhance our service offerings designed for their benefit.

A variety of means may be used by the District to gather feedback from Students to express ideas, concerns, and judgments about school system programs and services.

Among those means, but not exclusively, the Superintendent shall conduct an Annual Student Engagement Survey in order to receive, in a scientifically reliable manner, a comprehensive view of District operations, educational programs, engagement, and satisfaction among our Students.

The Superintendent shall endeavor to maintain a high degree of consistency from year to year so that data gathered in the Student Engagement Survey may be trended over time in a scientifically reliable manner.

The Superintendent shall analyze the data gathered in the Student Engagement Survey and the findings of that analysis shall annually be presented to the Board and comprehended in the refinement Assessment of District Goals (Policy [1110](#)), and other applicable District policies, operations, and programs.

The Superintendent shall develop an Administrative Guideline to establish the means by which the Annual Student Engagement Survey will be conducted in order to receive the broadest base of Student feedback, cognizant of expense, and gathered in a scientifically reliable manner.

The Administrative Guidelines may also wish to account for the age difference among our students so that the Annual Student Engagement Survey adapts in an age appropriate manner.

Adopted 5/21/12

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

6000 - FINANCES

<input type="checkbox"/> <u>6110</u>	Grant Funds
<input type="checkbox"/> <u>6111</u>	Internal Controls
<input type="checkbox"/> <u>6112</u>	Cash Management of Grants
<input type="checkbox"/> <u>6114</u>	Cost Principles - Spending Federal Funds
<input type="checkbox"/> <u>6116</u>	Time and Effort Reporting
<input type="checkbox"/> <u>6144</u>	Investments
<input type="checkbox"/> <u>6145</u>	Borrowing
<input type="checkbox"/> <u>6146</u>	Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations
<input type="checkbox"/> <u>6150</u>	Tuition Income
<input type="checkbox"/> <u>6151</u>	Bad Checks
<input type="checkbox"/> <u>6152</u>	Student Fees, Fines, and Supplies
<input type="checkbox"/> <u>6210</u>	Fiscal Planning
<input type="checkbox"/> <u>6220</u>	Budget Preparation
<input type="checkbox"/> <u>6230</u>	Budget Hearing
<input type="checkbox"/> <u>6231</u>	Budget Implementation
<input type="checkbox"/> <u>6320</u>	General Purchasing
<input type="checkbox"/> <u>6321</u>	Construction
<input type="checkbox"/> <u>6325</u>	Purchasing With Federal Funds
<input type="checkbox"/> <u>6423</u>	Use of Credit /Debit Cards
<input type="checkbox"/> <u>6424</u>	Purchasing Cards
<input type="checkbox"/> <u>6440</u>	Cooperative Purchasing
<input type="checkbox"/> <u>6460</u>	Vendor Relations
<input type="checkbox"/> <u>6470</u>	Payment of Claims
<input type="checkbox"/> <u>6510</u>	Payroll Authorization
<input type="checkbox"/> <u>6520</u>	Payroll Deductions
<input type="checkbox"/> <u>6550</u>	Travel Payment & Reimbursement
<input type="checkbox"/> <u>6610</u>	Student Activity Fund
<input type="checkbox"/> <u>6620</u>	Petty Cash
<input type="checkbox"/> <u>6670</u>	Trust and Agency Fund
<input type="checkbox"/> <u>6680</u>	Recognition
<input type="checkbox"/> <u>6700</u>	Fair Labor Standards Act (FLSA)
<input type="checkbox"/> <u>6800</u>	System of Accounting

 [6830](#)

Audit

 [6850](#)

Public Disclosure and Reporting

Grosse Pointe Public Schools Bylaws & Policies

6110 - GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that would benefit students and the educational program. Therefore, it is the intent of the Board to consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accordance with Federal regulations and guidelines.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the Superintendent prior to submission to the funding source.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, and grantor rules and regulations, including the terms and conditions of federal awards, as well as District policies and administrative guidelines.
- B. The Superintendent or designee is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The Superintendent or designee is responsible for administering grant funds in a manner consistent with underlying agreements, applicable

statutes, regulations and objectives, and the terms and conditions of the grant award.

- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including the organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The Superintendent or designee shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.
- F. The Superintendent or designee is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local, and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District shall provide for the following:

- A. Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass-through entity, as applicable.
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.
- C. Records that adequately identify the source and application of funds provided for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.
- D. Effective control over and accountability for all funds, property, and other assets. The District must adequately safeguard all assets and assure that they are used solely for authorized purposes.

Further the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is

- managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the federal award;
 - 2. comply with Federal statutes, regulations and terms and conditions of the federal award;
 - 3. Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the federal award;
 - 4. Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings;
 - 5. Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.
- E. Comparison of expenditures with budget amounts for each Federal award.
- F. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability, including but not limited to the following areas:
 - 1. cash management
 - 2. allowability
 - 3. conflict of interest
 - 4. procurement
 - 5. equipment management
 - 6. conducting technical evaluations of proposals and selecting recipients
 - 7. Compensation and fringe benefits
 - 8. travel
- G. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal

awarding agency or pass-through agency in accordance with applicable Federal policy.

- H. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income.

Except as otherwise provided in Federal statutes, regulations or terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines, and other such revenues raised by a recipient are not program income unless the revenues are specifically identified in the Federal award or Federal awarding agency regulations as program income. Finally, proceeds from the sale of real property, equipment or supplies are not program income.

Unless it has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses a deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the district is otherwise directed by the Federal awarding agency or pass-through entity.

34 C.F.R. 75.707, 76.563, 76.565, 76.707

2 C.F.R 200.56, 200.71, 200.77, 200.80, 200.112, 200.302, 200.307

2 C.F.R. 200.309, 200.310, 200.313, 200.318-.320, 200.343(b)&€

Compliance Supplement for Single Audits of State and Local Governments

20 U.S.C. 7906

Revised 7/29/13

Revised 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

6111 - INTERNAL CONTROLS

The Superintendent or designee shall establish and maintain effective internal control over financial grants and awards that provide reasonable assurance that the program and funds are managed in compliance with applicable statutes, regulations and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- D. take reasonable measures to safeguard protected "personally identifiable information" ("PII") and other information the awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.

PII is defined at 2 C.F.R. 200.79 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. "

However, the definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

2 C.F.R. 200.61-.62

2 C.F.R. 200.79

2 C.F.R. 200.303

Suggested resources:

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

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Grosse Pointe Public Schools Bylaws & Policies

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payments methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Michigan Department of Education (MDE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent or designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.

2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number ("PAN") if the payment originated from PMS, or Agency information if the payment originated from Automated Standard Application for Payment ("ASAP"), National Science Foundation ("NSF") or another Federal agency payment system.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.305

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Grosse Pointe Public Schools Bylaws & Policies

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The Superintendent, or designee, is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

- a. the cost is needed for the proper and efficient performance of the grant program;
- b. whether the cost is identified in the approved budget or application;
- c. whether there is an educational benefit associated with the cost;
- d. whether the cost aligns with identified needs based on results and findings from a needs assessment;
- e. whether the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

- B. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component

of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Public utility services - when the District receives the services.
- E. Travel - when the travel is taken.

- F. Rental of property - when the District uses the property.
- G. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is approved, unless an agreement exists with MDE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.403-.406, 200.413(a)-(c), 200.430(a), 200.431(a), 200.458
2 C.F.R 200.474(b)

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Grosse Pointe Public Schools Bylaws & Policies

6116 - TIME AND EFFORT REPORTING

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify that compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 C.F.R. 200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

- A. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
- B. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

Time and Effort Reports

The reports:

- A. are supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- B. are incorporated into the official records of the District;
- C. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- D. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- E. comply with the District's established accounting policies and practices;
- F. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two or more indirect

activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by the pass-through entity to the extent that they are more restrictive than the Federal requirements. The Payroll Office is responsible for the distribution, collection, and retention of all employee effort reports. Individually reported data will be made available only to authorized auditors.

Reconciliations

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

Applicable Laws, Regulations, and Guidance:
2 C.F.R. 200.430, 200.431

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Grosse Pointe Public Schools Bylaws & Policies

6144 - INVESTMENTS

The District's policy is to use investments to maximize the returns on the District's excess cash balances, while reasonably controlling the risk of loss and maintaining an acceptable level of liquidity in those investments to meet the District's operating needs.

To this end, the District will track, through its financial reports and investment authorizations, the credit risk, concentration of credit risk, interest rate risk and foreign currency risks related to its investments.

The Board of Education authorizes the Superintendent or Assistant Superintendent for Business and Support Services to make investments of available monies from the several funds of the District in:

- A. bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
- B. certificates of deposit issued by a state or nationally-chartered bank or a state or Federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan;
- C. certificates of deposit of a public corporation(s) (CDs) in insured depository institutions in accordance with the following conditions:
 - 1. the funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this State under (M.C.L.A. 21.146 (discriminatory lending practices)
 - 2. the financial institution arranges for the investment of the funds in certificates of deposit in one (1) or more insured depository institutions, as defined in 12 U.S.C. 1813, or one or more insured credit unions, as defined in 12 U.S.C. 1752, the account of the school district
 - 3. the financial institution acts as custodian for the school district is insured by an agency of the United States
 - 4. the financial institution acts as custodian for the school district with respect to each certificate of deposit
 - 5. at the same time that the funds are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions equal to or greater than the amount of the funds initially invested by the school district through the financial institution
- D. commercial paper rated prime 1 or prime 2 at the time of purchase and maturing not more than 270 days after the date of purchase;
- E. securities issued or guaranteed by agencies or instrumentalities of the United States government;
- F. United States government or Federal agency obligation repurchase agreements;
- G. bankers' acceptances issued by a bank that is a member of the Federal deposit insurance corporation;
- H. mutual funds composed entirely of investment vehicles that are legal for direct investment by a school district;
- I. investment pools, as authorized by the surplus funds investment pool act, Act. No. 367 of the Public Acts of 1982, being sections 129.11 to 129.118 of the Michigan Compiled Laws, composed entirely

of instruments that are legal for direct investment by a school district.

When there is a possibility that interest rate changes could adversely affect the fair value of a District's investment, as determined under Generally Accepted Accounting Principles (GAAP) standards, the Assistant Superintendent for Business shall determine which of the following method(s) will be used to assess and control such risks:

- A. segmented time distribution
- B. specific identification
- C. weighted average maturity
- D. duration
- E. simulation model

These methods shall be implemented as defined by the Government Accountability Standards Board. The Board may apply different methods to different investment.

Investments in U.S. Treasury securities and those other securities completely guaranteed by the Treasury as to payment of principal and interest may be purchased in any dollar amount or up to 100% of the available reserves.

Investments in securities shall be with authorized investment institutions and dealers that must establish eligibility by meeting all of the following requirements.

- A. primary and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule)
- B. capital of no less than \$10,000,000
- C. registered as a dealer under the Securities and Exchange Act of 1934
- D. a member of the National Association of Securities Dealers (NASD)
- E. registered to sell securities in Michigan
- F. the firm and assigned broker have been engaged in the business of effecting transactions in United States government and agency obligations for at least five (5) years

The Assistant Superintendent for Business is authorized to contract with a depository for the operation of a cash management system under the following conditions:

- A. the contract is in writing
- B. the contract provides for the investment of funds by the depository with the written approval of the Assistant Superintendent for Business
- C. the investments are made in accordance with State law with maturities not to exceed two (2) years
- D. the contract is awarded using the District's bidding procedure

Money in the several funds of the School District shall not be commingled for the purpose of making an investment authorized by Section 380.1223. The Board, however, may establish and maintain one common debt retirement fund for bond issues of like character.

Earnings on an investment shall become a part of the fund from which the investment was made.

Funds of the Board may be withdrawn from approved public depositories or negotiable instruments owned by the

Board and sold before maturity at the sole discretion of the Assistant Superintendent for Business and Support Services acting within the law.

The Assistant Superintendent for Business may include in the monthly report to the Board all cash in all accounts on deposit as well as the investment assets of the Board. This report shall disclose credit risk, concentration of credit risk, investment risk and foreign currency risks to Board investments in accordance with Generally Accepted Accounting Principles.

The Board may adopt a resolution at its annual organizational meeting, authorizing electronic fund transfers and the Treasurer or the Electronic Transfer Officer (ETO) as authorized agent(s) to complete such transactions on behalf of the Board. The Automatic Clearing House (ACH) authorizing resolution shall include all of the following:

- A. That an officer or employee designated by the Treasurer or ETO is responsible for the local unit's ACH agreements, including payment approval, accounting, reporting, and generally for overseeing compliance with the ACH policy.
- B. That the officer or employee responsible for disbursement of funds shall submit to the local unit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system of the local unit or in a separate report to the governing body of the local unit.
- C. A system of internal accounting controls to monitor the use of ACH transactions made by the local unit.
- D. The approval of ACH invoices before payment.
- E. Any other matters the Treasurer or ETO considers necessary.

Investment professionals utilized by the District should be advised of the District's investment requirements and restrictions as appropriate.

M.C.L.A. 124.301 et seq., 129.11 to 129.118, 380.1221, 380.1223(2), 380.622

P.A. 22 of 2009

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Grosse Pointe Public Schools Bylaws & Policies

6145 - BORROWING

Upon the initiative of the Board of Education and with the approval of the Department of Treasury or State Department of Education, the Assistant Superintendent for Business shall prepare the data and applications regarding the borrowing of funds against State Aid Notes, Tax Anticipation Notes, and Bond Issues. Such borrowing shall be in accordance with the provisions of Section 1225 of the School Code.

Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.

M.C.L.A. 134.1 et seq., 188.761 et seq., 380.1225

Grosse Pointe Public Schools Bylaws & Policies

6146 - POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS

The Board of Education may, from time to time, finance its capital improvements and operations through the issuance of debt obligations that are eligible for tax benefits under the Internal Revenue Code of 1986, as amended (the "Code"), and regulations promulgated thereunder ("Treasury Regulations"). Such obligations may include tax exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations or otherwise.

This policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post closing compliance checklist provided by bond counsel with respect to such issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations and SEC Rule 15c2-12 (the "Rule").

The Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this policy and Administrative Guidelines will require on-going monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax advantaged obligations ("Bond Counsel") and the District's accountants.

This policy does not address any post-issuance compliance requirements under state law. Nor is this Policy a substitute, or a replacement, for any Tax Certificate or a post issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.

This policy may be modified, expanded, abridged, or otherwise amended only by the Board of Education upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder or any other person.

A. Investment and Expenditure of Proceeds

The District's system of internal controls and accounting will be capable of tracking the investment and expenditure of proceeds of Obligations and other amounts subject to special requirements, and the allocation of such proceeds and other amounts to District facilities. Appropriate coding will be developed to identify District facilities (or portions thereof) financed or refinanced by Obligations. Such Administrative Guidelines will ensure that such proceeds are expended only for the purposes authorized by the resolution and, as applicable, referendum, pursuant to which such Obligations were issued and in compliance with the Tax Certificate relating to the Obligations or other instructions of Bond Counsel.

B. Financed Facilities

The District will track the use of facilities (or portions thereof) financed or refinanced by Obligations in the private trades or businesses of non-governmental persons. Arrangements for the sale, disposition, lease, sublease, management or other use of more than one percent (1%) of facilities financed or refinanced by Obligations with a term of (i) less than 200 days will be subject to prior review and approval by the Superintendent, and (ii) equal to or greater than 200 days will be subject to prior review and approval by the Superintendent and Bond Counsel. The Superintendent will track the aggregate annual private use (if any) of facilities financed or refinanced by Obligations.

C. Periodic Review

The District will periodically review compliance with the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations. Such reviews will include final allocations of proceeds not later than eighteen (18) months after completion of facilities financed or refinanced with proceeds of Obligations and annual reviews to ensure private business use of such facilities does not exceed allowable levels. Such annual review will be conducted in connection with the preparation of the District's audited financial statements.

D. Potential Non-Compliance

If the Superintendent, upon any annual review or otherwise, discovers non-compliance with any requirements of the Code or Treasury Regulations necessary to preserve the tax advantages of such Obligations, the Superintendent will, after consultation with the District's attorney and Bond Counsel, take necessary actions to remedy any such non-compliance.

E. Retention of Professionals; Rebate Analyst

The District will engage such professionals or consultants as are necessary, in the judgment of the Superintendent, to ensure that the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations are timely met, including, without limitation, the requirement to compute and pay rebatable arbitrage to the United States government or to confirm an exception thereto. The Superintendent will ensure that all information reports or other returns or filings with the United States Department of Treasury or Internal Revenue Service timely will be filed on behalf of the District.

F. Purchase of Investments

All investments of the proceeds of Obligations will be purchased at fair market value, as defined in the Code and Treasury Regulations, and will comply with the requirements of the Code and Treasury Regulations relating to yield restriction as advised by Bond Counsel.

G. Credit Enhancement Transactions

The Superintendent will consult with Bond Counsel prior to engaging in any post-issuance credit enhancement transactions (i.e., bond insurance or letters of credit) or hedging transactions (i.e., interest rate swaps, caps, etc.) relating to any Obligation.

H. Subsidy Payments

The Superintendent will implement proper Administrative Guidelines to ensure that any federal subsidy payable in respect of any direct-pay tax credit bonds is timely transmitted to the appropriate account of the District including the timely filing of any required return or other documentation.

I. Post-Issuance Modifications

The Superintendent will consult with Bond Counsel prior to any modification of the interest rate, maturity date, or other material terms of any Obligation.

J. Records Retention

The District will retain records sufficient to demonstrate compliance with the requirements of the Code and Treasury Regulations necessary to preserve the tax advantages of such Obligations for the period required by law, presently understood to be the life of the Obligations or any succeeding refunding Obligation plus three (3) years.

K. Continuing Disclosure

The Superintendent will implement proper Administrative Guidelines to ensure that the District complies with any undertakings to provide continuing disclosure in accordance with the Rule, including annual filing of operating and financial information and notices of listed "material events." The Superintendent may enter into a contract with a third party to assist the District in complying with its continuing disclosure obligations.

L. Training and Education

The Board authorizes the Superintendent and any other person assigned responsibilities under this Policy and the Administrative Guidelines to attend educational seminars and conferences providing

training and education on post-issuance compliance issues at least once a year and will pay the authorized expenses of such person.

Internal Revenue Code of 1986, as amended
Treasury Regulations
SEC Rule 15c2-12

Adopted 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

6150 - TUITION INCOME

The Board of Education shall assess tuition for attendance in District schools by students who are not entitled to receive a free, public education in this District and whose enrollment has been approved by the Board.

Tuition rates shall be determined and approved annually by the Board and shall represent the cost per student membership within the limits established by law. Rates will be available before the beginning of the school year or before the student's attendance commences.

The Assistant Superintendent for Business shall be responsible for the assessment and collection of tuition. Tuition billing may be assessed in advance of the period for which the billing is made.

M.C.L.A. 380.1401 et seq.

Grosse Pointe Public Schools Bylaws & Policies

6151 - BAD CHECKS

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payor to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board of Education authorizes the Superintendent to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against the student and/or the parents.

Grosse Pointe Public Schools Bylaws & Policies

6152 - STUDENT FEES, FINES, AND SUPPLIES

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular or co-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, laboratory supplies, materials for clubs, independent study or special projects, as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular, co-curricular and non-credit activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the school office within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Assistant Superintendent for Business to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Grosse Pointe Public Schools Bylaws & Policies

6210 - FISCAL PLANNING

The Board of Education shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School District and to plan for the financial needs of the educational program. The Board will strive toward maintaining both short and long range projections of District financial requirements.

Accordingly, the Board directs the Assistant Superintendent for Business to:

- A. include cost estimates in all ongoing financial projections;
- B. prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- C. maintain a plan of anticipated local, State, and Federal revenues;
- D. report to the Board any serious financial implications that emerge from the District's ongoing fiscal planning.

In addition, the Board directs the Assistant Superintendent for Business to maintain annually a detailed three-year (3) forecast of estimated expenditures and revenues.

Grosse Pointe Public Schools Bylaws & Policies

6220 - BUDGET PREPARATION

The District's operation and educational plan is reflected in its budgets. Each year, the Board of Education will cause to have prepared and then review and approve the designated Fund budgets as established annually.

Each budget shall be designed to carry out District operations in a thorough and efficient manner, maintain District facilities properly, and honor continuing obligations of the Board.

The Board shall ensure that adequate funds are reserved for the General Fund to maintain a secure financial position.

A proposed budget requires the critical analysis of every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board shall cause the formal commencement of the administration's preparation of the budget in January of each year through the adoption of an annual resolution documenting budget developmental parameters. This resolution will be drafted by the Treasurer after review of the various financial reports and projections, taking into account the district goals, and after receiving input from fellow Board members. The resolution should articulate the preference of the Board in advance of budget development to avoid ambiguity and to allow the community to have a clear view of the budget development process from its inception. The resolution should:

- A. Identify specific financial goals and objectives that the Board requires in regards to specific cost reduction, revenue increases or other financially related objectives for particular budget elements.
- B. Identify particular budget related strategies that the Board prefers the administration to pursue or avoid in their development of the budget.
- C. Be as specific as possible in terms of the objectives, but allow for flexibility in the administration's approach to budget development.

The Board directs the Assistant Superintendent for Business to present the budgets to the Board along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the hearing.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

- A. the number and category of staff members for the current and the ensuing year;
- B. the proposed expenditure and revenue in each financial category for the ensuing year;
- C. the anticipated expenditure and revenue in each financial category for the current year;
- D. the actual expenditure, the approved budget, and the revenue in each financial category for the previous year;
- E. an estimate of the student enrollment by grades for the ensuing year;
- F. the amount of fund equity anticipated at the end of the current year;
- G. an appropriations resolution.

M.C.L.A. 141.434 et seq.

Revised 8/25/08

Grosse Pointe Public Schools Bylaws & Policies

6230 - BUDGET HEARING

The annual budget adopted by the Board of Education represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. The public budget hearing will be conducted in accordance with law.

Each member of the Board and each District administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The budget approved by this Board will be made available to the public in the form and at the places required by law. A simplified form of the budget may also be prepared annually and may be sent to appropriate parties and distributed to each person attending the annual budget hearing.

A simplified budget may include the expenditure in each major category of current expense for the current year and the coming year and a summary of anticipated receipts as well as a brief explanation of significant increases and decreases from the preceding budget.

The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing.

M.C.L.A. 141.411 et seq.

Grosse Pointe Public Schools Bylaws & Policies

6231 - BUDGET IMPLEMENTATION

The Board of Education places the responsibility of administering the budget, once adopted, with the Superintendent. S/He shall keep the Board informed as to problems or concerns as the budget is being implemented.

The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District.

Among the financial reports prepared for the Board, the following shall be delivered at the indicated interval:

- A. Variable and Semi-Variable Cost Report (Monthly) will provide a monthly view of all budget categories which are variable in nature. The report will compare the budget allocation to that category against the actual year to date spend and further compared to the prorated budget for that item at that time of year.
- B. Program Funding Analysis or Sources and Uses Report (After budget adoption and after any Board approved GAAA) details revenue and expenses broken down by logical district operating units.
- C. Financial Benchmarking report (Annually) details the financial comparison of the district against other State school districts similar in size, proximity, or other logical similarity.

The Superintendent will provide samples of these reports in the guidelines. Annually the Board Treasurer shall review these report formats and request any additions or alterations.

If, during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Superintendent shall present to the Board recommended amendments to the General Appropriations Act that will prevent expenditures from exceeding revenues. Such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements.

M.C.L.A. 141.436 et seq., 388.1702

Revised 8/25/08



Book	Policy Manual
Section	6000 Finances
Title	GENERAL PURCHASING
Code	po6320
Status	Active
Adopted	July 28, 2008
Last Revised	June 20, 2021
Prior Revised Dates	7/28/2018

6320 - **GENERAL PURCHASING**

In order to maintain effective control over the purchase of supplies, materials and equipment for the District, the purchase of all supplies, materials, equipment shall comply with all applicable Board policies, as well as all applicable State and Federal laws, rules and regulations.

It is the general policy of the Board that the purchase of all supplies, materials and equipment be at the lowest possible cost in the best interest of the District and all purchases must be within budget allocations. All procurement processes should use good administrative practices and judgement and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition as required by law. The lowest responsible bidder shall generally be awarded the contract; however, the Board reserves the right to accept any bid/proposal that it feels is in the best interest of the District.

If the reasonably anticipated purchase price for the supplies, materials or equipment exceeds the State of Michigan competitive bidding threshold, as adjusted annually, a procurement process with competitive bids is required. However, competitive bids/proposals are not required for the purchasing of food unless the food purchased in a single transaction costs \$100,000 or more. Board approval is required for purchases over the State of Michigan bidding threshold, as adjusted annually.

Purchases made using competitive bids provided through the State of Michigan programs, other consortiums, or cooperative bids shall satisfy the requirements of this policy, unless applicable State or Federal law requires otherwise.

The Board reserves the right to:

- A. accept or reject any and all bids/proposals, in whole or in part;
- B. waive any informalities or irregularities in the procurement process or a bid/proposal;
- C. award the contract to other than the lowest bidder.

Revised 8/26/13
Revised 6/25/18

Legal M.C.L.A. 380.1267, 380.1274 et seq.



Book	Policy Manual
Section	6000 Finances
Title	CONSTRUCTION
Code	po6321
Status	Active
Adopted	July 28, 2008
Last Revised	June 20, 2021

6321 - **CONSTRUCTION**

A. General Guidelines

1. The Superintendent shall develop an efficient system for the construction of new school buildings, and additions to, repair or renovation of, or energy conservation improvements to existing school buildings, and shall develop and implement administrative rules and procedures for District personnel regarding the same, that are in compliance with all applicable laws and this policy. All procurement processes should use good administrative practices and judgement and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition.
2. Before commencing construction of a new school building, or addition to or repair or renovation of an existing school building, the Board of Education shall obtain competitive bids on all the materials and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building.
3. Subsection A(2) of this section does not apply to the following:
 - a. Repair work normally performed by School District employees;
 - b. Construction of a new school building, addition to or repair or renovation of an existing school building if the total cost for the materials and labor costs less than the State of Michigan Competitive Bidding Threshold; and
 - c. Emergency Repairs to School District Buildings. However, such emergencies must arise as a result of circumstances which if not timely repaired could affect the health, safety or welfare of the School District's students, staff or property. All emergency repairs must be reported to the Board after repair and should be ratified by the Board at its next regularly scheduled Board meeting.

B. Bidding Procedures

1. Construction projects where the materials and labor cost less than the State of Michigan Competitive Bidding Threshold may be made without obtaining competitive bids, provided that such procurement shall be made in accordance with School District Administrative Guidelines and applicable law. Projects may not be divided into subunits or separate contracts for the sole purpose of avoiding the State of Michigan Competitive Bidding Threshold or the bidding requirements of this Paragraph.
2. Construction Projects where the materials and labor cost an amount equal to or greater than the State of Michigan Competitive Bidding Threshold

- a. The Board shall advertise for bids by placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the website designated by the State of Michigan and maintained for this purpose.
- b. The advertisement for bids shall do all of the following:
 1. Specify the date, time and location by which all bids must be received by the Board;
 2. State that the Board will not consider or accept a bid received by the Board after the date and time specified for bid submission;
 3. Identify the time, date, and place of a public meeting at which the Board, or its designee, will open and read aloud each bid received by the Board by the date and time specified in advertisement; and
 4. State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the School District. The Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- c. The Board shall require each bidder for a contract under this Policy to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the School District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- d. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in Subsection B(2)(b) of this section.
- e. At a public meeting identified in the advertisement for bids described in Subsection B(2)(b) of this section, the Board, or its designee, shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall re-advertise in the manner required by this Policy.
- f. Any procurement which ensues from a competitive bid solicitation shall be awarded to the lowest responsible bidder, and the purchase shall be approved by the Board of Education.
- g. Any construction projected funded in whole or in part by Federal monies or under a Federal grant, the School District must follow all applicable Federal laws, regulations and standards, as well as all applicable Board policies and applicable State laws, rules and regulations.
- h. All solicitation documents issued by the School District shall reserve in favor of the School District:
 1. The right to accept or reject any or all bids, in whole or in part;
 2. The right to waive any irregularities or informalities contained in any response/proposal to a bid solicitation to the extent not prohibited by law; and
 3. The right to accept a bid other than the lowest bid.



Book	Policy Manual
Section	6000 Finances
Title	PURCHASING WITH FEDERAL FUNDS
Code	po6325
Status	Active
Adopted	June 25, 2018
Last Revised	June 20, 2021

6325 - **PURCHASING WITH FEDERAL FUNDS**

In order to maintain effective control over the purchase of supplies, materials, equipment and services with Federal monies or under a Federal grant, the District shall follow all applicable Federal laws, regulations and standards, as well as all applicable Board policies and applicable State laws, rules and regulations.

It is the general policy of the Board that the purchase of all federally funded supplies, materials, equipment and services be at the lowest possible cost in the best interest of the District and all purchases shall be within budget allocations. All procurement processes should use good administrative practices and judgement and be free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition. The lowest responsible bidder shall generally be awarded the contract; however, the Board reserves the right to accept any bid/proposal that it feels is in the best interest of the District.

When purchasing supplies, materials or equipment with Federal monies or under a Federal grant, the procurement process shall be in accordance with and follow Policy 6320- General Purchasing.

When procuring services with Federal monies or under a Federal grant, if the reasonably anticipated cost is less than \$150,000, than the District shall contact a reasonable number of potential vendors and obtain informal written quotes for the services from at least three (3) vendors, to the extent possible. If the reasonably anticipated cost for services which will be funded by Federal monies or under a Federal grant is at or over \$150,000, competitive bidding shall be used for the procurement of those federally funded services. If it is determined that a formal competitive process for the procurement of services than \$150,000 is in the best interests of the District, the District may use an appropriate competitive bidding process to obtain bids/proposals for the services.

Procurement of federally funded supplies, materials, equipment or services through the solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

- A. The item can be verified to be only available from a single source;
- B. The public necessity or emergency will not permit a delay resulting from the competitive bid process;
- C. A noncompetitive bid/proposal is expressly authorized by the awarding agency; or
- D. After solicitation of a number of sources, competition is determined inadequate.

The Board reserves the right to:

- A. accept or reject any and all bids/proposals, in whole or in part;

B. waive any informalities or irregularities in the procurement process or a bid/proposal;

C. award the contract to other than the lowest bidder.

Legal

2 C.F.R. 200.317 - .326

Grosse Pointe Public Schools Bylaws & Policies

6423 - USE OF CREDIT/DEBIT CARDS

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses.

The Board, therefore, authorizes the use of District credit cards/debit cards. The authorization, handling and use of credit/debit cards have been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit/Debit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy. The Board affirms that credit/debit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit/debit card. However, under no circumstances shall credit/debit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

The Superintendent or designee shall develop operational procedures that specify those authorized to use credit/debit cards, the types of expenses which can be paid by credit/debit card, and their proper supervision and use. Inappropriate or illegal use of the credit/debit card and/or failure to strictly comply with the limitations and requirements set forth in the operational procedures may result in a loss of credit/debit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Superintendent or designee shall annually submit for Board approval the position titles authorized to use District credit/debit card(s) in conducting of District business.

The Superintendent or designee shall be responsible for giving direction to and supervising such employees' use of District credit/debit card(s).

Revised 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

6424 - PURCHASING CARDS

The Board of Education recognizes that bank purchasing cards offer a valuable alternative to existing procurement processes and provide a convenient, efficient method of purchasing minor goods and services. Board employees authorized by the Treasurer may use purchasing cards only for school-related purposes. Purchasing cards shall not be used to circumvent the general purchasing procedures required by State law and Board policy.

All approved cardholders must abide by purchasing card procedures and regulations set forth in this policy and relevant administrative guidelines. All transactions must be made by the individual to whom the card is issued.

Purchasing card banks shall not be provided with individual cardholder information (e.g., credit records or social security numbers) other than the individual cardholder's work address.

The Deputy Superintendent of Business shall conduct independent regular reviews of each cardholder's activity to verify that the purchasing card is being used in accordance with this policy and administrative guidelines. Prices for commonly priced items should be periodically verified to prevent schemes of purposeful price inflation.

Cardholders must use common sense and good judgement when using school resources. This policy and related administrative guidelines cannot cover every issue, exception, or contingency that may arise during the cardholders use of the purchasing card.

Cardholders will immediately surrender their cards upon request of Deputy Superintendent of Business Services and shall surrender their cards upon separation from employment. Cardholders are required to take reasonable prudent measures to protect the use and custody of the card and shall immediately notify the Deputy Superintendent of Business Services if the card is lost or stolen.

The purchasing card may never be used to purchase alcohol, or personal items or services. The personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward by the employee/cardholder is prohibited under any circumstances.

Misuse of the purchasing card may result in disciplinary action.

Adopted 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

6440 - COOPERATIVE PURCHASING

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Assistant Superintendent for Business, the Superintendent, the Technology Manager and Executive Director of Instructional Services to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

M.C.L.A. 124.1 et seq.

Grosse Pointe Public Schools Bylaws & Policies

6460 - VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L.A. 15.321 et. seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

M.C.L.A. 15.321 et seq.

Grosse Pointe Public Schools Bylaws & Policies

6470 - PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the School District.

Each bill or obligation of this Board must be itemized fully, and verified before a warrant can be drawn for its payment.

When an invoice is received, the Business Office shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, and that the amount of the invoice is correct.

All payments shall be submitted for Board review in the form of a listing that includes the vendor name; the number and amount of the check; and the description of the item.

M.C.L.A. 380.1274

Grosse Pointe Public Schools Bylaws & Policies

6510 - PAYROLL AUTHORIZATION

The most substantial payment of public funds for the operation of the School District is that which is made to the employees of the Board of Education for services rendered. To ensure that each person so compensated is validly employed by this District and that the compensation remitted fairly represents the services rendered, this policy is promulgated.

Employment of all District personnel whether by the year, term, month, week, day, or hour in contract, temporary, or substitute form must be approved by the Board except where authority to appoint certain personnel of the District has been delegated to the Superintendent.

Each motion of the Board to employ or reemploy a staff member shall include the name of the individual, the position title, and the compensation to be paid as prescribed in a negotiated, collective-bargained agreement, or determined by a wage guideline.

Grosse Pointe Public Schools Bylaws & Policies

6520 - PAYROLL DEDUCTIONS

The Board of Education authorizes, in accordance with the provisions of law or upon proper authorization on the appropriate form that deductions be made from an employee's paycheck for appropriate purposes as outlined in Administrative Guidelines.

M.C.L.A. 380.1224, 408.477
Mich. OAG 7187 (2006)

Grosse Pointe Public Schools Bylaws & Policies

6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Superintendent or Designee annually. The Administration shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy [6114](#).

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

2 C.F.R. 200.474

Adopted 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

6610 - STUDENT ACTIVITY FUND

As part of the Trust and Agency Fund and pursuant to Policy [6670](#), the District may maintain Student Activity sub-funds. It is the purpose of this policy to establish financial controls for the administration of the normal, legitimate, co-curricular and extra-curricular activities of the student body organization.

Each activity covered by this policy must be recognized by the Assistant Superintendent for Business Affairs and Support Services before monies can be collected or disbursed in the name of said activity. The Superintendent is directed to obtain annually a list and brief description of the objectives, activities, and limitations of each fund prior to the start of the new fiscal year.

The Board authorizes the maintenance of approved student activity funds.

The Board Treasurer shall be the Treasurer of the student activities fund. S/He may delegate responsibility to the principal, a financial secretary and/or the Business Manager

Fund raising for all student activities will be in accordance with Board policies 5830 and 9700.

All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

Grosse Pointe Public Schools Bylaws & Policies

6620 - PETTY CASH

The Board of Education recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such controls as will prevent abuse of such funds.

Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.

All petty cash funds will be closed out for audit at the end of the school year.

Grosse Pointe Public Schools Bylaws & Policies

6670 - TRUST AND AGENCY FUND

The Board of Education directs the establishment of a Trust and Agency Fund or Custodial Fund for the financial administration of scholarships and other trusts operated for the benefit of students and duly approved by the Board.

The Assistant Superintendent for Business Affairs and Support Services shall be responsible for the administration of the Trust and Agency Fund. The Fund will be audited annually and will be administered under appropriate accounting controls. The books of account will record income and expenses separately for each approved area.

Grosse Pointe Public Schools Bylaws & Policies

6680 - RECOGNITION

The purpose of this policy is to permit the Board of Education to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board may, upon recommendation of the Superintendent, consider, as appropriate, the presentation of token gifts to such individuals and groups who have rendered service to the District for a period of time.

Public funds under the control of the District may NOT be used to purchase alcoholic beverages, jewelry, gifts, fees for golf, or any item whose purchase or possession is illegal. Any such expenditure violates this policy.

The Board authorizes expenses incurred as listed above only when they serve a public purpose. Public purposes include, but are not limited to, the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers as well as furthering other interests.

M.C.L.A. 380.634

Grosse Pointe Public Schools Bylaws & Policies

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

The work week varies for different groups of employees and is set forth in the collective bargaining agreements of the employee groups.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness
- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Business Manager, or payroll department, or his/her immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website

<www.dol.gov>.

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

29 U.S.C. 201 et seq.

29 C.F.R. Part 541



Book	Policy Manual
Section	6000 Finances
Title	SYSTEM OF ACCOUNTING
Code	po6800
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

6800 - SYSTEM OF ACCOUNTING

It is the policy of the Board of Education that a chart of accounts be established in accordance with the requirements of the State Department of Education for the accounting of all District funds. The Superintendent is responsible for an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the Superintendent will establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Michigan Public Schools Accounting Manual. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

- A. Nonspendable fund balance - amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).
- B. Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. Committed fund balance - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

- D. Assigned fund balance - amounts the Board intends to use for a specific purpose; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. Unassigned fund balance - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes the auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

The Deputy Superintendent of Business Operations shall be responsible for the proper accounting of all District funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Whenever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.

The Deputy Superintendent of Business Operations is responsible to implement procedures and practices that will determine: 1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); 2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; 3) Procedures for recording gain or loss on sale of capital assets and procedures from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

A report of the revenues and expenditures in the fund reporting categories established above shall be made to the Board on a monthly basis by the Deputy Superintendent of Business Operations.

The Board's annual financial statements will include information such as: 1) beginning and ending balances of capital assets; 2) beginning and end balances of accumulated depreciation; 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g. straight line or other method).

Before implementing procedures or changing procedures, the Superintendent will review the proposed procedure with the CPA appointed by the Board of Education to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

Revised 6/27/11

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Legal M.C.L. 41.422 et seq., 141.421 et seq.
 A.C. Rule R340.351 et seq.
 GASB #34
 GASB #54
 GASB #84

Grosse Pointe Public Schools Bylaws & Policies

6830 - AUDIT

The Board of Education requires that, after the close of the fiscal year (June 30th), an audit of all accounts of the District be made annually by an independent, certified public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the Board has direct or supervisory control.

The Assistant Superintendent for Business Affairs and Support Services shall also prepare and submit copies of the District's single audit report and management letter to the Wayne County RESA each year as required.

The Assistant Superintendent for Business Affairs and Support Services shall also file a copy of its annual financial audit report including management letter, with the Michigan Department of Treasury as required.

A.C. Rule R340.351 et seq.

Grosse Pointe Public Schools Bylaws & Policies

6850 - PUBLIC DISCLOSURE AND REPORTING

Within thirty (30) days after the Board of Education adopts its annual operating budget for the following school fiscal year, or adopts a subsequent revision to that budget, the District shall make all of the following available through a link on its website home page in a form and manner prescribed by the State Department of Education:

- A. the annual operating budget and subsequent budget revisions
- B. using data that have already been collected and submitted to the department, a summary of District expenditures for the most recent fiscal year for which they are available, expressed in the following two (2) pie charts:
 - 1. a chart of personnel expenditures, broken into the following subcategories:
 - a. salaries and wages
 - b. employee benefit costs, including, but not limited to, medical, dental, vision, life, disability, and long-term care benefits
 - c. retirement benefit costs
 - d. all other personnel costs
 - 2. a chart of all District expenditures, broken into the following subcategories:
 - a. instruction
 - b. support services
 - c. business and administration
 - d. operations and maintenance
 - 3. links to all of the following:
 - a. the current collective bargaining agreement for each

bargaining unit within the District

- b. each health care benefits plan, including, but not limited to, medical, dental, vision, disability, long-term care, or any other type of benefits that would constitute health care services, offered to any bargaining unit or employee in the District
- c. the audit report of the audit for the most recent fiscal year for which it is available
- d. the total salary and a description and cost of each fringe benefit included in the compensation package for the Superintendent of the District and for each employee of the District whose salary exceeds \$100,000.00
- e. the annual amount spent on dues paid to associations
- f. the annual amount spent on lobbying or lobbying services

As used in this subdivision, "lobbying" means that term as defined in Section 5 of 1978 PA 472, M.C.L.A. 4.415.

The Board shall have an audit of the District's financial and pupil accounting records conducted at least annually at the expense of the District by a certified public accountant or by the Intermediate District Superintendent, as may be required by the State Department of Education.

The District's annual financial audit shall include an analysis of the financial and student accounting data used as the basis for distribution of State school aid. The student accounting records and reports, audits, and management letters are subject to requirements established in the auditing and accounting manuals approved and published by the State Department of Education.

Not later than 120 days after the end of each school fiscal year, the District shall file its annual financial audit report with the Intermediate District.

The annual financial audit reports and student accounting procedures reports shall be available to the public in compliance with the Freedom of Information Act.

By November 15th of each year, the District shall submit to the Center for Educational Performance Information (CEPI), in a manner prescribed by the CEPI, annual comprehensive financial data consistent with accounting manuals and charts of accounts approved and published by the Department. This submission shall contain the District's web address where the required financial data is posted. The District shall also include a link on its websites to the website where the State Department of Education posts this financial information.

By September 30th of each year, the District shall file with the State Department of Education the special education actual cost report on a form and in a manner as prescribed by the State Department of Education.

The District shall provide to the State Department of Education an annual progress report on the implementation of school improvement plans, curriculum, and accreditation as required by "Public Act 25 of 1990."

The District shall comply with the reporting requirements under State and Federal law, including reports to the center for educational performance and information (CEPI), as set forth by State law and as directed by CEPI.

This shall include by:

- A. June 30th of each year, providing CEPI with information related to safety practices and criminal incidents;
- B. the first business day in December and June 30th of each year, providing CEPI with requested information related to educational personnel;
- C. not later than five (5) weeks after the student membership count day, providing CEPI in a manner prescribed by the CEPI, the information necessary for the preparation of the District and high school graduation report;
- D. October 7th of each year, providing CEPI with the transportation expenditure report.

M.C.L.A. 4.415, 388.1618, 388.1619, 388.1651a, 15.231 to 15.246, 380.1204a(1)
20 U.S.C. 6311

Adopted 12/13/10

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Grosse Pointe Public Schools

Bylaws & Policies

Table of Contents

7000 - PROPERTY

▣ <u>7100</u>	Facilities Planning
▣ <u>7217</u>	Weapons
▣ <u>7230</u>	Gifts, Grants, and Bequests
▣ <u>7235</u>	Gifts for Capital Projects
▣ <u>7240</u>	Site Acquisition
▣ <u>7250</u>	Commemoration and Naming of School Facilities
▣ <u>7300</u>	Disposition of Real Property
▣ <u>7310</u>	Disposition of Surplus Personal Property
▣ <u>7410</u>	Maintenance
▣ <u>7420</u>	Hygienic Management
▣ <u>7430</u>	Safety Standards
▣ <u>7434</u>	Use of Tobacco on School Premises
▣ <u>7440</u>	Security and Video Surveillance
▣ <u>7450</u>	Property Inventory
▣ <u>7455</u>	Accounting System for Fixed Assets
▣ <u>7460</u>	Conservation of Natural and Material Resources
▣ <u>7510</u>	Use of School System Facilities
▣ <u>7511</u>	Access to Instructional Television (ITV) Facilities
▣ <u>7530</u>	Lending of Board-Owned Equipment
▣ <u>7530.01</u>	Board-Owned Personal Communication Devices
▣ <u>7530.02</u>	Staff Use of Personal Communication Devices
▣ <u>7540</u>	Computer Technology and Networks
▣ <u>7540.01</u>	Technology Privacy
▣ <u>7540.02</u>	District Web Page
▣ <u>7540.03</u>	Student Technology Acceptable Use and Safety
▣ <u>7540.04</u>	Staff Technology Acceptable Use and Safety
▣ <u>7540.05</u>	District-Issued Staff E-Mail Account
▣ <u>7540.06</u>	District-Issued Student E-Mail Account
▣ <u>7540.07</u>	Personal Internet Account Privacy - Students
▣ <u>7540.08</u>	Personal Internet Account Privacy - Staff
▣ <u>7541</u>	Electronic Data Processing Disaster Recovery Plan
▣ <u>7542</u>	Access to District Technology Resources from Personal Communication Devices

7550

Joint Use of Facilities

Grosse Pointe Public Schools Bylaws & Policies

7100 - FACILITIES PLANNING

The Board of Education recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Board will prepare a capital construction plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

- A. at least annually report to the Board on the number of resident students attending school;
- B. at least annually report to the Board on the enrollment by grades during the school year
- C. conduct a "kindergarten roundup" each spring of the number of students who will be enrolled in the schools of the District in September of the year in which the estimate is made and report the results to the Board;
- D. prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs.

Grosse Pointe Public Schools Bylaws & Policies

7217 - WEAPONS

The Board of Education prohibits any persons from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The Superintendent shall refer a person who knowingly violates this policy to law enforcement officials and may take any necessary steps to exclude the person from Board property and Board-sponsored events.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel;
- B. items approved by a principal as part of a class or individual project or presentation under adult supervision, if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved);
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events;
- E. instruments or equipment as required by the curriculum or District operations.

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

18 U.S.C. 922
M.C.L. 28.425o
20 U.S.C. 4141(g)

Revised 8/24/09
Revised 3/27/17

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Grosse Pointe Public Schools Bylaws & Policies

7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable.

In order for a gift to be most closely aligned with district needs, potential donors and organizations are encouraged to communicate with the district regarding needs and the potential donors and organizations are encouraged to communicate with the district regarding needs and the potential appropriateness of gifts prior to beginning fundraising.

Note that the process for donations for capital projects that exceed the bid threshold limit are governed by Board Policy [7235](#) Gifts for Capital Projects.

If accepted, the Board will attempt to carry out the wishes of the donor.

If the gift:

- A. is for a non-capital expense or a capital expense less than the annual bid threshold at a single school; the **school principal** may accept it with gratitude or may reject it;
- B. involves commercial or political sponsorship, it must be discussed first with the Superintendent before it is accepted or rejected;*
- C. is for a non-capital expense or a capital expense less than the annual bid threshold for more than a single school, or if the gift involves sponsorship, the **Superintendent** may accept it with gratitude or may reject it;*
- D. is for capital expense greater than the annual bid threshold beyond what has been budgeted by the District or if acceptance of the gift affects a District action, **only the Board** may accept it with gratitude or may reject it.

***A principal or the Superintendent may, at his/her discretion, bring any gift to the board for its acceptance or rejection.**

Administration shall keep an annual log of all gifts, grants and bequests.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Revised 3/27/17

Grosse Pointe Public Schools

Bylaws & Policies

7235 - GIFTS FOR CAPITAL PROJECTS

The following policy applies to gifts for capital projects that exceed the bid threshold limit.

The Board appreciates and values gifts that are made to the District to support capital projects. Recognizing that partnering with the community to increase gifts to the District for capital projects is a value to the District as a whole, the Board establishes the following:

- A. Each year, as part of the Budget Parameter resolution mandated by BOE Policy [6220](#) ("Budget Preparation"), the Board shall consider recommending a percentage of the Sinking Fund (if a Sinking Fund exists) to be set aside to match gifts for capital projects for the coming year.
- B. In order for a gift to be most closely aligned with district needs, potential donors and organizations are encouraged to communicate with the district regarding needs and the potential appropriateness of gifts prior to beginning fundraising.
- C. To be considered for matching funds from the Sinking Fund a project will typically require a minimum gift of at least fifty percent (50%) of the total cost of the project. The Board of Education is not obligated to provide matching funds or accept a donation in any amount. The Board is most focused on providing matching funds that align with the needs of the District.
- D. When seeking matching funds for a gift, the funder shall have the entire amount of their contribution available to be transferred to the District.
- E. To be considered for matching funds a potential donation/project must first be presented to and supported by the Board of Education Facilities Committee which shall prioritize which would require some district matching funds.
- F. Following a recommendation by the Board of Education Facilities Committee, the entire Board of Education shall consider accepting the donation and/or providing some level of matching funds. Decisions regarding matching funds will typically be made in the spring of each year.

The Superintendent shall develop administrative guidelines to comply with this policy.

Adopted 3/27/17

Grosse Pointe Public Schools Bylaws & Policies

7240 - SITE ACQUISITION

It is the policy of the Board of Education that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not an enhancement of the value of the site to the seller.

Discussion of possible school sites may be carried on in a closed session of the Board, but all official actions must be taken in an open, public meeting. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.



Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION AND NAMING OF SCHOOL FACILITIES
Code	po7250
Status	Active
Adopted	July 28, 2008
Last Revised	November 26, 2018

7250 - COMMEMORATION AND NAMING OF SCHOOL FACILITIES

Commemoration

From time-to-time, the Board of Education may wish to commemorate a school or District facility (gymnasium, swimming pool, athletic field, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

Any individual considered for such an honor shall have ceased to be employed by or affiliated with the District for a minimum of two years prior to the Board's selection of his/her name for commemoration honor.

All requests to name a facility should be referred to the Board of Education Facilities Committee for its consideration prior to being considered by the entire Board of Education.

Naming Rights Pursuant to a Commercial Contract

The District may sell the right to name particular facilities owned by the District.

All such naming rights shall be done pursuant to a contract, which must be approved by the Board. Such contract may not be assigned without the approval of the Board by Board action.

Any naming contract shall not extend for more than five (5) years.

No naming contract shall be approved for companies or individuals that market items which are inappropriate or illegal for minors to use (e.g., alcohol, tobacco, etc.)

All such contracts shall contain a provision that the naming rights revert immediately to the District upon expiration of the contract or upon any material breach of the naming contract by the purchaser.

All such contracts shall contain a provision that the contract is immediately terminated upon the declaration of bankruptcy by the purchaser, and shall not become an asset of the debtor.

Revised 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

7300 - DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

"Real Property" means land. Including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy [7310](#) – Disposition of Surplus Property.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

M.C.L.A. 380.1260

Revised 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

7310 - DISPOSITION OF SURPLUS PERSONAL PROPERTY

The Board of Education requires the Superintendent to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The district shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The District shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

When original or replacement equipment acquired under a Federal award is no longer need for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

The District may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the District shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

Revised 6/25/18

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Grosse Pointe Public Schools Bylaws & Policies

7410 - MAINTENANCE

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. an equipment replacement program;
- C. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law.

Said guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.

The Superintendent shall annually present to the Board a consolidated report cataloging all repairs and renovations that, in the administration's judgment, each District facility will require in the current year and the ensuing three (3) years. Each project should be assigned a priority level and include projected costs for materials, labor, architecture/engineering services, and construction management services. The report shall further indicate whether the project has an identified funding source. Projects should not be eliminated from the report on the basis of a lack of an identified funding source in an effort to help the Board understand the full scope of repairs and renovations District facilities may require.

Public Act 225 of 1993

Grosse Pointe Public Schools Bylaws & Policies

7420 - HYGIENIC MANAGEMENT

The Board of Education recognizes that the health and physical well-being of the students of this District depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall request that each facility be inspected for cleanliness and sanitation by the Assistant Superintendent for Business, or designee.

The Superintendent shall prepare, in consultation with the Assistant Superintendent for Business, or designee, procedures for the handling and disposal of body wastes and fluids.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the Assistant Superintendent for Business, or designee.

A.C. Rule R340.1301

Grosse Pointe Public Schools Bylaws & Policies

7430 - SAFETY STANDARDS

The Board of Education believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. Said employee shall also have the authority to organize and direct the activities of a District safety committee.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

M.C.L.A. 380.1288

A.C. Rule 29.1 et seq., 340.1301 et seq.

Grosse Pointe Public Schools Bylaws & Policies

7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students and employees who choose not to use tobacco from an environment noxious to them and potentially damaging to their health, the Board prohibits the use of tobacco on District premises, in District vehicles, and in all school buildings owned and/or operated by the District.

For purposes of this policy, "use of tobacco" means a cigar, cigarette, or pipe, or any other matter or substance that contains tobacco.

Tobacco may not be advertised or promoted on school property or at school controlled events. Therefore, signs, clothing, bags, accessories, and other items promoting tobacco or containing tobacco branding are prohibited on school property and at school controlled events.

Tobacco companies/products may not sponsor any school activity or project.

The Superintendent shall designate the individuals and the methods to monitor compliance with this policy.

M.C.L.A. 380.1170
20 U.S.C. 6081 et seq
U.S.D.O.E. Memorandum, 1995
MDE Board Policy on 24/7 Tobacco-Free Schools

Grosse Pointe Public Schools Bylaws & Policies

7440 - SECURITY AND VIDEO SURVEILLANCE

Through this policy, the Board of Education provides notice to all students, the public and its employees of the potential use of video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff and visitors.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with statute and rules of the State. The Superintendent may authorize the use of video/electronic surveillance and/or security systems in monitoring activity on school property.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors and District property and to require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

Video surveillance will not usually be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

Video surveillance of the bathrooms or locker rooms may be utilized in exceptional circumstances when there are serious concerns and when in person monitoring is not effective or practical. The Superintendent shall require strict controls to assure there is no unreasonable invasion of privacy and must notify the Board of the specific controls to be implemented prior to implementation of any video surveillance of bathrooms or locker rooms.

The District will post signs at the main entrances to buildings stating that video surveillance cameras are in use to monitor activity within buildings for security purposes.

The Superintendent shall report periodically to the Board regarding the security and surveillance programs in effect in the District.

The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety or other security risk and the measures being taken to address the situation.

Grosse Pointe Public Schools

Bylaws & Policies

7450 - PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and update the records annually, and in accordance with Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$5,000.00 to replace or purchase as a single unit and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5,000.00.

It shall be the duty of the Deputy Superintendent of Business Services to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Deputy Superintendent of Business Services shall maintain a system of property records which shall show, as appropriate to the item recorded, the description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy [7310](#) and AG [7310](#).
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E.

A physical inventory of the property must be taken and results reconciled with property records at least every two (2) years.

- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

2 C.F.R. 200.313

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Grosse Pointe Public Schools Bylaws & Policies

7455 - ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- B. adequate insurance coverage
- C. control and accountability

The Assistant Superintendent for Business shall be responsible for the development and maintenance of the fixed-asset accounting system. The Assistant Superintendent for Business shall develop procedures to ensure compliance with all fixed-asset policies. Each building principal shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress
- J. computers shall be identified as "controlled" and shall be monitored in the fixed asset management system

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Grosse Pointe Public Schools Bylaws & Policies

7460 - CONSERVATION OF NATURAL AND MATERIAL RESOURCES

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate, the District implement strategies which, where practicable will conserve all forms of energy used and ensure proper recycling of reusable materials.

The Board of Education directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

Grosse Pointe Public Schools Bylaws & Policies

7510 - USE OF SCHOOL SYSTEM FACILITIES

The Board of Education allows the reasonable use of its buildings and grounds ("facilities") by properly organized and responsible community groups. Such use of any School System facilities shall not, however, interfere with the daily school and student routine or any school-sponsored student or adult activity, or unduly jeopardize the condition of the facilities. Facilities shall not be used or made available for political campaigns. School System administration shall establish and publish reasonable rules and regulations governing the use of School System facilities.

Facilities, other than those referenced in Policy [7511](#), may be rented to community groups only if approved in advance by the Superintendent or the Superintendent's designee. Organizations wishing to use School System facilities must contact the appropriate administrator for approval and scheduling. In the event of scheduling conflicts, organizations shall have priority in the following order: any School System school or department; school groups; youth-oriented groups; non-profit organizations; and other organizations. Within each classification, facilities shall be made available in a non-discriminatory fashion. Recognized bargaining units representing School System employees may use School System facilities, as available.

Fees and Rental Charges

The superintendent shall establish and publish a schedule of reasonable fees and/or rental charges for the use of School System facilities.

Grosse Pointe Public Schools Bylaws & Policies

7511 - ACCESS TO INSTRUCTIONAL TELEVISION (ITV) FACILITIES

It is the policy of the Board of Education that the School System shall maintain complete editorial control over the content of all programs broadcast over the School System's cable television educational channel. It is recognized that if individuals or community groups are permitted to use or have access to the instructional television (ITV) facilities of the School System, the School System's legal ability to maintain such editorial control may be diminished or lost. Accordingly, the foregoing provisions of Policy [7510](#), relating to the use of other School System facilities generally, shall not apply to the ITV facilities. Recognizing, however, that individuals or community groups may present the School System with opportunities to broadcast coverage of events or videotaped materials which are appropriate for and in keeping with the purposes of the School System's cable television educational channel, the School System may consider requests from individuals or community groups to broadcast coverage of certain events or videotaped materials, providing that use and operation of the ITV Facilities shall remain under the exclusive direction and control of School System personnel and decisions regarding such broadcasts shall be within the complete discretion of the School System.

Grosse Pointe Public Schools Bylaws & Policies

7530 - LENDING OF BOARD-OWNED EQUIPMENT

No item of Board-owned equipment shall be loaned for non-school use off District school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent and only when such equipment is unobtainable elsewhere.

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.

District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Director of Instructional Technology or Superintendent is required for such removal.

Individuals authorized to use Board-owned equipment off District property are prohibited from allowing anyone else the use the equipment (e.g. spouses, children, relatives, friends, etc. may not use Board-owned equipment, which is approved for use by a specific person).

A Board employee may use authorized Board-owned Technology Resources for school use off of District property. District Technology Resources may contain personally identifiable information ("PII") about students and/or staff. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District Technology Resources. Board employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g. external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud storage. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.

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Grosse Pointe Public Schools Bylaws & Policies

7530.01 - BOARD-OWNED PERSONAL COMMUNICATION DEVICES

The Board of Education will provide personal communication devices ("PCDs") to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g. Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan and outline the use of such equipment pursuant to administrative guidelines.

Revised 9/23/13

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Grosse Pointe Public Schools Bylaws & Policies

7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Using a cell phone or other PCD while operating a vehicle is strongly discouraged. Employees should plan their work accordingly so that calls are placed, text messages/instant messages/e-mails read and/or sent, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving (including any laws that prohibit texting or using a cell phone or other PCD while driving).

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy [8310](#) – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy [8330](#) – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records and ESI subject to a Litigation Hold that is maintained on the employee's Board-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for work-related communications, and the device contains public records, students records and/or ESI subject to a Litigation Hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their PCDs and cell phones:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

If an employee maintains records and/or information on a PCD or cell phone that is confidential, privileged or otherwise protected by state and/or federal law, the employee is required to encrypt the records and/or information.

It is suggested that employees lock and password protect their PCDs when not in use.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by state and/or federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity.

The use of PCDs in locker rooms, shower facilities, rest/bathrooms is prohibited.

Personal Use of PCDs While at Work

Board employees may carry PCDs and/or cell phones with them while at work including while operating potentially dangerous Board equipment, but are subject to the following restrictions:

- A. Excessive use of a PCD and/or cell phone for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

Potential Disciplinary Action

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

Adopted 9/23/13

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Grosse Pointe Public Schools Bylaws & Policies

7540 - COMPUTER TECHNOLOGY AND NETWORKS

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of operations within the school system.

However, the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Technology Acceptable Use Agreement* annually. (See also, Policy 7540.03)

The Superintendent shall provide administrative guidelines to staff and students about making safe, appropriate and ethical use of the District's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyber-bullying, understanding cyber-bullying is a violation of District policy, and learning appropriate responses if they are victims of cyber-bullying.

Social media shall be defined as internet-based applications (including, but not limited to Facebook, My Space, Twitter, etc.) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the building administrator in accordance with administrative guidelines.

Students shall be permitted to access social media from the District's network in accordance with their teacher's approved access plan for such use as approved by the building administrator in accordance with administrative guidelines.

However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board policy.

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent or designee in accordance with district guidelines.

Revised 3/26/12

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Grosse Pointe Public Schools Bylaws & Policies

7540.01 - TECHNOLOGY PRIVACY

The Board of Education recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Board's position with respect to staff-member privacy in the educational and workplace setting and to protect the Board's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members and students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voice mail systems are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Technology Cabinet. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

Grosse Pointe Public Schools Bylaws & Policies

7540.02 - DISTRICT WEB PAGE

The Board of Education authorizes the creation of web sites by employees and students of the School District to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and is subject to prior approval of the Superintendent or designee.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

A. Educate

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the District's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support the mission and goals of the district.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy [8330](#) - Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act (CIPA), Americans with Disabilities Act (ADA), Children's Online Privacy Protection Act (COPPA), Family Educational Rights and Privacy Act (FERPA)). Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlet's (e.g. local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

District web content must conform to W3C WAI's Web Content Accessibility Guidelines 2.0 (WCAG), Level AA conformance.

Under no circumstances is a website to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. No web pages contained on the District's web site may: (1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue; (2) link to a web site of another organization if the other web site includes such a message; or (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including but not limited to, their Facebook or MySpace pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates a web page/site related to his/her class, it must either be hosted on the District approved server or made available to parents and guardians of their students and District administration.

Violations of this policy will result in links being disabled.

School web sites must be located on District-authorized servers.

The Superintendent shall prepare administrative guidelines defining the standards permissible for web-site use.

The Board retains all proprietary rights related to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written parent permission and expressly license its display without cost to the Board.

Prior written parental permission is necessary for a student to be identified by name on the Board's website.

Questions regarding the website design and interpretation of the policy and procedures may be directed to the District Website Coordinator or the Manager of Technology.

Revised 11/23/15

Revised 9/26/16

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Grosse Pointe Public Schools

Bylaws & Policies

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined by Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital age. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines, and the Student Code of Conduct govern student's use of District Technology Resources and student's personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored Activity (see Policy [5136](#)).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted resources aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network, Internet connection or Cloud Based resources).

First, the Board may not be able to technologically limit access, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Instructional Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e. behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teachers approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Instructional Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.520

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Grosse Pointe Public Schools

Bylaws & Policies

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined in Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy [2521](#) – Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, the Board may not be able to technologically limit access through the its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board

or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Director of Instructional Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the contents of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Director of Instructional Technology may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school –related electronic communications, including those to students, parents and other staff members.

With prior approval from the Superintendent or Director of Instructional Technology, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District Technology and Information Resources – i.e. behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology and Information Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Instructional Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to Staff members' use of District Technology and Information Resources.

Social Media Use

An employee's personal or private use of social media, may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy [8330](#). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
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Grosse Pointe Public Schools

Bylaws & Policies

7540.05 - DISTRICT-ISSUED STAFF E-MAIL ACCOUNT

Staff

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy and any corresponding guidelines are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Furthermore, District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Director of Instructional Technology.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy [8315](#) – Information Management), and purging all other e-mails that have been read. If the staff member is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's IT staff.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records if their content concerns District business, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy [8310](#) – Public Records. E-mails that are student records must be maintained pursuant to Policy [8330](#) – Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy [8315](#) – Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally-identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a litigation hold shall be retained.

E-mail retention is the responsibility of the individual e-mail user. Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold. E-mails sent or received using the District's e-mail service are automatically retained on the

server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. Any questions concerning e-mail retention should be directed to the Director of Instructional Technology.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Adopted 3/26/18

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Grosse Pointe Public Schools

Bylaws & Policies

7540.06 - DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the building principal.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal or the District's Technology Director. The Technology Director is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting [Form 7540.03 F1](#).

Grosse Pointe Public Schools Bylaws & Policies

7540.07 - PERSONAL INTERNET ACCOUNT PRIVACY - STUDENTS

The District will not:

- A. request a student or prospective student to grant access to, allow observation of, or disclose information that allows access to or observation of the student's or prospective student's personal internet account.
- B. expel, discipline, fail to admit, or otherwise penalize a student or prospective student for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the student's or prospective student's personal internet account.

The following definitions shall be used for this policy:

- A. "Access information" means user name, password, login information, or other security information that protects access to a personal internet account.
- B. "Personal internet account" means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user's account information, profile, display, communications, or stored data.
- C. The District may:
 - 1. request or require a student to disclose access information to gain access to or operate any of the following:
 - a. An electronic communications device paid for in whole or in part by the District.
 - b. An account or service provided by the District that is either obtained by virtue of the student's admission to the educational institution or used by the student for educational purposes.
 - 2. view, access or utilize information about a student or applicant that can be obtained without any required access information or that is available in the public domain.

Michigan Internet Privacy Information Act, PA 478 of 2012
M.C.L. 37.271 et. seq.

Adopted 9/23/13

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Grosse Pointe Public Schools Bylaws & Policies

7540.08 - PERSONAL INTERNET ACCOUNT PRIVACY - STAFF

The District will not:

- A. request an employee or an applicant for employment to grant access to, allow observation of, or disclose information that allows access to or observation of the employee's or applicant's personal internet account.
- B. discharge, discipline, fail to hire, or otherwise penalize an employee or applicant for employment for failure to grant access to, allow observation of, or disclose information that allows access to or observation of the employee's or applicant's personal internet account.

The following definitions shall be used for this policy:

- A. "Access information" means user name, password, login information, or other security information that protects access to a personal internet account.
- B. "Personal internet account" means an account created via a bounded system established by an internet-based service that requires a user to input or store access information via an electronic device to view, create, utilize, or edit the user's account information, profile, display, communications, or stored data.
- C. The District may:
 - 1. request or require an employee to disclose access information to the District to gain access to or operate any of the following:
 - a. An electronic communications device paid for in whole or in part by the employer.
 - b. An account or service provided by the employer, obtained by virtue of the employee's employment relationship with the employer, or used for the district's business purposes.
 - 2. discipline or discharge an employee for transferring the proprietary or confidential information or financial data to an employee's personal internet account without the District's authorization.

3. conduct an investigation or require an employee to cooperate in an investigation in any of the following circumstances:
 - a. If there is specific information about activity on the employee's personal internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct.
 - b. If the District has specific information about an unauthorized transfer of the District's proprietary information, confidential information, or financial data to an employee's personal internet account.
4. restrict or prohibit an employee's access to certain websites while using an electronic communications device paid for in whole or in part by the District or while using the District's network or resources, in accordance with State and Federal law.
5. monitor, review, or access electronic data stored on an electronic communications device paid for in whole or in part by the employer, or traveling through or stored on an District's network, in accordance with State and Federal law.
6. screen employees or applicants prior to hiring or to monitor or retain employee communications that is established under Federal law or by a self-regulatory organization, as defined in section 3(a)(26) of the securities and exchange act of 1934, 15 USC 78c(a)(26).
7. view, access or utilize information about an employee or applicant that can be obtained without any required access information or that is available in the public domain.

Michigan Internet Privacy Protection Act, PA 478 of 2012
M.C.L. 37.271 et. seq.

Adopted 9/23/13

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Grosse Pointe Public Schools Bylaws & Policies

7541 - ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

The Board of Education is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the Superintendent is directed to develop, test and maintain an *Electronic Data Processing Disaster Recovery Plan* for use in the event a disaster should disable the District's electronic data processing equipment.

Grosse Pointe Public Schools

Bylaws & Policies

7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES

The Board permits employees, students, Board members; as well as contractors, vendors, and agents, to use their personal communication devices ("PCDs") to wirelessly access the District's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any District facility. Access to the business/guest network shall require authentication and, shall be limited to persons who require access for school-related business as outlined in administrative guidelines.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

If the user wants to access the District's technology resources through a hard-wired connection, the user's PCD must first be checked by the Assigned Building technology staff member to verify it meets the established standards for equipment used to access the network.

Director of Technology is charged with developing (or, is directed to develop) the necessary standards for connecting PCDs to the District's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive District data, illegal access to confidential data, damage to the District's intellectual property, damage to the District's public image, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Network and Internet Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Network and Internet Acceptable Use and Safety, Policy [5136](#) and AG 5136 - Personal Communication Device, Policy 7530.02 - Staff Use of Communication Devices. When an individual connects to and uses the District's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's technology resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource (s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

Adopted 8/26/13

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Grosse Pointe Public Schools Bylaws & Policies

7550 - JOINT USE OF FACILITIES

The Board of Education may give consideration to the joint expenditure of District funds and municipal funds to provide those facilities from which the community, children and adults alike, may derive benefits.

In accordance with this policy, the Board may, as either opportunity or need arises, and as it is entitled to do so by law, join with local municipal governing bodies within the District in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

8000 - OPERATIONS

☐ 8110	Conflict of Interest
☐ 8142	Criminal History Record Check
☐ 8210	School Calendar
☐ 8220	School Day
☐ 8300	Freedom of Information Act Policy
☐ 8310	Public Records Generally
☐ 8315	Posting of Board of Education Electronic Communication
☐ 8320	Personnel Files
☐ 8321	Criminal Justice Information Security (Non-Criminal Justice Agency)
☐ 8330	Student Records
☐ 8340	Letters of Reference
☐ 8350	Confidentiality
☐ 8390	Animals on District Property
☐ 8400	School Safety Information
☐ 8405	Environmental Health and Safety Issues
☐ 8410	Crisis Intervention
☐ 8420	Emergency Situations at Schools
☐ 8431	Preparedness for Toxic Hazard and Asbestos Hazard
☐ 8442	Reporting Accidents
☐ 8450	Control of Casual-Contact Communicable Diseases
☐ 8453	Direct Contact Communicable Diseases
☐ 8453.01	Control of Blood-Borne Pathogens
☐ 8462	Student Abuse and Neglect
☐ 8470	Students - Sex Offender Registry; Criminal Convictions
☐ 8500	Food Services
☐ 8510	Wellness
☐ 8531	Free and Reduced-Price Meals
☐ 8540	Vending Machines
☐ 8660	Bus Transportation
☐ 8660	Transportation by Private Vehicle
☐ 8710	Insurance
☐ 8740	Bonding
☐ 8770	Joint Self-Insurance Pool
☐ 8800	Religious/Patriotic Ceremonies and Observances

Grosse Pointe Public Schools

Bylaws & Policies

8110 - CONFLICT OF INTEREST

For purposes of this policy, the term "GPPSS Personnel" shall include the District's administrators, staff members, employees, officers, contracted staff provided by a third party, and agents.

GPPSS Personnel shall perform their official duties in a manner free from conflict of interest. To this end:

- A. The maintenance of high standards of honesty, integrity, impartiality, and professional conduct by GPPSS Personnel is essential to ensure the proper performance of school business as well as to earn and keep public confidence in the District.

To accomplish this, the following policy shall apply to all GPPSS Personnel to assure that conflicts of interest do not occur. This policy is not intended to be all inclusive, nor to substitute for good judgment on the part of GPPSS Personnel.

- 1. No GPPSS Personnel shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities in the District. When a GPPSS Personnel determines that the possibility of a personal interest conflict involving himself or herself and/or his or her Family Member exists, he or she shall disclose his or her interest or the interest of the Family Member to a central office administrator.

For the purpose of this policy, "Family Member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage.

- 2. No GPPSS Personnel shall use his or her position to benefit himself or herself or any other individual or agency apart from the total interest of the District.
- 3. If the financial or other interest that may constitute a conflict pertains to a proposed contract with the District, the GPPSS Personnel shall disclose the financial or other interest in the contract in writing to the Superintendent, who shall notify the Board of Education of such disclosure at least seven (7) days prior to the Board meeting at which the vote on the contract will be taken.
- 4. GPPSS Personnel shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment or professional relationship with the District.

Included, by way of illustration rather than limitation are the following prohibited activities:

- a. The provision of any private lessons or services for a fee to a person who at the time the lessons or services are provided is a student of the GPPSS Personnel.
- b. The use, sale, or improper divulging of any privileged information about a student or client gained in the course of the GPPSS Personnel's employment or professional relationship with the District through his or her access to District records.
- c. The referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals.
- d. The requirement of students or clients to purchase any private goods or services provided by an individual or entity with whom any GPPSS Personnel has a financial or

other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.

5. GPPSS Personnel shall not make use of materials, equipment, or facilities of the District in private practice. Examples of prohibited conduct include, but are not limited to, the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- B. Should exceptions to this policy be necessary in order to provide services to students or clients of the District, all such exceptions shall first be made known to the employee's supervisor and the Superintendent **before** entering into any private relationship.
- C. GPPSS Personnel may not participate in the selection, award, or administration of a contract supported by a Federal grant/award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the GPPSS Personnel, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- D. GPPSS Personnel shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. GPPSS Personnel may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value equal to or less than fifty-six dollars(\$56).
- E. To the extent that the District has a parent, affiliate or subsidiary organization that is not a State or local government or an Indian tribe, the District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the District is unable, or appears to be unable, to be impartial.
- F. Upon discovery of any potential conflict of interest involving Federal grant funds, the District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- G. GPPSS Personnel who violate this policy will be subject to disciplinary action, up to and including termination.

Adopted 10/24/16

Grosse Pointe Public Schools Bylaws & Policies

8142 - CRIMINAL HISTORY RECORD CHECK

Before the District hires any employee (full or part-time) or allows any individual under contract to continuously and regularly work in the schools, a criminal history records check shall be conducted in accordance with State law.

"Under contract" shall apply to individuals, as well as owners and employees of entities, who contract directly with the District or with a third-party vendor, management company, or similar contracting entity, to provide food, custodial, transportation, counseling or administrative services on more than an intermittent or sporadic basis. It shall also apply to individuals or entities providing instructional services to students or related auxiliary services to special education students.

Prior to allowing an individual, who is subject to the criminal history record check requirement, to work in the District, the District shall submit a fingerprint-based check on the individual, using Michigan State Police (MSP) Form RI-030 (7/2012), regardless of whether the individual will work directly for the District or be contracted through a third-party vendor, management company or similar contracting entity ("Private Contractors"). Except as provided below, the report from the MSP must be received, reviewed and approved by the District prior to the individual commencing work.

Such Private Contractors cannot receive or retain criminal history record information ("CHRI").¹ Where the District will contract with a Private Contractor for the services of an individual, the District shall notify the Private Contractor(s), after review of the MSP report, whether the individual has been approved to work within the District. The District may not give any details, including the fact that a criminal history check was run. Notice for approval to work in the District should use the Affidavit of Assignment or similar "red light/green light" procedure.

Should it be necessary to employ a person or contract for a person to maintain continuity of the program prior to receipt of the criminal history report, the Superintendent may contract on a provisional basis until the report is received. Any such provisional hire requires that:

- A. the record check has been requested;
- B. the applicant has signed a disclosure of all convictions and acknowledges that employment may be terminated if there are discrepancies; and
- C. the hiring occurs during the school year or not more than thirty (30) days before the beginning of the school year.

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

Individuals working in multiple districts may authorize the release of a prior criminal history records check with another district in lieu of an additional check for either direct employment or working regularly and consistently under contract in the schools.

Individuals who previously received a statutorily required criminal background check and who have been continuously employed by a school district, intermediate school district, public school academy or non-public school within the State, with no separation, may have their previous record check sent to the District in lieu of submitting to a new criminal background check. If this method is used, the Superintendent must confirm that the record belongs to that individual and whether there have been any additional convictions by processing the individual's name, sex and date of birth through the Internet Criminal History Access Tool (ICHAT).

"No separation," for purposes of the preceding paragraph, means a layoff or leave of absence of less than twelve (12) months with the same employer; or the employee transfers without a break in service to another school district, intermediate school district, public school academy or non-public school within the State.

All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source will be maintained in the individual's confidential file, which must be maintained in compliance with Policy [8321](#) and AG 8321.

When the District receives a report that shows an individual has been convicted of a listed offense under state statutes or any felony, the Superintendent shall take steps to verify that information using public records, in accordance with the procedures provided by the State Department of Education.

Verified convictions may result in termination of employment or rejection of an application. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of a "listed" offense as defined in M.C.L. 28.722. The District will not hire or continue to employ any individual, either directly or as a contracted employee to work regularly and continuously in the schools, who has been convicted of any felony unless both the Superintendent and the Board provide written approval.

The District must report as directed by and to the State Department of Education the verified information regarding conviction for any listed offense or conviction for any felony and the action taken by the District with regard to such conviction. Such report shall be filed within sixty (60) days of receipt of the original report of the conviction.

The Superintendent shall establish the necessary procedures for obtaining from the Criminal Records Division of the State Police any criminal history on the applicant maintained by the State Police. In addition, the Superintendent shall request the State Police to obtain a criminal history records check from the Federal Bureau of Investigation.

An applicant must submit, at no expense to the District, a set of fingerprints, prepared by an entity approved by the Michigan State Police, upon receiving an offer of employment, or as required by State law for continued employment.

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

Any notification received from the Michigan Department of Education or Michigan State Police regarding District employees with criminal convictions shall be exempt from disclosure under the Freedom of Information Act (FOIA) for the first fifteen (15) days until the accuracy of the information can be verified. Thereafter, only information about felony convictions or misdemeanor convictions involving physical or sexual abuse may be disclosed in reference to a FOIA request.

Criminal history reports may be released with the written authorization of the individual.

Records may also be released, in accordance with statute, upon the request of a school district, intermediate school district, public school academy or non-public school when the individual is an applicant for employment at such school and there has been no separation from service, as defined in this policy and by statute.

1 Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.

M.C.L. 380.1230 et. seq., 380.1535, 380.1535a, 380.1809, 28.722

Adopted 2/26/18

Grosse Pointe Public Schools Bylaws & Policies

8210 - SCHOOL CALENDAR

The Board of Education, in agreement with the Wayne County Intermediate School District (ISD), shall adopt a common calendar. This calendar shall be posted on the District's web site and distributed to the District's constituents. Approved annually for a five (5) year period, the calendar shall provide for the instructional program of the schools, for orderly educational planning, and for the efficient operation of the District.

The Board shall determine annually the total number of days when the schools will be in session for instructional purposes. For purposes of receiving State-school aid, the number of days and number of hours will be in accordance with statute. The Board shall ensure that school is not in session before Labor Day.

The Board shall adopt annually a five (5) year District calendar that identifies dates for each school year when school will not be in session for at least a winter holiday break, a spring break, and professional development days. The calendar will identify these dates specifically for at least the next five (5) school years, and could further describe them more generally for subsequent school years as long as the dates can be readily determined.

District schools are not required to begin after Labor Day, if, prior to July 1, 2008, the District operated a year-round school or programs or an international baccalaureate academy which provides 1,160 hours of student instruction per school year.

If the District begins operating a year-round school or program after July 1, 2008, the District may apply to the Superintendent of Public Instruction for a waiver. If the State Superintendent determines that the school or program is a bona fide year-round school or program established for educational reasons, a waiver will be granted.

If the District's school year is scheduled to begin before Labor Day, the ISD may provide programs or services according to the District's calendar:

- A. if the ISD contracted with the District to provide programs or services for students of the District; or
- B. if the ISD operated a program or service within a building owned by the District; and
- C. if the building/program/service is within the ISD's boundaries, or otherwise provided instructional programs or services for students of the District.

A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year's Day; the last Monday of May, Memorial or Decoration Day; July 4th, Independence Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day.

If one (1) or more of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

The District shall provide at least 1,098 hours of student instruction per school year.

The District's Superintendent is authorized to work with the Intermediate School District on the development of a common calendar for all of the districts in the ISD.

No more than thirty (30) hours of student instruction lost due to conditions not within the control of the District

(e.g., severe storms, fires, epidemics, and health conditions), can be counted as a part of the required minimum days of instruction. All subsequent hours lost for instruction cannot be counted for State school aid, unless they occur after April 1st, are due to unusual and extenuating occurrences resulting from conditions not within the control of the school authorities (such as those conditions described above), and are approved by the State Superintendent of Instruction. Hours lost due to strikes by District staff or to teacher conferences shall not be counted as hours of instruction.

The Superintendent shall certify to the Department of Education by no later than August 1st of each year, the number of hours of student instruction during the previous school year.

M.C.L.A. 380.1284, 380.1384a, 380.1284b

M.C.L.A. 380.1175, 388.1701

A.C. Rule R340.10 et seq.

Grosse Pointe Public Schools Bylaws & Policies

8220 - SCHOOL DAY

The Board of Education authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. S/He shall prepare rules for the proper and timely notification of concerned persons and parents in the event of any emergency closing of the schools.

The Superintendent shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. S/He shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

M.C.L.A. 380.1284

Grosse Pointe Public Schools Bylaws & Policies

8300 - FREEDOM OF INFORMATION ACT POLICY

It is the policy of School District that 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").

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

GENERAL INFORMATION

- A. All officers, employees, and agents of the District shall protect public records from loss, unauthorized alteration, mutilation, or destruction.
- B. The Deputy Superintendent for Business and Support Services is hereby designated the "FOIA Coordinator" with the authority and responsibilities stated in the Act and these procedures and guidelines.
- C. The FOIA Coordinator shall be responsible to accept and process all written requests for public records under the Act and shall be responsible for approving a denial under Section 5 of the Act (M.C.L. 15.235). The Coordinator may designate an alternate Coordinator to act when the Coordinator is unavailable.
- D. These procedures and guidelines 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.).

WRITTEN REQUESTS

- A. All individuals desiring to inspect or receive a copy of a public record shall make a written request to the FOIA Coordinator that describes the public record sufficiently to enable the FOIA Coordinator, or his/her designee, to identify and locate the public record.
- B. The FOIA Coordinator, or any other designee, is not required to respond to oral requests for public records, but may do so for routine requests that can be granted immediately.
- C. If a written request is received directly by a District employee other than the FOIA Coordinator, the original shall be promptly forwarded to the FOIA Coordinator. The date the FOIA Coordinator receives the request shall be considered the date the request is validly received by the District, for the purpose of determining when a response is due.
- D. A written request made by facsimile, electronic mail, or other electronic transmission is not received by the FOIA Coordinator until one (1) business day after the electronic submission is made. If a request is delivered to a spam or junk mail folder, the request is not received by the FOIA Coordinator until one (1) business day after it is discovered and forwarded to the FOIA Coordinator.

- E. Upon receiving a written request for a public record pursuant to these procedures and guidelines, a person or entity has the right to inspect, copy, or receive copies of the requested public record (s), unless the requested public record is exempt from disclosure pursuant to Section 13 of the Act (M.C.L. 15.243), as amended. If the exempt status of any request is questioned, legal counsel may be consulted. New public records, compilations, summaries, and/or reports of information shall not be created in response to a FOIA request.
- F. Upon request for public inspection, the FOIA Coordinator, or any other designee, shall furnish a requestor a reasonable opportunity for inspection and examination of the requested public records, subject to applicable exemptions, and shall furnish reasonable facilities for making memoranda or abstracts from its public records during regular business hours.
- G. A requestor may stipulate that the public records be provided on non-paper physical media, electronically mailed, or otherwise electronically provided to him/her in lieu of paper copies. Notwithstanding the foregoing, such stipulation must be within the technological capabilities of the District.
- H. A person or entity may subscribe to future issuances of public records that are created, issued, or disseminated on a regular basis. A subscription shall be valid for up to six (6) months, at the request of the subscriber, and shall be renewable.
- I. If a requested public record may be obtained on the District website or webpage, the FOIA Coordinator shall notify the requestor in writing of such availability and provide the direct internet address or link to obtain such public record. If, after receiving such written notification from the FOIA Coordinator, the requestor notifies the District that s/he continues to want the District to provide a copy of the available public record, in any format, the District shall process such request and may impose additional labor costs as specified below.

REQUEST PROCESSING

When the District receives a written request for a public record, the FOIA Coordinator, or any other designee, shall, in not more than five (5) business days after the District receives the request, respond to the request by one of the following:

- A. grant the request;
- B. issue a written notice to the request or denying the request;
- C. grant the request in part and issue a written notice to the requestor denying the request in part;
- D. issue a written notice extending, for not more than ten(10) business days, the period during which the District shall respond to the request.

For purposes of computing the deadline to respond to a request under this policy, the term "business day" shall include any day that is not a Saturday, Sunday or State of Michigan official holiday, regardless of whether the District is open for business on that day.

Any failure to respond to a written request as provided for above constitutes the District's determination to deny the request.

Any written response denying a request for a public record, in whole or in part, is a final determination to deny the request or portion of that request. A denial response should contain the following:

- A.

An explanation of the basis under the Act or other statute for the determination that a public record (s), or portion(s) thereof, is exempt from disclosure, if that is the reason for denying all or part of a request.

- B. A statement that the public record(s) do not exist under the name/description given by the requestor or by another name reasonably known to the District.
- C. A description of a public record(s) or information on a public record that is separated or deleted if such separation or deletion is made.
- D. A full explanation of the requestor's right to either file an appeal with the Board of Education's designee, the Standing FOIA Review Committee, or seek judicial review of the denial pursuant to Section 10 of the Act (M.C.L. 15.240).
- E. Notice that a requestor may receive attorneys' fees and damages pursuant to the Act if the court determines that the District has not complied with Section 5 (M.C.L. 15.235) of the Act and orders disclosure of all or a portion of a public record.

DEPOSIT & FEES

Fees for responding to any request shall include duplication (copying) costs and mailing costs. Duplication (copying) costs shall be set from time to time by resolution of the Board of Education in an amount that does not exceed \$0.10 per page (8 ½ x 11 and 8 ½ x 14). The District shall use the most economical method of duplication (i.e., double-siding, etc.) and the least expensive form of postal delivery, unless a more expensive method is specifically requested by the FOIA requestor.

The cost of hourly labor may also be charged if the failure to do so will result in unreasonably high costs to the District because of the nature of the request in a particular instance. If such is the case, the District shall specifically identify the nature of these unreasonably high costs. For purposes of these procedures and guidelines, "unreasonably high costs" shall generally mean calculated labor costs that are estimated to exceed \$50.00, inclusive of salary or wage and fringe benefits.

Labor costs shall include the cost of the search, examination, review, separation, and/or deletion of exempt information from non-exempt information in order to fulfill a request.

Labor costs will be calculated using the wage of the lowest paid the District employee capable of searching for, locating, and examining the public record(s), regardless of whether that person is available or actually performs the labor. Labor costs shall be charged in increments of at least fifteen (15) minutes or more with all partial time increments rounded down. The District may also add up to fifty percent (50%) to the applicable labor charge amount to cover or partially cover the cost of fringe benefits. If it does so, it will clearly note the percentage multiplier used to account for benefits in the detailed itemization form. Subject to the fifty percent (50%) limitation, the District shall not charge more than the actual cost of fringe benefits, and overtime wages shall not be used in calculating the cost of fringe benefits. Notwithstanding the foregoing, 100% of fringe benefit costs may be added to the applicable labor charge if a requestor is notified in writing that public records are available on the District's website or webpage and the requestor continues to request that the District provide a copy, in any format, of the available public record.

Overtime wages shall not be included in the calculation of labor costs unless the requestor specifically approves the use of overtime in writing, and overtime wages are clearly noted in the detailed itemization form.

If the District does not employ a person in-house who is capable of separating exempt from non-exempt information in a particular instance, as determined by the FOIA Coordinator, it may utilize an outside contractor. In those instances, the District shall clearly note the name of the contractor or firm on the detailed itemization form. The cost of the contractor's labor, including necessary review directly associated with separating and deleting exempt information from non-exempt information, shall not exceed an amount equal to six (6) times the State minimum hourly wage rate.

The District will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.

The District may require a good faith deposit (not to exceed fifty percent (50%) of the total labor and duplication costs) from the requestor, if the total estimated fee exceeds \$50.00. A request for a good faith deposit shall include a detailed itemization of the fee the District estimates or charges pursuant to the Act. Additionally, a request for a good faith deposit shall include a best efforts estimate regarding the time frame it will take to comply with the Act in providing the public records to the requestor. The District may require a 100% deposit from a requestor who has not previously paid a fulfilled FOIA request, provided the requirements in Section 5 of the Act are met.

All fees and deposits calculated under these procedures and guidelines shall be listed within a detailed itemization form that shall be provided to the requestor. A copy of such form is attached hereto and incorporated by reference.

Pursuant to Section 4(2) of the Act, the District shall search for and furnish a copy of a public record without charge for the first \$20.00 of the fee for each request made by either of the following:

- A. An individual who is entitled to information under the Act and who submits an affidavit stating that the individual is indigent and receiving specific public assistance or, if not receiving public assistance, stating facts showing an inability to pay the cost because of indigence. If an individual is ineligible for a discount, then the District will inform the individual of the specific reason for the ineligibility in its written response. The right to financial assistance for indigent individuals shall not apply where:
 - 1. an individual has received discounted copies of public records from the District twice during the calendar year; or
 - 2. an individual requests information in conjunction with outside parties who are offering or providing payment, or other remuneration to the individual to make the request.
- B. A non-profit organization formally designated by the State to carry out activities under Subtitle C of The Developmental Disabilities Assistance And Bill Of Rights Act of 2000, Public Law 106-402, and The Protection And Advocacy For Individuals With Mental Illness Act, Public Law 99-319, or their successors provided the following requirements are satisfied:
 - 1. the request is made directly on behalf of the organization or its clients;
 - 2. the request is made for a reason wholly consistent with the mission and provisions of those laws under Section 931 of the Mental Health Code, M.C.L. 330.1931; and
 - 3. the request is accompanied by documentation of its designation by the State, if requested by the District.

The District may waive any charges if the FOIA Coordinator determines the cost is de minimis. For purposes of these procedures and guidelines, "de minimis" shall mean a calculated fee that is estimated to be less than \$10.00, inclusive of labor costs, duplication and mailing.

FEE DISPUTE APPEAL

If the requestor believes the fee estimated or charged for the request exceeds the amount permitted under these procedures and guidelines or Section 4 of the Act, the requestor is required to submit to the Superintendent, as designee of the Board of Education, written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under these procedures and guidelines or Section 4 of the Act.

Within ten (10) business days after receiving a written appeal, the Superintendent shall do one of the following:

- A. Waive the fee.
- B. Reduce the fee and issue a written determination to the requestor indicating the specific basis under Section 4 of the Act that supports the remaining fee. The determination shall include a certification from the Superintendent that the statements in the determination are accurate and that the reduced fee complies with these procedures and guidelines and Section 4 of the Act.
- C. Uphold the fee and issue a written determination to the requestor indicating the specific basis under Section 4 of the Act that supports the required fee. The determination shall include a certification from the Superintendent that the statements in the determination are accurate and that the fee complies with these procedures and guidelines and Section 4 of the Act.
- D. Issue a notice extending, for not more than ten (10) business days, the period during which the Superintendent shall respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The Superintendent shall not issue more than one notice of extension for a particular written appeal.
- E. If a requestor disagrees with the District's determination, the requestor may commence an action in Circuit Court in Wayne County within forty-five (45) days of the public body's determination, to seek a fee reduction.

RIGHT TO APPEAL A DENIAL OF A PUBLIC RECORD REQUEST

If a requestor desires to appeal a denial of a request for a public record, in whole or in part, the requestor may submit a written appeal to the Board, or may seek judicial review of the denial, pursuant to Section 10 of the Act (M.C.L. 15.240). A written appeal to the Board shall specifically state the word "appeal" and identify the reason(s) for reversal of the denial. The appeal shall be considered by the Board's Standing FOIA Review Committee, to consist of three (3) Board members appointed on an annual basis in accordance with Board bylaws.

Within ten (10) business days after receiving a written appeal, the Standing FOIA Review Committee shall do one of the following:

- A. Reverse the disclosure denial.
- B. Issue a written notice to the appellant upholding the denial.
- C. Reverse the denial in part and issue a written notice to the appellant upholding the denial in part.
- D. Under unusual circumstances, issue a notice extending, for not more than ten (10) business days, the period during which the Committee shall respond to the written appeal. The Board shall not issue more than one (1) notice of extension for a particular written appeal.
- E. The Standing FOIA Review Committee is not considered to have received a written appeal until the Board's next regularly scheduled meeting after the appeal is submitted. The Committee shall thereafter rule on the appeal within the time limits established above.
- F. Any failure to respond to an appeal shall be considered a decision to uphold the denial. If an appeal is denied in whole or in part by the Board, the appellant may seek judicial review of the nondisclosure by commencing an action in Circuit Court in Wayne County.

The Freedom of Information Act, M.C.L. 15.231, et seq., as amended by Public Act 563 of 2014

Adopted 5/18/15

Grosse Pointe Public Schools Bylaws & Policies

8310 - PUBLIC RECORDS GENERALLY

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction in accordance with Michigan's Freedom of Information Act ("FOIA") and Board Policy [8300](#).

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions identified in FOIA.

No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

The Superintendent is responsible for transmission of data contained in the single record student data base established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the Wayne County RESA and the Center for Educational Performance and Information.

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy, the Freedom of Information Act and the State of Michigan Records Retention and Disposal Schedule for Michigan Public Schools.

M.C.L. 15.231 et seq.

M.C.L. 445.81 et seq.

Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

Revised 9/28/09

Revised 6/22/15

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Grosse Pointe Public Schools Bylaws & Policies

8315 - POSTING OF BOARD OF EDUCATION ELECTRONIC COMMUNICATION

The Board of Education supports informing the people so that they may fully participate in the process. To that end, the Board directs the administration to publish on the District website copies of all emails sent by a Board member (whether initiated or in response to any other email) to a quorum of the Board as follows:

- A. e-mails regarding an agenda item shall be linked to the agenda item; and
- B. e-mails not related to an agenda item shall be accessible via a link entitled "School Board Electronic Communication."

The administration shall treat the publication as a request for the emails under the Freedom of Information Act and Policy [8300](#), Policy 8310 and Policy [8350](#), redacting accordingly. Publication is not a substitute for a meeting under the Open Meetings Act. Members of the Board shall not use e-mail to deliberate toward or render a decision on matters pending before the Board.

The Superintendent, in consultation with the Board's Policy Committee, shall develop administrative guidelines to implement this policy.

Adopted 4/1/15

Grosse Pointe Public Schools Bylaws & Policies

8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The Board delegates the maintenance of an employee personal information system to the Assistant Superintendent for Human Resources.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

Information in personnel files shall comport with the provisions of the Master Agreement, and applicable law.

Personnel records shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within thirty (30) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding

five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.

M.C.L.A. 423.501 et seq

Grosse Pointe Public Schools Bylaws & Policies

8321 - CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

The District is required by State law to have the Michigan State Police (MSP) obtain both a State and a Federal Bureau of Investigation (FBI) criminal history record information (CHRI) background check report for all employees of the District and those contractors who work on a regular and continuous basis in the District. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Deputy Superintendent of Educational Services shall be designated as the District's Security Officer ("LASO") and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and institute the incident response reporting procedures;
4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identifying who is using the Michigan State Police approved hardware, software and firmware, and

ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. **Agency User Agreements**

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for assuring the District's compliance with the terms of any such User Agreement.

D. **Personnel Security**

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access.

1. **Background Checks** - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. If support personnel, contractors and custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times when in those areas. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individuals have

access to facilities, rooms, or an agency's CHRI information system.

2. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Deputy Superintendent for Educational Services. Except as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
3. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.
5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.
7. **Information Technology Contractors and Vendors¹** – Prior to granting access to criminal justice information to an IT contractor or vender, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT

contractor or vender for access to criminal justice information. A contractor or vender with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

E. **Media Protection**

Access to electronic and physical media in all forms, which contains criminal history background information provided by the Michigan State Police through the statutory record check process, is restricted to authorized individuals only. Only individuals involved in the hiring determination of both District employees and volunteers shall be authorized to access digital and physical media containing CHRI.

1. **Media Storage and Access** – All electronic and physical media shall be stored in a physically secure location or controlled area, such as locked office, locked cabinet or other similarly secure area(s) which can only be accessed by authorized individuals. If such security cannot be reasonably provided, then all electronic CHRI background data shall be encrypted. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG [8321](#).
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g. hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) years.
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or

other suitable method to assure that any data will not be retrievable.

- b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG [8321](#).)

- 4. **Personal Mobile Devices** - A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. **CHRI Background Check Consent and Documentation**

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent - properly signed and dated - at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as the "Agency User Agreement" (RI-087), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

G. **Controlled Area**

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for electronic storage of criminal justice information. (See AG [8321](#))

H. **Passwords (Standard Authentication)²**

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)
5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG [8321](#))

I. **Security Awareness Training**

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a

minimum, the training shall comply with the standards established by U.S. Department of Justice and Federal Bureau of Investigation for Criminal Justice Information Services. (See AG [8321](#)) A record shall be kept current of all individuals who have completed the security awareness training.

J. Secondary Dissemination of Information

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal Access Tool (ICHAT) background check shall be performed to ensure the CHRI is based on personal identifying information, including the individual's name, sex, and date of birth, at a minimum.

1 Non-Information Technology contractors or vendors shall not have access to criminal justice information.

2 Applicable to districts that maintain CHRI within a digital system of records, such as a digital database, filing system, record keeping software, spreadsheets, etc. Not applicable if CHRI kept solely via e-mail and/or paper copies.

Ref: Criminal Justice Information Services - Security Policy (Version 5.6, 2017),
U.S. Dept. of Justice and Federal Bureau of Investigation
Noncriminal Justice Agency Compliance Audit Review, Michigan State
Police, Criminal Justice Information, Center, Audit and Training Section
Conducting Criminal Background Checks, Michigan State Police, Criminal
Justice Information Center

Adopted 9/23/13
Revised 2/26/18
Revised 8/13/18

Grosse Pointe Public Schools Bylaws & Policies

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The following student records, may be collected as deemed appropriate, in addition to membership records required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. academic honors earned
- G. psychological tests
- H. attendance records

- I. health records
- J. custodial arrangements
- K. files containing confidential information not required to be maintained by law shall be kept separately, pursuant to administrative guidelines

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records if requested by a school or school district in which a student of this District seeks or intends to enroll 1) upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record, and 2) upon condition that student disciplinary records shall only be released to the extent required by law;
- B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- C. release de-identified records and information in accordance with Federal regulations;
- D. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See [Form 8330 F14](#).) While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.

- E. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District. Such disclosure shall take place within thirty (30) days of the District's receipt of the written request, and shall be made without charge to the parent or legal guardian. If the District considers it necessary to make redacted copies of all or part of a student's educational records in order to protect the personally identifiable information of another student, the District shall not charge the parent or legal guardian for the cost of these copies.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, the name and contact information of the person, agency or organization to which the information has been disclosed; the legitimate reason that the person, agency or organization had in obtaining the information; the specific information disclosed; date of disclosure; and date parental/eligible student consent was obtained (if required). Except as provided below, such disclosure records shall be provided to the parent or legal guardian of the student upon written request by the parent or guardian, within 30 days after the District's receipt of the written request, without charge to the parent or guardian. This disclosure obligation shall not apply to the following:

- A. Information provided to the Michigan Department of Education or Center for Educational Performance and Information (CEPI);
- B. Information provided to the student's parent or legal guardian;
- C. Information provided to the Wayne Regional Educational Service Agency (RESA) or other intermediate district providing services to the District or students pursuant to a written agreement;
- D. Information provided to a person, agency or organization with written consent from the student's parent or legal guardian or, if the student is at least age 18, the student;
- E. Information provided to a person, agency or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
- F. Information provided as necessary for standardized testing that measures the student's academic progress and achievement; or
- G. "Directory Information" as defined below, unless the student's parent or legal guardian has signed the "opt out" form forbidding the disclosure of such information.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The District shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's educational records. The provision does not apply to providing information as necessary for standardized testing that measures the student's academic progress and achievement, or to a person that is providing educational support or services to the pupil under contract with the district.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act ("FERPA") and Public Act 367 of 2016 (MCL 380.1136), not later than the 30th day of each school year, the Superintendent shall provide public notice, in writing or electronically, to students and their parents or legal guardians of the District's intent to make available, upon request, certain information known as "directory information."

The Board designates as "directory information" the following information about students:

- A. name;
- B. participation in officially recognized activities and sports;
- C. height, if member of an athletic team;
- D. weight, if a member of an athletic team which requires disclosure to participate;
- E. grade level, and date of actual or expected graduation;
- F. awards or honors received;
- G. photographs;
- H. videos of students participating in school activities, events or programs.

The Board determines that the following information about students shall not be considered "directory information," and shall thus not be disclosed unless otherwise permitted by FERPA.

- A. residence address;
- B. email address;
- C. telephone numbers;
- D. date and place of birth;
- E. major field of study;

- F. dates of attendance;
- G. most recent previous educational agency or institution;
- H. Social Security number.

The annual notice from the Superintendent shall inform parents and eligible students that they may refuse to allow the District to disclose such "directory information" upon written or electronic notification to the District using the "opt out" form provided with the notice. If a parent or legal guardian of a student or an eligible student elects to "opt out" of the disclosure of any specific type of directory information, the District will elect not to disclose any directory information for that student.

The District shall provide a copy of the notice and "opt out" form to a parent or legal guardian at any time upon request.

The District shall develop a list of uses for which the District would disclose a student's directory information.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters, upon their written request, names, addresses, and telephone listings of secondary students in accordance with the requirements of the Every Student Succeeds Act. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to military recruiting representatives, then the officials of the school shall not allow that access to the student's information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of information to military recruiting representatives.

An armed forces representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

Additional Provisions Regarding Student Records

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose.)

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see [Form 8330 F10](#)). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

M.C.L. 380.1135

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Revised 8/24/09

Revised 12/14/09

Revised 5/23/16

Revised 5/22/17

Grosse Pointe Public Schools Bylaws & Policies

8340 - LETTERS OF REFERENCE

The Board of Education recognizes that any current or former employee's request to an administrator or Board member for a letter of reference is an opportunity to share information about the staff member's performance with a prospective employer. The Board, however, does not require that such references be provided and a current or former employee should have no expectation that a letter of reference will be written upon request. The decision to comply with such a request shall be solely at the discretion of the recommender.

If an administrator or Board member opts, however, to prepare such a letter, the Board expects the letter to provide specific and truthful comments concerning the employee's actual performance that can be substantiated. The recommender shall notify the requestors supervisor prior to releasing the letter.

In accordance with State law, an administrator who, in the scope of his/her employment, provides a letter of reference is entitled to at least a qualified privilege for his/her statements provided such statements were made in good faith without malice.

The Superintendent shall develop the administrative guidelines necessary to implement this policy.

This policy does not excuse the District from providing responses to request for information as to Unprofessional Conduct, as required by State law.

M.C.L.A. 423.452, 380.1230(b)

Grosse Pointe Public Schools Bylaws & Policies

8350 - CONFIDENTIALITY

It is the policy of the Board of Education that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Freedom of Information Act, Common Law, Privilege Case Law, or Federal Law, the Board will maintain the confidentiality of said information to the maximum extent permitted by the law.

Further, employees must not divulge confidential information contained in any records and files of this Board.

Employees must not divulge confidential information contained in the records and files of this Board, except to other employees who may need such information in connection with their duties and to authorize parties in accordance with proper departmental procedures.

Neither the Board nor its employee's shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Freedom of Information Act requests shall only be responded to in accordance with the District's Policy.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures, and should refer the requestor to the employee's immediate supervisor.

Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures.

In order to prohibit the unauthorized disclosure of information identified as confidential by a sending public agency, the Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

Employees who intentionally violate this policy are subject to discipline, up to and including discharge.

The Superintendent shall assure that employees receive a copy of and have readily available access to this policy.

Freedom of Information Act 1976, paragraph 15.243 et seq.
M.C.L.A. 445.83, 445.84

Grosse Pointe Public Schools Bylaws & Policies

8390 - ANIMALS ON DISTRICT PROPERTY

Introduction

The Board of Education recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service or therapy animal in accordance with Federal and State law and this policy.

This policy applies to all animals on District property, including service animals.

Definitions

- A. **"Animal"**: includes every vertebrate other than a human.
- B. **"Service animal"**: pursuant to 28 C.F.R. Section 35.104, "means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition."

The Americans with Disabilities Act (ADA) also defines a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (i) of the ADA.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member

due to a disability (e.g. seizure disorder), those that provide a reasonable accommodation to a student in accordance with a Section 504 Plan, or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
 - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal;
 - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
 - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained; and,
 - 4. keep the surrounding areas in a clean and sanitary condition at all times;
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare or supervision of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 4120.09.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal has demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal shall notify the Superintendent when a service animal is removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy [2260](#) – Nondiscrimination and Access to Equal Educational Opportunity.

The procedure set forth in Policy [2260](#) - Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus or other Board-owned or leased vehicle, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall meet with the Principal to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

At the discretion of the Principal an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus/vehicle is in motion, the service animal shall remain positioned on the floor, at the student's feet.

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the Principal.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy [1623](#), Policy 3123, and Policy [4123](#) - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable

accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy [9160](#) - Public Attendance at School Events.

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEA)

Adopted 12/15/14

Revised 6/22/15

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disabilities will be required to provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, which is required for all animals by this policy.

Please refer to Policy [8405](#) - Environmental Health and Safety Issues

28 C.F.R. 35.104

Section 504 of the Rehabilitation Act of 1973, as amended (Section 504)

The Americans with Disabilities Act, as amended (ADA)

The Individuals with Disabilities Education Improvement Act (IDEIA)

Adopted 12/15/14

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Book	Policy Manual
Section	8000 Operations
Title	SCHOOL SAFETY INFORMATION
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Last Revised	January 27, 2020

8400 - SCHOOL SAFETY INFORMATION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems which need to be addressed in a manner that utilizes the best resources and coordinated efforts of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

In furtherance of its commitment to a safe school environment, the Board has prohibited weapons on school property and at school-sponsored events, except in very limited circumstances. See Board Policy 7217. This prohibition is reasonably related to legitimate educational concerns, including the ability to provide a safe and secure learning and social environment for its students and controlling and minimizing disruptions to the educational process. The presence of dangerous weapons on school property or school-sponsored events, except under very controlled circumstances, creates a potentially dangerous situation for students, staff and visitors, and may trigger precautionary safety responses which disrupt the educational process and learning environment for students.

District Contact Person

In accordance with state law, the Board hereby designates the Superintendent as the District contact person who shall receive information from law enforcement officials, prosecutors and the court officials, including receipt of information provided from the Michigan State Police relating to the student safety hotline ("OK2Say"). The current contact information for the Superintendent shall be provided to the Michigan State Police in the manner and frequency required by law.

The District contact person shall notify the principal of the school of attendance of a student about whom information is received from law enforcement officials, prosecutors, or court officials within twenty-four (24) hours of the receipt of that information. The principal shall, in turn, notify the building staff members who s/he determines have a need to know the information that has been received within twenty-four (24) hours of receipt of that information.

The District contact person shall notify the appropriate law enforcement officials when an adult or a student commits any offense listed as a reportable incident in the *School Safety Information Policy Agreement* and shall report all information that is required to be reported to State or local law enforcement agencies and prosecutors. Reporting

such information is subject to 20 U.S.C. 1232g., commonly referred to as the Family Educational Rights and Privacy Act of 1974.

Required Reporting

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the number of students expelled from the District during the preceding school year and the reason for the expulsion.

The Superintendent shall submit a report at least annually to the Superintendent of Public Instruction, in the form prescribed by the Superintendent of Public Instruction, stating the incidents of crime occurring at school. At least annually, a copy of the most recent report of incidents of crime shall be made available to the parent or legal guardian of each student enrolled in the District. This report will include at least crimes involving:

- A. physical violence;
- B. gang related acts;
- C. illegal possession of a controlled substance, controlled substance analogue or other intoxicant;
- D. trespassing;
- E. property crimes, including but not limited to theft and vandalism, including an estimate of the cost to the District resulting from the property crime.

Each school building shall collect and keep current on a weekly basis the information required from the report of incidents of crime, and must provide that information, within seven (7) days, upon request.

Additionally, the district shall report all incidents of and attempted commissions of the crimes listed above to the Michigan State Police, in the form and the manner prescribed by the Michigan State Police, within twenty-four (24) hours after the incident occurs.

Law Enforcement Information Network (LEIN)

The Board authorizes any central office or building administrator to request vehicle registration information for suspicious vehicles within 1,000 feet of school property through the Law Enforcement Information Network (LEIN).

Threat Assessment

A building administrator may, in his or her discretion, convene a team to assess whether a particular student or students is a threat to students or staff at a school and, if so, to determine appropriate preventive or corrective measures so as to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student(s) being assessed. The team may consist of appropriate building staff members as designated by the building administrator, and may also include representatives of central office and/or the Department of Student Services.

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Legal Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

M.C.L. 380.1241, 380.1308, 380.1308a, 380.1310a, 752.913, 771.2a

Grosse Pointe Public Schools Bylaws & Policies

8405 - ENVIRONMENTAL HEALTH AND SAFETY ISSUES

The Board of Education recognizes its responsibility relative to student, employee, and visitor health and safety, and the need for development of a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of the most current, proven technologies in the fields of health, safety, and environmental sciences.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

- A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether or not appropriate requirements for environmental health and safety have been met.
- B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of school and District safety committees, and the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District.
- C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures may include, but not be limited to, assessing the safety of school traffic patterns, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.
- D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and OSHA-related programs that are required by Federal and State law, such as, employee safety and health training and training in hazard recognition, and defining employer and employee responsibilities and expectations related to health and safety.
- E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and provides communication about accidents to employees and stakeholders.
- F. Procedures that detail plans for foreseeable emergencies and fire prevention.

INDOOR ENVIRONMENTAL QUALITY (IEQ)

The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold and fungi on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.

Contributing factors to excessive moisture levels include the following:

- A. roof leaks;
- B. structural defects in the building;
- C. improperly controlled humidity levels;
- D. faulty HVAC systems.

As preventative measures, the District shall do the following:

- A. address prevention of water intrusion as a priority IEQ issue and implement strategies toward its elimination;
- B. maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards;
- C. implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment;
- D. implement a system for insuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities known to create indoor air quality health hazards shall not be permitted.

In addition, the Superintendent shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plans when, and if, problems with IAQ are identified.

INTEGRATED PEST MANAGEMENT

The District shall implement a pest management program in accordance with the U.S. Environmental Protection Agency's Integrated Pest Management (IPM) in the school's guidelines. This program will include appointment of a District IPM Coordinator and advisory committee, implementation of training for custodians, and provide for notification to all affected persons when chemical use becomes necessary. The advisory committee shall semiannually review and evaluate the District's progress toward its pesticide use, reduction, and minimization goals. This program shall also include implementation of an IPM awareness program. All persons applying pesticides on District property shall hold appropriate State certification and be approved by the District IPM Coordinator (see AG [8431A](#)).

SEE ALSO THE FOLLOWING RELATED POLICIES:

- | | |
|-----------------------------|---------------------------------|
| Policy 7430 | Safety Standards |
| Policy 8390 | Animals on District Property |
| Policy 8410 | Crisis Intervention |
| Policy 8420 | Emergency Evacuation of Schools |

Policy 8431	Preparedness for Toxic Hazard and Asbestos Hazard
Policy 8442	Reporting Accidents
Policy 8450	Control of Casual-Contact Communicable Diseases
Policy 8453	Direct Contact Communicable Diseases
Policy 8453.01	Control of Blood-Borne Pathogens

Revised 12/15/14

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Grosse Pointe Public Schools Bylaws & Policies

8410 - CRISIS INTERVENTION

The Board of Education believes that the employees, and students of the District, as well as visitors, are entitled to function in a safe school environment. In this regard, the Board has adopted policies related to conduct in the school setting as well as those that address various crisis situations.

The Superintendent shall promulgate administrative guidelines for responding to a crisis situation, developing a prevention plan, and providing effective intervention for students who may show warning signs that relate to violence or other troubling behaviors.

Grosse Pointe Public Schools Bylaws & Policies

8420 - EMERGENCY SITUATIONS AT SCHOOLS

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Each school shall conduct at least six (6) evacuation/fire drills, two (2) tornado drills and two (2) lock down drills each school year. At least four (4) of the fire drills shall occur in the fall.

The Superintendent shall develop administrative guidelines for the handling of emergency situations.

M.C.L.A. 29.19

A.C. 1301:7-7-01, 3301-35-03 (D), 3301-83-15

Grosse Pointe Public Schools Bylaws & Policies

8431 - PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The Toxic Hazard Preparedness Officer will be responsible for the following:

A. Hazard Determination

Identification of potential sources of toxic hazards in cooperation with material suppliers, who shall supply the Toxic Hazard Preparedness Officer with Material Safety Data Sheets (MSDSs). The Board will rely on MSDSs from material suppliers to meet hazard determination requirements.

B. Labeling

Ensuring that all incoming materials are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party, and that any containers to which the materials are transferred are also properly labeled.

C. Material Safety Data Sheets

Maintaining a current file of MSDSs for all hazardous materials present on District property. The MSDS files will be kept at each building, additional copies for employees' use will be located at District central office.

MSDSs will be available for review to all employees. Copies will be available upon request to the Toxic Hazard Preparedness Officer. Posters identifying the person responsible for monitoring MSDSs and where MSDSs are located at designated locations in each building. Posters notifying employees when new MSDSs are received will be located in the same location. The Toxic Hazard Preparedness Officer shall contact the supplier, in writing, if a required MSDS is not received, and promptly procure the MSDS before releasing the material for use.

If s/he is unable to obtain an MSDS from a supplier, s/he should contact MIOSHA's Occupational Health Division (OHD) or General Industry Safety Division (GISD) for assistance in obtaining the MSDS.

D. Multi-Employer Work Sites - Informing Contractors

Informing contractors and their employees of any hazardous substances to which they may be exposed; measures to be employed to control or eliminate exposure; container and pipe labeling system used on-site; and where applicable MSDSs can be reviewed or obtained. Whenever District employees may potentially be exposed to hazards brought on site by contractors, the THP Officer

will obtain information from the contractor pertaining to chemicals brought on-site, and measures that should be taken to control or eliminate exposure to chemicals.

E. Employee Information and Training

Providing information to and conducting a training program for all affected District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling. Records of each employee's hazardous communication training should be maintained and all new employees should receive training regarding any hazardous chemicals they may potentially come in contact with as part of their job.

The information should include:

1. regulations of MIOSHA's hazardous communication standard;
2. all operations in employee's work area where hazardous chemicals are present;
3. location and availability of written hazardous communication program (i.e. the policy), the list of hazardous chemicals and the MSDSs.

Training should include:

1. techniques used to detect presence or release of hazardous chemicals in work area;
2. physical and health hazard of hazardous chemicals;
3. the measures the employees should take to protect themselves from these hazards;
4. details of the hazardous communication program including an explanation of labeling system and MSDSs and how employees can obtain and use hazard information.

Employees shall also be informed of:

1. the employer's anti-discrimination/discharge policy for employees accessing hazard information;
2. how the employee can contact OHD or GISD for assistance in obtaining an MSDS if s/he is unable to obtain the MSDS from the employer.

Any staff member or contractor who applies pesticides on District property shall meet the requirements of AG 8431A in addition to requirements established by the State. S/He shall provide written notification each year, prior to any application, to all parents and staff members:

- A. that a pesticide is to be applied;
- B. the type of pesticide and its potential side effects;
- C. the location of the application;
- D. the date of the application.

In fulfilling these responsibilities, the Toxic Hazard Preparedness Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

ASBESTOS

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA) and the Michigan Occupational Safety and Health Act (MIOSHA), the Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;

- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

The Superintendent shall appoint a person to develop and implement the District's Asbestos-Management Program which will ensure proper compliance with Federal and State laws and the appropriate instruction of staff and students.

The Superintendent shall also ensure that, when conducting asbestos abatement projects, each contractor employed by the District is licensed pursuant to the Michigan Department of Health Regulations.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure, any negligent act, or a deliberate act beyond the control of the Board or its officers and employees.

The District may provide, however, legal representation and indemnification against civil liability with regard to claims or actions resulting from or arising out of negligence or alleged negligence of those persons responsible for inspecting, monitoring, removing, treating asbestos or material containing asbestos, or supervising these activities, provided the employee was performing the duties while in the course of his/her employment or while acting within the scope of his/her authority. The District reserves the right to deny representation and indemnification in those circumstances wherein the employee's actions demonstrate gross negligence or willful and wanton misconduct.

M.C.L.A. 324.8316, 380.1256
15 U.S.C. 2601
20 U.S.C. 4011
20 U.S.C. 4011 et seq.

20 U.S.C. 4014
20 U.S.C. 4022
Asbestos Hazard Emergency Response Act of 1986 (AHERA)
Asbestos School Hazard Abatement Act of 1984
Asbestos School Hazard Abatement Reauthorization Act of 1990

Grosse Pointe Public Schools Bylaws & Policies

8442 - REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District Business Office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action in accordance with standards set forth in a negotiated, collective-bargained agreement.

Grosse Pointe Public Schools Bylaws & Policies

8450 - CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

The Board of Education recognizes that control of the spread of communicable disease spread through casual-contact is essential to the well-being of the school community and to the efficient District operation.

For purposes of this policy, "casual-contact communicable disease" shall include those designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

The teacher may remove from the classroom and the principal may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease.

The Superintendent shall develop administrative guidelines for the control of communicable disease which shall include:

- A. instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. removal of students from District property to the care of a responsible adult;
- C. preparation of standards for the readmission of students who have recovered from casual-contact communicable diseases;
- D. filing of reports as required by statute and the State Department of Health.

M.C.L.A. 380.1169

Grosse Pointe Public Schools Bylaws & Policies

8453 - DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

With this in mind, the Board directs the Superintendent to develop programs for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify, the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

Additionally, the Board directs the Superintendent to develop an educational program in accordance with Michigan law that will ensure proper instruction of guidance counselors, teachers, and other school personnel who teach students about HIV and AIDS. Such a program shall include information about:

- A. the nature of the disease;
- B. its causes and effects;
- C. the means of detecting it and preventing its transmission;
- D. the availability of appropriate sources of counseling and referral; and
- E. any other information that is appropriate considering the age and grade levels of students.

M.C.L.A. 380.1169

Grosse Pointe Public Schools Bylaws & Policies

8453.01 - CONTROL OF BLOOD-BORNE PATHOGENS

The Board of Education seeks to protect those staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall implement administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

29 C.F.R. 1910.1030



Book	Policy Manual
Section	8000 Operations
Title	STUDENT ABUSE AND NEGLECT
Code	po8462
Status	Active
Adopted	July 28, 2008
Last Revised	January 27, 2020

8462 - STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Each professional staff member employed by this District and all other persons employed by this District who are mandatory reporters under the law who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means.

The professional staff member or other mandatory reporter or appropriate administrator in the presence of the staff member shall immediately call the local office of the Michigan Department of Health and Human Services (MDHHS) and shall secure prompt medical attention for any such injuries reported.

S/He shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

Any support staff member who has reasonable cause to suspect child abuse or neglect shall immediately report any such case to his/her supervisor who shall, in turn, immediately notify the Michigan Department of Health and Human Services.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and subjects the disseminator to civil liability for resulting damages.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by a staff member. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

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Legal M.C.L. 722.621 et seq.

Grosse Pointe Public Schools Bylaws & Policies

8470 - STUDENTS – SEX OFFENDER REGISTRY; CRIMINAL CONVICTIONS

Students who are convicted of criminal conduct which requires their listing on the State's Sexual Offender Registry, shall be reviewed by the District administration for possible limitation of school related activities consistent with the nature of the crime and the interest of the District in maintaining school safety.

Restrictions on in-school activity and student contacts may be implemented by the building's principal, with approval from the Superintendent. Such restrictions shall be based on student/school safety and/or maintaining an appropriate educational environment. Restrictions will be in writing and provided to the student, parents/guardian and those staff with a need to know.

Such students shall only be on school premises as necessary for normal instructional purposes, or as permitted under any exceptions granted by the District. Students shall not arrive earlier than necessary and shall leave promptly upon completion of their approved attendance.

M.C.L.A. 28.721 et al.

Adopted 4/23/12

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Grosse Pointe Public Schools

Bylaws & Policies

8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall provide a public hearing annually for all parents prior to determining whether or not it will provide a breakfast program for all students. If it chooses not to provide such a program, the Board shall make available the reasons for its decision.

The Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. See Policy [2260](#) – Nondiscrimination and Access to equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a healthcare provider who has prescriptive authority in the State of Michigan has provided medical certification that the student has a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15 (b). To qualify for such substitutions the medical certification must identify:

- A. the student's disability and the major life activity affected by the disability;
- B. an explanation of why the disability affects the students diet; and
- C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the administrative guidelines established by the Superintendent.

The operation and supervision of the food-service program shall be the responsibility of the Deputy Superintendent for Business Services. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Deputy Superintendent for Business Services. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable by the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSFA for the total amount of the bad debt. The funds may come from the district general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

The Superintendent is authorized to develop and implement an administrative guideline regarding meal charge procedures. This guideline will provide consistent directions for students who are eligible for reduced price or paid meals but do not have funds in their account or in hand to cover the cost of their meal at the time of service.

This guideline shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year.

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation of food that complies with Federal food safety regulations;
- C. the planning and execution of menus in compliance with USDA requirements;
- D. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (See Policy 1130, Policy 3110, and Policy 4110);
- E. complying with food holds and recalls in accordance with USDA regulations;
- F. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- G. the safekeeping and storage of food and food equipment pursuant to State and Federal law and USDA regulations;
- H. the regular maintenance and replacement of equipment;
- I. all District employees whose salaries are paid for with USDA funds or non-federal funds used to meet a match or cost share requirement must comply with the District's time and effort record-keeping policy (See Policy 6116).

The District shall serve only nutritious food as determined by the Food Service Department in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program must comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines, and may be vended in accordance with Board Policy [8540](#).

The Superintendent will require that the food service program serve foods in District schools that are wholesome and nutritious and reinforce the concepts taught in the classroom.

M.C.L. 380.1272, 1272a, 1272d et seq.
7 CFR 210, 215, 220, 240

Revised 8/14/17

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Grosse Pointe Public Schools Bylaws & Policies

8510 - WELLNESS

Wellness/Healthy Lifestyles

As defined by the laws of the State of Michigan, the Grosse Pointe Public School System 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 student achievement.

Nutrition Education

All students shall receive nutrition education that is aligned with the Michigan Health Education Content Standards and Benchmarks. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms.

Nutrition Standards

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

The District shall monitor all food and beverages sold or served to students during the school day. The District shall consider nutrient density and portion size before permitting food and beverages to be sold or served to students.

The Superintendent shall regularly evaluate the District's vending contracts.

Other School-Based Activities Designed to Promote Student Wellness

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

Implementation and Measurement

The Superintendent shall annually monitor the implementation of effectiveness of this policy taking into consideration the recommendations of the Wellness Committee. A report shall be provided to the Board of Education on an annual basis.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771

Grosse Pointe Public Schools Bylaws & Policies

8531 - FREE AND REDUCED-PRICE MEALS

The Board of Education recognizes the importance of good nutrition to each student's educational performance.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the State Department of Education.

The Board designates the Superintendent to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school.

M.C.L.A. 380.1272 et seq.

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

Grosse Pointe Public Schools Bylaws & Policies

8540 - VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.

Food items and beverages available for sale to students in vending machines for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day) shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.

The Superintendent shall develop and implement administrative guidelines which will require that these conditions are adhered to on a continuing basis.

42 U.S.C. 1779
7 C.F.R. Parts 210 and 220

Revised 12/19/11
Revised 4/27/15

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Book	Policy Manual
Section	8000 Operations
Title	Bus Transportation
Code	po8600
Status	Active
Adopted	August 10, 2020

8600 - **Bus Transportation**

The District shall provide bus transportation for general education elementary school students who reside in the District and who live more than one and one-half (1 ½) miles, by the nearest traveled route, from their school. However, students who have been granted permission to attend a school other than the school to which they are assigned are not eligible for transportation by the District.

The Board determines that it is unsafe to expect elementary school students to cross over a freeway while walking to school. As a result, the District shall provide bus transportation for such students whose normal walking route would require them to cross over a freeway even if they live less than one and one-half (1 ½) miles from their school.

The District shall not provide bus transportation for middle school or high school general education students.

The District reserves the right to terminate bus transportation based on financial, legal or other considerations.

The District shall provide bus transportation to non-public school students through grade 4 to the extent required by state law.

The District may provide transportation services for field trips, co-curricular and extra-curricular activities, and a fee may be charged for such transportation.

It is a privilege for students to ride in a bus provided by the District, and this privilege may be revoked if a student's conduct violates the Superintendent's administrative guidelines or the District's Student Code of Conduct while waiting for or being transported upon District-provided bus transportation.

The Superintendent shall develop administrative guidelines to implement and enforce this policy.

Grosse Pointe Public Schools Bylaws & Policies

8660 - TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation of students by private vehicle.

Any such transportation must be approved in advance and in writing by the principal in accordance with the Superintendent's administrative guidelines.

No person shall be approved for the transportation of students in a private vehicle who is not the holder of a currently-valid license to operate a motor vehicle in the State of Michigan. Volunteer drivers will also be subject to the provisions of Policy 3120.09.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal.

A.C. Rule 340.282

Grosse Pointe Public Schools Bylaws & Policies

8710 - INSURANCE

The Board of Education shall purchase with District funds the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A. negligent acts or omissions which cause personal injury or wrongful death
- B. fire and extended coverage on buildings and contents
- C. comprehensive bodily injury, property damage on automobiles, buses, and trucks
- D. employee insurance coverage as specified in the Master Agreement(s) or by Board action
- E. worker's compensation coverage
- F. legal liability for Board members and employees

Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The Assistant Superintendent for Business shall administer the insurance program.

M.C.L.A. 129.51, 380.1269, 380.1332

Grosse Pointe Public Schools Bylaws & Policies

8740 - BONDING

The Board of Education recognizes that prudent trusteeship of the resources of this District dictate that employees responsible for the safekeeping of District monies and property be bonded.

The District shall be indemnified against loss of money and property by bonding of employees holding the positions and in the amounts determined by the Board and in accordance with State law.

All other employees handling money shall be covered under a blanket bond to an amount determined by the Board.

The Board shall bear the cost of bonding each employee required to be bonded by this policy.

Grosse Pointe Public Schools Bylaws & Policies

8770 - JOINT SELF-INSURANCE POOL

The Board of Education recognizes the benefits to the District of joining with other boards of education and political subdivisions in providing coverage for the insurance needs of this District and in participating in programs of risk management to prevent loss, reduce expenses, and to control liability.

The Board may provide insurance for:

- A. loss or damage to District property, real or personal;
- B. loss or damage from liability resulting from the use of District property;
- C. loss or damage from liability for the acts and omissions of District officers, employees, or volunteers;
- D. loss or damage from liability established by the workers' compensation statutes;
- E. the expenses of defending any claim against the Board members, officers, or employees of this District arising out of and in the course of the performance of their duties;
- F. hospital and medical insurance coverage.

The Board may, upon formal resolution duly adopted, become a member of a self-insurance group in order to participate in any joint self-insurance fund or funds, risk management programs, or related services offered or provided by the group. The Board's membership in the group will be governed by the bylaws of the insurance group, which must be reviewed and approved by the State Superintendent of Insurance in accordance with law.

Trustees of the school board self-insurance pool shall be selected in accordance with the bylaws of the insurance group; if the bylaws do not provide for the manner of a trustee's election, the trustee or trustees representing this Board shall be elected by a plurality vote of those Board members present and voting.

Grosse Pointe Public Schools Bylaws & Policies

8800 - RELIGIOUS/PATRIOTIC CEREMONIES AND OBSERVANCES

Decisions of the United States Supreme Court have made it clear that it is not the province of a public school to advance or inhibit religious beliefs or practices. Under the First and Fourteenth Amendments to the Constitution, this remains the inviolate province of the individual and the church of his/her choice. The rights of any minority, no matter how small, must be protected. No matter how well intended, either official or unofficial sponsorship of religiously-oriented activities by the school are offensive to some and tend to supplant activities which should be the exclusive province of individual religious groups, churches, private organizations, or the family.

District staff members shall not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. The District shall not function as a disseminating agent for any person or outside agency for any religious or anti-religious document, book, or article. Distribution of such materials on District property by any party shall be in accordance with Policy [7510](#) and AG [7510A](#) - Use of District Facilities and Policy [9700](#) - Relations with Special Interest Groups.

The Board acknowledges that it is prohibited from adopting any policy or rule respecting or promoting an establishment of religion or prohibiting any person from the free, individual, and voluntary exercise or expression of the individual's/person's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when individuals are free to associate.

Observance of religious holidays through devotional exercises or acts of worship is also prohibited. Acknowledgement of, explanation of, and teaching about religious holidays of various religions is encouraged. Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on minority groups or individuals, and do not interfere with the regular school program.

The Board shall not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The Board shall not include religious invocations, benedictions, or formal prayer at any school-sponsored event.

The United States Flag and Pledge of Allegiance

The flag of the United States shall be raised above each school building operated by the District at all times during school hours, weather permitting. This flag shall measure at least 4 feet 2 inches by 8 feet. A United States flag shall also be displayed in every classroom or other instructional site in which students recite the Pledge of Allegiance.

All students in attendance at school will be provided an opportunity to recite the Pledge each day that school is in session. However, no student shall be compelled to recite the Pledge of Allegiance. No student shall be penalized for failure to participate in the Pledge and the professional staff shall protect any such students from bullying as a result of their not participating in the Pledge.

The building principal or administrator shall be responsible for determining the appropriate time and manner for reciting the Pledge, with due regard to the need to protect the rights and the privacy of a nonparticipating student.

M.C.L 380.1347, 380.1347a, 380.1565

20 U.S.C. 4071 et seq.

Gregoire vs. Centennial School District 907 F2d 1366, (3rd Circuit, 1990)

Lee vs. Weisman, 112 S. Ct 2649, 120 L. Ed. 2d 467 (1992)

Revised 9/23/13

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Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

9000 - RELATIONS

- ▣ [9120](#) Public Information Program
- ▣ [9130](#) Public Complaints
- ▣ [9150](#) School Visitors
- ▣ [9160](#) Public Attendance at School Events
- ▣ [9190](#) Charges for Instructional Program Products
- ▣ [9210](#) Parent Organizations
- ▣ [9250](#) Relations with Parents
- ▣ [9251](#) Community Involvement in Decision-Making
- ▣ [9500](#) Relations with Educational Institutions and Organizations
- ▣ [9510](#) Education Research Agencies
- ▣ [9555](#) Partnerships with Business
- ▣ [9600](#) Staff/Student Participation in Community Events
- ▣ [9700](#) Relations with Special Interest Groups
- ▣ [9800](#) High School Diplomas to World War II and Korean Conflict Veterans

Grosse Pointe Public Schools
Bylaws & Policies
Table of Contents

9000 - RELATIONS

- ▣ [9120](#) Public Information Program
- ▣ [9130](#) Public Complaints
- ▣ [9150](#) School Visitors
- ▣ [9160](#) Public Attendance at School Events
- ▣ [9190](#) Charges for Instructional Program Products
- ▣ [9211](#) District Support Organizations
- ▣ [9250](#) Relations with Parents
- ▣ [9251](#) Community Involvement in Decision-Making
- ▣ [9251.01](#) Annual Community Survey
- ▣ [9300](#) Volunteers
- ▣ [9500](#) Relations with Educational Institutions and Organizations
- ▣ [9510](#) Education Research Agencies
- ▣ [9555](#) Partnerships with Business
- ▣ [9600](#) Staff/Student Participation in Community Events
- ▣ [9700](#) Relations with Special Interest Groups
- ▣ [9800](#) High School Diplomas to World War II, Korean Conflict, and Vietnam Era Veterans

Grosse Pointe Public Schools Bylaws & Policies

9211 - DISTRICT SUPPORT ORGANIZATIONS

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs. These programs may be educational to parents and/or children.

The District name shall not be used to promote the interests of any District support organization without the approval of the Board of Education.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

- A. The School District tax identification number shall not be used for District Support Organization purchases.
- B. Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts.
- C. District support organizations are encouraged to obtain 501(c) (3) status so that community members may properly take tax deductions for donations to the organization. The District may assist a District support organization with a 510(c) 3 status or in pursuit of such status, in obtaining 501(c) 3 status, developing bylaws, or completing annual IRS filings, among other things.
- D. Donations from District support organizations must be made in accordance with Board Policy [7230](#) and any accompanying guidelines.

7 C.F.R. Parts 210 and 220

Adopted 8/24/15

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Grosse Pointe Public Schools Bylaws & Policies

9130 - PUBLIC COMPLAINTS

The Board encourages feedback from the community as indicated in Policy [9251](#). All complaints regarding the District should be resolved at the lowest possible administrative level.

About Policies

Complaints about policies should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the appropriate building principal, or if questions remain, to the Director for Pre-K and Elementary Curriculum and Instruction or Director for Secondary Curriculum and Instruction.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building principal, or if questions remain, to the Director for Pre-K and Elementary Curriculum and Instruction or Director for Secondary Curriculum and Instruction.

About Facilities and Support Services

Complaints about facilities and services should be directed to the Deputy Superintendent for Business Affairs and Operations.

About Personnel

Complaints about personnel should be directed to the appropriate building principal, or if questions remain, to the Deputy Superintendent for Educational Services. Complaints will be investigated fully and fairly and the employee's rights to due process shall be protected at all times. Whenever a complaint is made directly to the Board of Education as a whole or to a Board member as an individual, it shall be referred to the administration for resolution.

About Student Services and Special Education

Complaints about Student Services and Special Education should be directed to the appropriate building principal, or if questions remain, to the Director of Student Services.

Complaints

The Superintendent has developed Administrative Guidelines 9130 that further references the procedures for addressing complaints.

20 U.S.C. 1232h

Revised 12/17/12

Grosse Pointe Public Schools Bylaws & Policies

9150 - SCHOOL VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the principal. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at event, must leave premises immediately upon conclusion of business, and may not visit while school is in session.

Nonstaff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be nonobtrusive to the educative process and learning environment and should not occur on an excessive basis.

The Superintendent shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks and to provide prompt and effective means for parents to address concern about any aspect of their children's education.

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

Individual Board members who are interested in visiting schools or classrooms on an unofficial basis shall make the appropriate arrangements with the principal and shall notify the Superintendent. In keeping with Board bylaws, such Board member visits shall not be considered to be official unless designated as such by the President who shall notify the Superintendent.

The Board member shall be visiting as an interested individual in a similar capacity of any parent or citizen of the community. These visits should not be considered to be inspections nor as supervisory in nature.

If, during a visit to a school or program, a Board member observes a situation or condition which causes concern, s/he should discuss the situation first with the Superintendent as soon as convenient or appropriate. Such a report or discussion shall not be considered an official one from the Board.

Grosse Pointe Public Schools

Bylaws & Policies

9160 - PUBLIC ATTENDANCE AT SCHOOL EVENTS

The Board of Education welcomes the attendance of members of the community at athletic and other public events held by the schools in the District, but the Board also acknowledges its duty to maintain order and preserve the facilities of the District during the conduct of such events. The Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School Administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. In accordance with Board Policy [7440](#) and AG 7440B, administrators may use metal detectors and other devices to protect the safety and well-being of participants and visitors.

The Board directs that no alcoholic beverage or other controlled substance be possessed, consumed, or distributed.

Raffles and similar forms of fund-raising by District-related organizations may be permitted by the Superintendent in accordance with established guidelines.

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto.

If a student or adult is asked to leave or is removed from a school event, no admission fees shall be refunded.

Individuals with disabilities shall have an equal opportunity to purchase tickets for events that have been sanctioned or approved by the Board in accordance with the provisions of the Americans with Disabilities Act, as amended.

Further, in accordance with the provisions of the Americans with Disabilities Act, as amended, the Board shall permit individuals with disabilities to be accompanied by their service animals in all areas of the District's facilities where members of the public, as participants in services, programs or activities, or as invitees, are allowed to go. (See also Policy [8390](#))

Smoking and/or the use of tobacco and/or tobacco substitute products is prohibited at any time within any enclosed facility owned or leased or contracted by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. Such prohibition also applies to school grounds.

The Board is aware of the increasing desire of many parents and other members of an audience to make audio and/or video recordings of school events.

Such recordings can be made by parents or other members of the audience without restriction if the performance is not of copyrighted material. However, if the performance is of copyrighted material, recording can be made if the appropriate license authorizing such recordings has been secured in advance by the District. If the performance is of copyrighted material and the necessary license has not been secured in advance by the District, the audience shall be advised before the performance begins that audio and/or video recordings that will be re-broadcast or distributed in any way, such as posting on the internet, are prohibited.

The Board authorizes the Superintendent to establish rules and procedures governing the use of nondistrict audio/visual recording equipment at any District-sponsored event or activity. Such rules are to be distributed in such a manner that members of the audience who wish to record the event are aware of the rules early enough to make proper arrangements to obtain their recordings without causing delay or disruption to an activity.

Any person or organization seeking to film students or a school activity which is not a public event shall obtain prior permission from the Superintendent.

The Superintendent shall ensure that all notices, signs, schedules, and other communications about school events contain the following statement:

"Upon request to the Superintendent or Building Principal, the District shall make reasonable accommodation for a disabled person to be able to participate in this activity."

28 C.F.R. Part 35

Revised 8/23/10

Revised 5/21/12

Revised 12/15/14

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Grosse Pointe Public Schools Bylaws & Policies

9190 - CHARGES FOR INSTRUCTIONAL PROGRAM PRODUCTS

It is the policy of the Board of Education to approve school sponsorship of student generated products and services as part of the instructional program of the district.

Such student products and services must be approved by the teacher, administrator, and Superintendent.

Careful consideration shall be given to ensure that the student is not being exploited and that the project is of educational benefit.

Grosse Pointe Public Schools Bylaws & Policies

9210 - PARENT ORGANIZATIONS

The Board of Education supports all organizations of parents whose objectives are to promote the educational experiences of District students. However, in using the name of the District or its schools and in organizing a group whose identity derives from a school(s) of this District, the parental organization thereby shares responsibility with this Board for the welfare of participating students.

Any new parent organization desiring to use the name or good offices of the District must obtain the approval of the Superintendent as a prerequisite to organizing.

Representatives and members of approved school-related organizations shall in all circumstances be treated by District employees as interested friends of the schools and as supporters of public education in the School District.

Staff members are encouraged to join such organization(s) in their related area(s) of specialization or interest.

The Board relies upon approved organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from organizations which violate the bounds of community taste.

Grosse Pointe Public Schools Bylaws & Policies

9211 - DISTRICT SUPPORT ORGANIZATIONS

District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs. These programs may be educational to parents and/or children.

The District name shall not be used to promote the interests of any District support organization without the approval of the Board of Education.

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

- A. The School District tax identification number shall not be used for District Support Organization purchases.
- B. Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts.
- C. District support organizations are encouraged to obtain 501(c) (3) status so that community members may properly take tax deductions for donations to the organization. The District may assist a District support organization with a 510(c) 3 status or in pursuit of such status, in obtaining 501(c) 3 status, developing bylaws, or completing annual IRS filings, among other things.
- D. Donations from District support organizations must be made in accordance with Board Policy [7230](#) and any accompanying guidelines.

7 C.F.R. Parts 210 and 220

Adopted 8/24/15

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Grosse Pointe Public Schools Bylaws & Policies

9250 - RELATIONS WITH PARENTS

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The parents have the right to participate in the education of their children as well as the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority.

In accordance with Board policies and Policy [2240](#) Opt-Out, Policy [2413](#) and or Policy [2414](#) Health/Sex Education, and Policy [9150](#) School Visitors, the District shall provide the opportunity for parents to review curriculum and instructional materials and to visit the school to observe the instructional process.

With regard to student behavior, during school hours, the Board, through its designated administrators, acts in loco parentis or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. two-way communication between home and school
- B. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school rules and regulations;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

Grosse Pointe Public Schools Bylaws & Policies

9251 - COMMUNITY INVOLVEMENT IN DECISION-MAKING

The Board of Education endorses the concept that community participation in the affairs of the District is essential if Board members, staff members, and citizens are to maintain mutual confidence and respect and work together to improve the quality of educational programs and services. The Board will endeavor to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about school system programs and services to the staff, appointed advisory bodies and the Board.

Residents who are specially qualified for service to the District because of interest, training, experience, or personal characteristics will be encouraged to be involved in the school system. From time-to-time such persons may be invited to act as advisors either individually or in groups.

Board and staff members will give consideration to the advice they receive from individuals and community groups interested in the District, especially from those individuals and groups they have invited to advise them regarding specific problems, but will use their best judgement in arriving at decisions.

Revised 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

9251.01 - ANNUAL COMMUNITY SURVEY

A variety of means may be used by the District to gather community feedback and allow for citizens to express ideas, concerns, and judgments about school system programs and services.

Among those means, but not exclusively, the Superintendent shall conduct an Annual Community Survey in order to receive, in a scientifically reliable manner, a comprehensive view of how the District is perceived and the level of satisfaction among its consumers and taxpayers.

The Superintendent shall endeavor to maintain a high degree of consistency from year to year so that data gathered in the Annual Community Survey may be trended over time in a scientifically reliable manner.

The Superintendent shall analyze the data gathered in the Annual Community Survey and the findings of that analysis shall annually be presented to the Board and comprehended in the refinement of the Public Information Program (Policy [9120](#)), Assessment of District Goals (Policy [1110](#)), and other applicable District policies, operations, and programs.

The Superintendent shall develop an Administrative Guideline to establish the means by which the Annual Community Survey will be conducted in order to receive the broadest base of community feedback, cognizant of expense, and gathered in a scientifically reliable manner.

Adopted 5/21/12

Grosse Pointe Public Schools Bylaws & Policies

9270 - EQUIVALENT EDUCATION OUTSIDE THE SCHOOLS (HOME SCHOOLING)

The Board of Education encourages the enrollment of all school-age children resident in this District in public schools or in State-approved, nonpublic schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment. The Board acknowledges, however, the right of parents to home school within the District, as established by State law.

The Board shall not allow a student who is being educated at home or at a nondistrict school that has not met the reporting requirements of the State to participate in any of the District's curricular, co-curricular, or extra-curricular activities. However, if the school has met the reporting requirements and the student is enrolled in the District on a part-time basis in noncore classes, s/he may also participate in noncore co-curricular or extra-curricular activities that are directly related to those noncore classes. It is not the purpose of this policy, however, to provide services to nondistrict students beyond the requirements of the law.

The Superintendent shall develop administrative guidelines for implementing this policy.

M.C.L.A. 388.553, 380.1561

Grosse Pointe Public Schools Bylaws & Policies

9300 - VOLUNTEERS

The Board of Education recognizes the value of volunteers. The Superintendent shall be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. S/He shall not be obligated to make use of volunteers whose abilities are not in accord with District needs. The Superintendent shall also ensure that each volunteer is properly informed of the District's appreciation for his/her time and efforts in assisting the operation of the schools.

Volunteer Procedural Matters

Any volunteer who works with or has access to students shall be screened through the Internet sites such as the Sex Offenders Registry (SOR) list, the Internet Criminal History Access Tool (ICHAT) criminal history records check or the Offender Tracking Information System (OTIS) prior to being allowed to participate in any activity or program.

The Superintendent is to inform each volunteer that s/he shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms, and the Volunteer Release Form.

Volunteer Opportunities that Support the Academic or Extra Curricular Program

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Special Activities Presented by Community Volunteers

The Board of Education believes in providing opportunities for students to enhance their education through a variety of appropriate learning activities that supplement or complement the District's regular program. The Board recognizes that the community itself can be an excellent resource for such activities and welcomes the participation of community members who have special knowledge and skills that can add to the District's program.

In order to ensure that activities recommended by or involving community volunteers in an instructional role are in keeping with District philosophy and will help students better accomplish the learning goals of the District's program. The Board delegates to the administration the responsibility for approving each requested activity based on its educational merits and its relationship to the curriculum.

The Superintendent will prepare any special administrative guidelines required for the proper conduct and evaluation of activities involving community volunteers.

Adopted 12/16/13

Grosse Pointe Public Schools Bylaws & Policies

9500 - RELATIONS WITH EDUCATIONAL INSTITUTIONS AND ORGANIZATIONS

It is the policy of the Board of Education that strong lines of communication be maintained by the District with other districts and with institutions and organizations which provide District students with programs, training, or services not available in the District.

The Superintendent may enter into such cooperative ventures with institutions or organization for the purpose of providing programs which correlate to the District's curriculum and help students better accomplish the educational outcomes established by the Board.

Before entering into any agreements, the Superintendent shall keep the Board advised of any arrangements that would affect the use of District resources or require any additional resources of the District.

In order to maintain cordial and constructive relationships with private and parochial schools, the Superintendent shall maintain liaison with the administration of all such schools that enroll significant numbers of students resident in this School District in order to be aware of any program changes that may be planned that could affect this District; and to cooperate fully in the implementation of all State and Federal programs administered by this District that benefit, in whole or in part, eligible students attending private or parochial school.

M.C.L.A. 380.1296

Grosse Pointe Public Schools Bylaws & Policies

9510 - EDUCATION RESEARCH AGENCIES

The contributions of appropriate educational research to teaching and school administration are recognized by the Board. The Board may cooperate when feasible with colleges, universities and other recognized agencies to promote educational research that shall:

- A. increase professional knowledge of teaching and learning processes and social settings in which they operate;
- B. define and seek solutions to instructional and administrative problems;
- C. establish instructional and management objectives; and
- D. assess progress toward accomplishment of district objectives.

Adopted 12/14/09

Grosse Pointe Public Schools Bylaws & Policies

9555 - PARTNERSHIPS WITH BUSINESS

The Board of Education is well aware of the role that education will play in increasing the nation's productivity and future well-being. To ensure success requires the combining of talent and resources within the region between business and education. It also recognizes that schools of the District need to operate as an integral part of the economic community if students are to receive the type of education and training they will need to function effectively in the twenty-first century.

The Board will seek to establish not only partnerships between the District and individual companies but also, if possible, consortia involving several companies and/or school districts. The purpose will be to seek opportunities for students and staff to share in new strategies and technologies being created in the business world and offer, in exchange, the knowledge and skill of District personnel in creating more effective continuing education for employees and members of the community. Properly planned and implemented, such partnerships or consortia could have significant impact on the nature and content of the curriculum as well as on the manner in which students are taught to learn.

The Superintendent is authorized to actively seek such partnerships.

Grosse Pointe Public Schools Bylaws & Policies

9600 - STAFF/STUDENT PARTICIPATION IN COMMUNITY EVENTS

The Board of Education recognizes that the local community offers many programs and events that provide learning experiences which are not available in the schools and which can help students become more literate, cultured, productive human beings.

The Board seeks to maintain continuing communication with those groups and organizations that enrich the life of the community and authorizes the Superintendent to cooperate with their leaders both in the use of District resources that can aid their efforts and ensuring that members of the staff and student body are made aware of education-related activities of these groups. Further, the Board encourages members of the staff to make their many talents and specialized knowledge available, as time permits, to enhance the quality of such community activities.

The Superintendent shall develop administrative guidelines which will better ensure community activities and events which are related to District Courses of Study are incorporated, as appropriate, into such courses.

Grosse Pointe Public Schools Bylaws & Policies

9700 - RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fund raising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests.

It is the policy of the Board of Education that students, staff members, and District facilities not be used for advertising or promoting the interests of any nonschool agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

A. **Political/Commercial Interests**

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the Superintendent on the basis of their educational contribution to part or all of the school program, benefit to students, and/or good taste and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall permit the use of educational materials, programs, and equipment which contains commercial messages providing the content of such messages and the manner of presentation has been approved by the Superintendent and is in compliance with the District's administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the District.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. cause the participants to leave the School District, unless the Board's Policy [2340](#) - Field and Other District-Sponsored Trips has been complied with in all aspects.

C. **Distribution/Posting of Literature**

No outside organization or staff member or student representing an outside organization may distribute information by any means on that organization's behalf on District property or using District resources either during or after school hours without the permission and prior review of the Superintendent.

The Superintendent shall establish administrative guidelines which ensure that:

1. criteria established in Policy [5722](#) - Student Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. the school mail system is not used by students or staff for distribution of nonschool-related materials;

3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent;
4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the Superintendent.

Permission to solicit funds will be granted only to those organizations or individuals who meet the permission criteria established in the District's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy [5830](#), no District student may participate in the solicitation without the Superintendent's approval.

1. The Board disclaims all responsibility for the protection of, or accounting for, such funds.
2. A copy of this policy as well as the relevant administrative guidelines shall be given to any individual granted permission to solicit funds on District property.
3. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

E. Prizes/Scholarships

The Board is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this District. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

No information either academic or personal shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.

F. School Sales

In determining the appropriateness of school sales by organizations other than the School District, the Board requires that:

1. the organization have a purpose which will benefit the School District and its students;
2. the organization's planned activities are clearly in the best interest of the School District and its students;
3. the organization has submitted the following information and assurances on the form provided by the District: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by such school sales shall be kept separate from other activity funds or other transactions of the Board.

G. Surveys and Questionnaires

Neither District-related nor nondistrict-related organizations or individuals shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed plan is submitted, in advance, to the Superintendent. If approved, a copy of the results and the proposed manner of their communication are to be provided to him/her for review and approval before they are released, except as may be provided in Policy [5722](#).

Grosse Pointe Public Schools Bylaws & Policies

9800 - HIGH SCHOOL DIPLOMAS TO WORLD WAR II, KOREAN CONFLICT, AND VIETNAM ERA VETERANS

The Board of Education recognizes the service provided to the country and the individual sacrifices made by veterans of World War II, the Korean Conflict, and the Vietnam Era.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma to qualified military veterans in accordance with Public Act 181 of 2001, Public Act 203 of 2003, and Public Act 55 of 2014.

The Board of Education authorizes the Superintendent to accept applications and documentation on the forms provided by the Department of Military and Veteran Affairs, Veterans Affairs Directorate. The Board will satisfy itself that the intent of the law has been met and the Board may then authorize the awarding of the high school diploma.

M.C.L. 35.341, 35.342, 35.353

Revised 4/27/15

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