

The highlighted Policy titles are optional policies. If the District elects not to adopt one or more of these Policies, please mark the Policy as “Intentionally Left Blank” after the Policy number.

## **TABLE OF CONTENTS**

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

#### **1100 Policy Overview**

1101 General Policy Statement

#### **1200 Mission Statement**

1201 Mission Statement

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

1301 Creation, Amendment, and Posting of Policies

#### **1400 Definitions**

1401 Definitions

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

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

2101 Roles of the Board and Board Members  
2102 School District’s Legal Name and Status  
2103 School District Boundaries  
2104 Intentionally Left Blank

#### **2200 Board Powers**

2201 Board Powers  
2202 Authority to Enter into Contracts  
2203 Authority to Establish Curriculum

#### **2300 Board Member Conduct**

2301 Conflict of Interest  
2302 Board Code of Ethics  
2303 Violation of Board Code of Ethics  
2304 Gifting  
2305 Board Member Reimbursement and Travel Expenses  
2306 Board Member Compensation

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

2401 Board Member Elections  
2402 Acceptance of Office and Oath of Office  
2403 Board Member Terms of Office  
2404 Board Member Vacancies and Appointments  
2405 Board Officers  
2406 Board Officers’ Duties

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

2501 Meetings

2501A Electronic Board of Education Meetings

2501A-F-1 Electronic Board Meeting Checklist

2501A-F-2 Advance Notice of Remote Participation

2501A-F-3 Electronic Board Meeting Notice

2501A-F-4 Affidavit of Website Posting of Public Notice of Electronic Board Meeting

2502 Board Meeting Agenda

2503 Voting Requirements

2504 Public Participation at Board Meetings

2505 Board Committees

2506 Organizational Meetings

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

### **3100 General Operations**

3101 Insurance

3102 Smoking, Tobacco Products, Drugs, and Alcohol

3103 Copyright Compliance

3104 School Cameras and Monitoring

3105 Visitors and Volunteers

3106 Booster Clubs, PTOs, and Other Support Groups

3106-F Booster Clubs, PTOs, and Other Support Groups

3107 Use of Detection Dogs

3108 Service Animals

3109 Curricular Animals

3110 Data Breach Response

3111 Drones

3112 Hours and Days of School Operations

3113 Social Security Numbers

3114 Litigation

3115 Nondiscrimination and Retaliation

3116 District Technology and Acceptable Use

3117 Intellectual Property

3118 Title IX Sexual Harassment Policy

3118-F-1 Formal Complaint

3119 Intentionally Left Blank

3120 Intentionally Left Blank

### **3200 Finance and Borrowing**

3201 Accounting

3202 Budget and Truth in Budgeting/Taxation Hearings

3203 Deposits

3204 Investment of Funds

3205 Disbursements

3206 Property Tax Levies

3207 School Activities Fund

- 3208 Intentionally Left Blank
- 3209 Debit/Credit Cards
- 3210 Borrowing
- 3211 Post-Issuance Tax Compliance
- 3212 Post-Issuance Disclosure Compliance
- 3213 Electronic Transactions of Funds and Automated Clearing House Arrangements

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

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

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

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

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

- 3501 Freedom of Information Act
- 3501-AG Freedom of Information Act Procedures and Guidelines
- 3502 Record Retention

## ***SERIES 4000: DISTRICT EMPLOYMENT***

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

- 4101 Non-Discrimination
- 4102 Anti-Harassment, Including Sexual Harassment
- 4103 Whistleblowers' Protection
- 4104 Employment Complaint Procedure
- 4104-F-1 Discrimination-Retaliation Complaint Form
- 4105 Workplace Accommodations for Employees and Applicants with Disabilities
- 4106 Family and Medical Leave Act (FMLA)
- 4107 Military Leave

- 4108 Union Activity and Representation
- 4109 Break Time for Nursing Mothers
- 4110 Reimbursement
- 4111 Professional Development
- 4112 Extracurricular Employees or Volunteers

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

- 4201 Employee Ethics and Standards
- 4201-AG Employee Ethics and Standards – Time and Effort Reporting
- 4202 Children’s Protective Services (CPS) Reporting and Student Safety and Welfare
- 4203 Corporal Punishment and Limited Use of Reasonable Force
- 4203-AG Corporal Punishment and Limited Use of Reasonable Force
- 4204 Confidentiality of Student Information
- 4205 Hiring and Background Checks
- 4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)
- 4206 Employment Contracts
- 4207 Third-Party Contracting of Non-Instructional Support Services
- 4208 Applicant and Employee Criminal Arrest, Charge, Conviction
- 4209 Prohibition Against Abortion Referrals and Assistance
- 4210 Drug and Alcohol Free Workplace; Tobacco Product Restrictions
- 4211 Alcohol and Controlled Substances for Transportation Employees Subject to the Omnibus Transportation Employee Testing Act
- 4212 Employee Assistance Program
- 4213 Anti-Nepotism
- 4214 Outside Activities and Employment
- 4215 District Technology and Acceptable Use Policy
- 4216 Personal Communication Devices
- 4217 Social Media
- 4218 Employee Dress and Appearance
- 4219 Attendance
- 4220 Use or Disposal of District Property
- 4221 Employee Speech
- 4222 Unauthorized Work Stoppage and Strikes
- 4223 Resignation
- 4224 Personnel Files and Payroll Information
- 4225 Intentionally Left Blank
- 4226 Intentionally Left Blank
- 4227 Intentionally Left Blank

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

- 4301 Definition
- 4302 Minimum Wage and Overtime
- 4303 Intentionally Left Blank
- 4304 Employee Timekeeping Responsibilities
- 4305 Michigan Paid Medical Leave Act (MPMLA)
- 4306 Assignment and Transfer

4307 Performance Evaluation  
4308 Reduction and Recall of Non-Exempt Staff  
4309 Discipline and Termination

**4400 Professional Staff**

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

**4500 Administrators/Supervisors**

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

**4600 The Superintendent**

4601 General  
4602 Hiring  
4603 Performance Evaluation  
4604 Absence/Incapacity  
4605 Gifts and Donations  
4606 Discipline and Termination  
4607 Non-Renewal

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

**5100 Student Rights**

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

**5200 Student Conduct and Discipline**

5201 Investigations, Arrests, and Other Law Enforcement Contact  
5202 Unlawful Discrimination, Harassment, and Retaliation Against Students  
5203 Hazing

- 5204 Student Appearance and Dress Code
- 5205 Student Handbooks
- 5206 Student Discipline
- 5206A Due Process
- 5206B Students with Disabilities
- 5206C Reinstatement Following Expulsion
- 5206D Enrollment Following Misconduct at Another Public or Nonpublic School
- 5206E Suspension from Class, Subject, or Activity by Teacher
- 5207 Anti-Bullying Policy
- 5208 Student Acceptable Use and Internet Safety Policy
- 5209 Student Use of Cell Phone and Electronic Communication Devices
- 5210 GPS Tracking Device with Audio Surveillance Capabilities
- 5211 Emergency Use of Seclusion and Restraint
- 5212 Registered Sex Offenders
- 5213 Personal Protection Orders Against Students

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

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

**5400 Curriculum, Instruction, and Parent/Guardian Involvement**

- 5401 Parent/Guardian Involvement in Education
- 5402 Communication with Parents/Guardians
- 5403 Rights of Non-Custodial Parents/Guardians
- 5404 Free Textbooks, Materials, and Charging of Fees and Fines
- 5405 Title I Parent and Family Engagement Policy
- 5406 Title I Funds
- 5407 Instructional Program and Curriculum Development
- 5408 Intentionally Left Blank
- 5409 Academic Credits
- 5410 Commencement/Completion Ceremony
- 5411 Student Promotion, Retention, and Placement
- 5412 Class Rank
- 5413 Senior Recognition
- 5414 Intentionally Left Blank
- 5415 Summer School
- 5416 Homebound and Hospitalized Instruction
- 5417 Homework
- 5418 Grades

5419 Reading Assessments, Instruction, Intervention, and Retention  
5420 Sex Education  
5421 Work-Based Learning Experience

**5500 School Sponsored and Extracurricular Activities**

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

**5600 Student Support Services**

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

**5700 Student Health and Safety**

5701 Child Abuse and Neglect  
5702 Student Illness and Injury  
5703 Medications  
5704 Student Insurance  
5705 Emergency Anaphylaxis  
5706 Opioid Antagonist  
5707 School Wellness Policy  
5708 Do Not Resuscitate Orders  
5708-AG Do Not Resuscitate Orders  
5709 Lice, Nits, and Bed Bugs  
5710 Student Suicide Prevention  
5711 Toilet Training  
5712 Concussion Awareness  
5713 Immunizations and Communicable Diseases

**5800 Miscellaneous**

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

5808 Intentionally Left Blank