BRIDGMAN PUBLIC SCHOOLS

Draft - Policy Manual

Vol. 41, No. 1 - September 2026

31 policies

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0100

Vol. 41, No. 1 - September 2026 Revised DEFINITIONS

ADOPTED Dec 13, 1993 · REVISED Apr 27, 2026

0100 - **DEFINITIONS**

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

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.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Web Services

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

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.

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 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.

Information Resources

The Board defines Information Resources to include 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, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

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

Personal communication devices ("PCDs") may include computers, laptops, tablets, e-readers, wireless communication devices ("WCDs"), cellular/mobile phones, smartphones, and/or other data-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 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, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collective-bargained agreement.

School Support Organizations (SSOs)

Any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic, or social activities related to a school, that collects or receives money, materials, property, or securities from students, parents, or members of the general public. (Examples: Booster Club, Foundation, Parent-Teacher Association (PTA), Parent-Teacher Organization (PTO), Parent-Teacher Support Association)

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. Consistent with Board policies and directives, the Superintendent may delegate responsibility to subordinates as appropriate.

Technology Resources

The Board defines Technology Resources to include 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. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present in order to have their vote officially recorded in the Board minutes.

Wireless Communication Device ("WCD")

For the purposes of Policy/Administrative Guideline 5136 - Wireless Communication Devices (WCDs), a WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. A WCD does not include a basic telephone, which is a device primarily used for voice calling that cannot support third-party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers.

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 5/18/06
Revised 12/12/16
Revised 2/18/19
Revised 5/22/19
Revised 3/28/22

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.1

Vol. 41, No. 1 - September 2026 Revised MEETINGS

ADOPTED Dec 13, 1993

0164.1 - ~~REGULAR~~ MEETINGS

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.

Posting of Regular Board Meetings

Within ten (10) days after the organizational Board meeting, the Board shall post 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. If the District maintains an official website, the notice shall also be posted on a dedicated public-notice webpage on the District's website, or through a prominent and conspicuous link to that webpage on the District's homepage. 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 _____, 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 yearly fee of not more than the actual reasonable cost for

printing and postage of each notice, the District shall send to the requesting party by first-class mail a copy of any notice required to be posted by the Open Meetings Act.

Public information bodies and the news media shall be entitled to receive these notices without charge.

Change in Schedule

If the Board decides to change its regular meeting schedule (e.g., moving a standing Tuesday meeting to a Wednesday), a new notice must be posted within three (3) days after the meeting where the change was made. This requirement also applies to dates, times, or places of previously scheduled meetings.

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.

The notice for any special meeting shall include the date, time, and place of the meeting, the business to be transacted, and the name, address, and telephone number of the District.

In accordance with the Open Meetings Act:

1. **Physical Posting**: The notice shall be posted at the District's principal office and any other locations designated by the Board at least eighteen (18) hours prior to the meeting.

2. **Digital Posting**: If the District maintains an official website, the notice must also be posted on a public-notice webpage (or a prominent link) on that website for at least eighteen (18) hours before the meeting begins.

3. **Board Notification**: A copy of the notice shall be provided to each member of the Board.

Emergency Meetings

A Board may meet in an emergency session without the eighteen (18) hour notice only if there is a severe and imminent threat to the health, safety, or welfare of the public, and two-thirds (2/3s) of the members agree that a delay would be detrimental. This must be a roll call vote.

1. **Post-Meeting Disclosure**: Within forty-eight (48) hours of an emergency meeting, the Board must notify the County Board of Commissioners that the meeting occurred without the standard notice. The correspondence should include a copy of the public notice for the meeting and an explanation of the emergency circumstances that required the Board to meet without the standard notice.

2. **Paper Copies:** Paper copies of the notice (explaining the emergency) must be made available to the public during the meeting.

Electronic Participation by Board Members

Board members are generally required to be physically present to participate in a meeting and count toward a quorum. In accordance with **M.C.L. 15.263**, electronic participation (remote attendance) is permitted only under the following circumstances:

1. **Military Duty:** A Board member may participate and vote remotely if their absence is due to active military duty.

2. **ADA Accommodation:** As a reasonable accommodation under the Americans with Disabilities Act (ADA), a Board member with a qualified disability may be permitted to participate and vote remotely.

Meeting 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 on a prominent and conspicuous portion of the District's website, and such other place(s) as the Board may determine for at least eighteen (18) hours prior to the time the meeting is to be reconvened.

If the recessed meeting will involve remote participation by a Board member as expressly authorized by the Open Meetings Act or other applicable law, the notice must also include information on how the public may participate or contact the remote member.

Meeting Cancellation

Any meeting of the Board may be cancelled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the cancelled meeting is a regular meeting, it must be rescheduled, following all notice requirements set forth above.

Disclosure Requirements

Any Board member participating remotely must, at the beginning of the meeting, announce for the record that they are attending remotely. Unless the absence is due to military duty, the member must specifically state the physical location (City/Township and

State) from which they are attending. This information shall be included in the meeting minutes.

Public Attendance and Participation

The Board may, at its discretion, provide a digital platform for the public to observe and/or participate in meetings.

1. **Two-Way Communication:** If a meeting is held with remote participation options, the platform used must allow for two-way communication so that the public may hear the Board and the Board may hear public comments.

2. **Notice Requirements:** Digital notices for meetings with a remote component must be posted on the District's website homepage (or a conspicuous link therefrom) and must include instructions on how the public may participate and contact Board members to provide input.

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.2

Vol. 41, No. 1 - September 2026 Rescind SPECIAL MEETINGS

Rescind Policy - Vol. 41, No. 1

~~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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VOL. 41, NO. 1 - SEPTEMBER 2026

po0164.3

Vol. 41, No. 1 - September 2026 Rescind EMERGENCY MEETINGS

Rescind Policy - Vol. 41, No. 1

~~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 its 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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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.1

Vol. 41, No. 1 - September 2026 Rescind REGULAR MEETINGS

Rescind Policy - Vol. 41, No. 1

~~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 _____, 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 yearly fee of not more than the estimated reasonable cost for printing and postage of each notice as shall be determined annually 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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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.2

Vol. 41, No. 1 - September 2026 Rescind CHANGE OF REGULAR MEETINGS

Rescind Policy - Vol. 41, No. 1

~~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~~

VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.3

Vol. 41, No. 1 - September 2026 Rescind SPECIAL MEETINGS

Rescind Policy - Vol. 41, No. 1

~~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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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.4

Vol. 41, No. 1 - September 2026 Rescind EMERGENCY MEETINGS

Rescind Policy - Vol. 41, No. 1

~~0165.4 - **EMERGENCY MEETINGS**~~

~~No notice of any emergency meeting shall be required.~~

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VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.5

Vol. 41, No. 1 - September 2026 Rescind RECESS

Rescind Policy - Vol. 41, No. 1

~~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(s) 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)~~

VOL. 41, NO. 1 - SEPTEMBER 2026

po0165.6

Vol. 41, No. 1 - September 2026 Rescind CANCELLATION

Rescind Policy - Vol. 41, No. 1

~~0165.6 - **CANCELLATION**~~

~~Any meeting of the Board may be cancelled for appropriate purposes, which shall include, but not be limited to, inclement weather, lack of a quorum, or conflict with a special event relating to the District. If the cancelled meeting is a regular meeting, it must be re-scheduled following all notice requirements set forth above.~~

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

VOL. 41, NO. 1 - SEPTEMBER 2026

po2623

Vol. 41, No. 1 - September 2026 Revised STUDENT ASSESSMENT

ADOPTED Dec 13, 1993 · REVISED May 15, 2023

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 the student's 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 Alternate 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 three (3) through eleven (11) ~~eight (8)~~, science in grades five (5) ~~four (4)~~ and eight (8) ~~seven (7)~~, and social studies in grades five (5) and eight (8). It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT ~~with essay~~, ~~( ) the Workforce Readiness Assessment~~ , **[END OF OPTION]** ~~ACT WorkKeys~~, and M-STEP summative in science and social studies.

B. the District shall require student participation in the Presidential Fitness Test, or its successor program, and any guidance issued by the Michigan Department of Education;

C. a valid and reliable screening, and progress-monitoring reading assessment from the assessment systems approved by the Michigan Department of Education, which shall be used for students in Kindergarten to grade three (3) to screen and identify difficulties, inform instruction and intervention needs, and assess progress toward a growth target ~~formative, and diagnostic third-grade reading assessment system from the assessment systems approved by the Michigan Department of Education~~;

D. 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;

E. selection of assessment instrument, data, and other District criteria that will be used to assess educational achievement of each student in grades one (1) through five (5);

F. assessment tests;

G. aptitude tests;

H. achievement tests;

I. vocational inventories;

J. test of mental ability.

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

A. communicating standards of ethical assessment practice;

B. communicating security procedures for assessment;

C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;

D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about

assessment practices;

E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

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 the student's 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. 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;

D. 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 eleven (11), the District shall administer the complete Michigan Merit Examination to the student in grade twelve (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.

[ ] In addition to the testing programs, the Superintendent shall develop administrative guidelines whereby a portfolio is developed and maintained for each student. **[END OF OPTION]**

Revised 10/98
Revised 5/18/06
Revised 5/17/07
Revised 7/27/09
Revised 8/23/10

Revised 5/13/13
Revised 6/13/16
Revised 6/12/17

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Legal
A.C. Rule 340.1101 et seq.
M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

VOL. 41, NO. 1 - SEPTEMBER 2026

po3310

Vol. 41, No. 1 - September 2026 Revised FREEDOM OF SPEECH IN NON-OFFICIAL DUTY SETTINGS

ADOPTED Dec 13, 1993

3310 - **FREEDOM OF SPEECH IN Non-Official Duty ~~NONINSTRUCTIONAL~~ SETTINGS**

This policy applies to professional staff members' speech *outside the scope of their official duties* as employees of the District (i.e., outside the classroom, school-sponsored events, or similar). 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. For example, such expression must not be disruptive to the District and/or the staff member's ability to perform their job. Similarly, a staff member's opinions or views are not those of the District and may not be represented as such, regardless of the forum. These determinations will be made in the District's discretion.

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, the staff member ~~s/he~~ should:

A. state clearly that their ~~his/her~~ expression represents personal views and not necessarily those of the School District;

B. not discuss with others any individual with whom s/he would normally be in daily contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;

C. refrain from expressions that would invade the rights of others, create disruption within the District, ~~disrupt harmony among co-workers~~ or interfere with the maintenance of discipline by school officials;

D. not make abusive , disrespectful ~~or personally~~ defamatory comments about students or their family members, co-workers, administrators, or officials of the District; , or other individuals or entities which may have a relationship with the District ;

E. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy;

F. not make threats against co-workers, supervisors, or District officials.

Nothing in this policy is intended to limit the District's ability to make disciplinary or termination decisions in accordance with applicable law regarding any unprotected expression, and this policy should be treated as guidance and not a full itemization of potentially unprotected expression. Nor should this policy be treated as defining the full protected rights of staff members; the District will apply this policy on a case-by-case basis in accordance with the applicable law. Furthermore, this policy applies to all forums of expression including, but not limited to, written form (digital, print, etc.), verbal, physical, visual, via social media (such as X, Facebook, Instagram, LinkedIn, blogs, websites, etc.), and via other electronic communications (email, messaging, etc.). It also applies regardless of the manner of speech, whether written, visual, digital, verbal, graphic, or otherwise. Note that conduct that violates the District's policies including, but not limited to, those addressing discrimination and/or harassment policies, may result in disciplinary action, even if such conduct does not specifically violate this policy.

Employees who engage in constitutionally protected speech will not be retaliated against, and this policy will be applied equally, regardless of the viewpoint expressed. Nothing in this policy is intended to, or will be enforced to, limit an employee's right to engage in activities that are protected by applicable law including, but not limited to, rights protected by the Public Employer Relations Act, the right to engage in protected whistleblower activity, or similarly protected activities. **This policy in no way impacts the obligations of an employee who is a mandatory reporter by State law**.

VOL. 41, NO. 1 - SEPTEMBER 2026

po4310

Vol. 41, No. 1 - September 2026 Revised FREEDOM OF SPEECH IN NON-OFFICIAL DUTY SETTINGS

Revised Policy - Vol. 41, No. 1

4310 - **FREEDOM OF SPEECH IN NON-OFFICIAL DUTY ~~NONINSTRUCTIONAL~~ SETTINGS**

This policy applies to support staff members' speech *outside the scope of their official duties* as employees of the District (i.e., outside the classroom, school-sponsored events, or similar). 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. For example, such expression must not be disruptive to the District and/or the staff member's ability to perform their job. Similarly, a staff member's opinions or views are not those of the District and may not be represented as such, regardless of the forum. These determinations will be made in the District's discretion.

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, the staff member ~~s/he~~ should:

A. **[ ]** state clearly that their ~~his/her~~ expression represents personal views and not necessarily those of the School District;

B. **[ ]** refrain from expressions that would invade the rights of others, create disruption within the District, ~~disrupt harmony among co-workers~~ or interfere with the maintenance of discipline by school officials;

C. **[ ]** not make threats , disrespectful, ~~or~~ abusive , or ~~personally~~ defamatory comments about students or their family members, co-workers, administrators, or officials of the District , or other individuals or entities which may have a relationship with the District ;

D. **[ ]** refrain from making public expressions which the staff member ~~s/he~~ knows to be false or are made without regard for truth or accuracy.

Nothing in this policy is intended to limit the District's ability to make disciplinary or termination decisions in accordance with applicable law regarding any unprotected expression, and this policy should be treated as guidance and not a full itemization of potentially unprotected expression. Nor should this policy be treated as defining the full protected rights of staff members; the District will apply this policy on a case-by-case basis in accordance with the applicable law. Furthermore, this policy applies to all forums of expression including, but not limited to, written form (digital, print, etc.), verbal, physical, visual, via social media (such as X, Facebook, Instagram, LinkedIn, blogs, websites, etc.), and via other electronic communications (email, messaging, etc.). It also applies regardless of the manner of speech, whether written, visual, digital, verbal, graphic, or otherwise. Note that conduct that violates the District's policies including, but not limited to, those addressing discrimination and/or harassment policies, may result in disciplinary action, even if such conduct does not specifically violate this policy.

Employees who engage in constitutionally protected speech will not be retaliated against, and this policy will be applied equally regardless of the viewpoint expressed. Nothing in this policy is intended to, or will be enforced to, limit an employee's right to engage in activities that are protected by applicable law including, but not limited to, rights protected by the Public Employer Relations Act, the right to engage in protected whistleblower activity, or similarly protected activities. **This policy in no way impacts the obligations of an employee who is a mandatory reporter by State law**.

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VOL. 41, NO. 1 - SEPTEMBER 2026

po5111.01

Vol. 41, No. 1 - September 2026 Revised HOMELESS STUDENTS

ADOPTED Feb 19, 2003 · REVISED Aug 14, 2017

5111.01 - **HOMELESS STUDENTS**

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that may impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason

B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations

C. live in emergency or transitional shelters

D. are abandoned in hospitals

E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or

F. live in a car, park, public space, abandoned building, substandard housing[1], bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

A. transportation services;

B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:

1. programs for children with disabilities;

2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP);

3. programs in career and technical education;

4. programs for gifted and talented students;

5. school nutrition programs; and

6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. The Liaison will also provide unaccompanied homeless youth with verification of independent-student status for FAFSA and student financial aid purposes and certify homeless status as needed to facilitate fee waivers for obtaining a birth certificate or State of Michigan identification card. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during

an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or

B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if the student ~~s/he~~ is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or

programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available). The District will remove barriers to full participation in academic and extracurricular activities, including fees for testing, graduation regalia, school-sponsored activities, clubs, athletic participation, transportation related to such activities, and other academic or extracurricular participation costs. Additionally, the District should consider giving homeless children and youths priority if there is a waitlist for these schools, programs, and activities.

Awarding of Partial Credits

The District shall ensure that homeless students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. To remove barriers to graduation, the Liaison and school counselors shall:

1. Evaluate all previous academic records to award credit for work completed mid-semester;

2. Utilize competency-based assessments or portfolio reviews to determine mastery of course content if official transcripts are delayed or unavailable;

3. Ensure the student is not penalized for absences or missed deadlines caused by the transition or period of homelessness.

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.

B. If the homeless student moves to an area served by another district, though continuing the student's ~~his/her~~ education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a

method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.

C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominate language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

1 According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

Revised 10/4/10

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Legal
42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

20 U.S.C. 1087vv (Higher Education Act)

M.C.L. 380.1148

Michigan Public Act 451 of 1994

MI HB 5403 (2026)

VOL. 41, NO. 1 - SEPTEMBER 2026

po5330.01

Vol. 41, No. 1 - September 2026 Revised EPINEPHRINE DELIVERY SYSTEMS

ADOPTED Oct 13, 2014 · REVISED May 12, 2025

5330.01 - **EPINEPHRINE** Delivery Systems ~~**AUTO-INJECTORS**~~

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to possess and self-administer the medication if they meet the conditions as stated in Policy 5330.

[DRAFTING NOTE: "Epinephrine delivery system" means a device containing a premeasured dose of epinephrine that is used for the treatment of anaphylaxis. This includes, but is not limited to, epinephrine auto-injectors (such as Epi-Pens), epinephrine inhalers, and epinephrine nasal sprays. For the purposes of this policy, any reference to "injection" or "administration" shall encompass the use of any such delivery system in accordance with the manufacturer's instructions.]

Each school in the District shall have at least two (2) epinephrine delivery systems ~~auto-injectors (Epi-Pens)~~ available at the school site. It shall be the responsibility of the Principals to be sure that the supply of delivery sytems ~~Epi-Pens~~ is maintained at the appropriate level and that they have not expired. The Superintendent shall also be responsible for coordinating the training of District employees to administer delivery systems ~~Epi-Pen injections~~ and to maintain the list of employees authorized to administer such systems ~~injections~~.

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer epinephrine delivery systems ~~Epi-Pen injections~~ to students. The persons authorized to use the District-maintained epinephrine delivery systems ~~Epi-Pens~~ will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Each school shall have at least one person trained in the appropriate use and administration of an epinephrine delivery systems ~~Epi-Pen injection~~. In each school with ten (10) or more combined instructional and administrative staff, at least two (2)

employees at that site shall be appropriately trained in the use of an epinephrine delivery systems ~~Epi-Pen~~.

Training of employees on the appropriate use and administration of an epinephrine delivery systems ~~Epi-Pen injection~~ shall be done in accordance with any guidelines provided by the Michigan Department of Education, and shall be conducted under the supervision of a licensed registered professional nurse. The training shall include an evaluation by the nurse of the employees' understanding of the protocols for administering an epinephrine delivery systems ~~Epi-Pen injection~~.

Students to Whom Epinephrine ~~Injections~~ May Be Administered

A licensed, registered, professional nurse or trained and authorized employees under this policy may administer epinephrine delivery systems ~~Epi-Pen injections~~ to 1) any student who has a prescription on file with the District, in accordance with the directives in such prescription, and 2) any individual on school grounds who is believed to be having an anaphylactic reaction.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of epinephrine to the extent set forth in applicable State law.

Reporting of Epinephrine Delivery ~~Injections~~

Any person who administers an epinephrine delivery systems ~~Epi-Pen injection~~ to a student shall promptly implement the emergency response. This response includes calling 9-1-1 for EMS and notifying the student's parent/guardian that epinephrine has been administered. ~~notify the Principal, who shall be responsible for promptly notifying the student's parent/guardian that an injection has been administered.~~

All epinephrine delvered ~~Epi-Pen~~ injections by District employees to students shall be reported in writing to the Superintendent. The report shall include whether the school's or student's epinephrine delvery system ~~Epi-Pen~~ was used, and whether the student was previously known to be subject to severe allergic reaction (anaphylaxis).

The Superintendent shall at least annually report to the Department of Education, in the form and manner determined by the Department, information on the number of injections provided to students, the number of uses ~~injections~~ with District epinephrine delivery system ~~Epi-Pens~~, and the number of incidents where students were not known to be subject to severe allergic reactions.

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Legal
M.C.L. 380.1178, 380.1179, 380.1179A

Michigan Department of Education, Model Policy and Guidelines for Administering Medications to Pupils at School

VOL. 41, NO. 1 - SEPTEMBER 2026

po5460

Vol. 41, No. 1 - September 2026 Revised GRADUATION REQUIREMENTS

ADOPTED Dec 13, 1993 · REVISED Dec 15, 2025

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 annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

Michigan Merit Examination

The Board shall administer the Michigan Merit Examination ("MME") to all students in grade eleven (11) and to students in grade twelve (12) who did not take the complete MME in grade eleven (11), in accordance with M.C.L. 380.1279g as amended. The complete MME shall be administered to a student only once and during the last twelve (12) weeks of the District's school year. The MME consists of:

1. a college entrance test;
2. an optional work skills test; and
3. the M-STEP assessment.

A student may elect not to take the work skills test if the student's parent or legal guardian signs and submits the MDE waiver form to the District by February 28 of the testing school year. The District shall provide the MDE informational letter regarding the purpose and benefits of the workforce readiness assessment to applicable students and their parents or legal guardians by December 31 of the testing school year.

The District shall provide accommodations for the MME to students with disabilities as required under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the Individuals with Disabilities Education Act ("IDEA"), and applicable implementing regulations.

For a student enrolled in an MDE-approved Early Middle College program other than one operated as a shared educational entity or specialized shared educational entity, if the student receives at least fifty percent (50%) of instruction at the high school while in grade eleven (11), the MME shall be administered at the high school where the student receives high school instruction, and MDE shall include that student's MME scores in the high school's reported scores and allow the EMC program to use a five (5) year graduation rate.

The Superintendent is authorized to provide each student in grade twelve (12) and the parent of each student in grade twelve (12) a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include the approximate annual tuition costs of each State educational institution of higher education in Michigan and State scholarships, grants, or other assistance available to students in Michigan. The Superintendent may use the model notice prepared by the Commission of Higher Education or develop a local notice containing the required information.

The Superintendent is authorized to provide each student in grade twelve (12) and the parent of each student in grade twelve (12) a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA. This notice also shall include approximate annual tuition costs of each State educational institution of higher education in Michigan and State scholarships, grants, or other assistance available to students in Michigan. The Superintendent may use the model notice prepared by the Commission of Higher Education or develop a local notice containing the required information.

Beginning with the Class of 2027, each student in grade twelve (12) shall be required to complete one (1) of the following:

A. a Free Application for Federal Student Aid ("FAFSA");

B. a District waiver form indicating that the student and family understand what these aid opportunities are and have chosen not to complete an application;

If the student is not at least eighteen (18) years of age or legally emancipated, the

student's parent/guardian must complete one (1) of these documents on the student's behalf.

C. school or District exemption that certifies to the Board that good-faith efforts were made to assist the student or the student's parent/guardian in either completing the FAFSA or obtaining a District waiver.

The District shall exempt a student from the requirement to complete the FAFSA if any of the following are met:

A. The student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, is an emancipated minor, or is an unaccompanied youth, has submitted a parental waiver (obtained by a standard form provided by MiLEAP) to the District, exempting the student from completing the FAFSA.

B. The student is unable to complete the FAFSA because of privacy concerns.

C. All of the following are met:

1. After a good-faith effort, the student's parent or legal guardian refuses to sign the parental waiver, is unresponsive, or cannot sign the parental waiver.

2. The student is unable to complete the FAFSA as an independent student.

3. The student agrees to opt out of completing the FAFSA.

4. Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.

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.

Credit may be earned by:

A. traditional coursework;

B. independent teacher-guided study;

C. testing out;

D. dual enrollment;

E. advanced placement courses;

F. International Baccalaureate or MDE-approved Early Middle College other "early college" programs;

G. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum; or

H. online class.

Early Middle College

An Early Middle College ("EMC") is an MDE-approved five (5) year program of study that works closely with one (1) or more postsecondary partners to provide students an opportunity to earn a high school diploma and one (1) or more of the following: sixty (60) transferable college credits, an associate degree, a professional certification, a Michigan Early Middle College Association ("MEMCA") technical certificate, or participation in a registered apprenticeship. Students participating in an MDE-approved EMC program shall be permitted to extend their high school enrollment through a fifth year while actively pursuing the MDE-approved five (5) year Program of Study and shall meet applicable Michigan Merit Curriculum requirements, including the final-year mathematics requirement unless modified by a personal curriculum, local District graduation requirements, and applicable EMC program requirements.

Students shall successfully complete an online course or learning experience, **or** shall have the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

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 proficiency tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if the student successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if the student earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided the student completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students. This credit will be calculated into the student's high school grade point average.

Such credit shall be counted toward the required number of credits needed for 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, provided that the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

A student engaging in an internship or work experience under M.C.L. 380.1279h must complete a reflection project. The reflection project shall include:

A. A copy of the student's time card from the internship or work experience.

B. A resume that includes an internship or work experience.

C. A written summary of the internship or work experience.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student’s experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include those students who have successfully completed requirements for graduation or are one credit or less from completing graduation requirements, as certified by the high school principal. A student will not be awarded a diploma until all graduation requirements are completed. 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 graduation ceremony when personal conduct so warrants.

Revised 10/98
Revised 4/19/01
Revised 5/18/06
Revised 5/17/07
Revised 8/27/07
Revised 12/17/07
Revised 1/26/09
Revised 6/13/09
Revised 7/27/09
Revised 5/13/13
Revised 10/12/15
Revised 2/18/19
Revised 5/12/25

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Legal
M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b
M.C.L. 380.1278d, 380.1279h
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.

VOL. 41, NO. 1 - SEPTEMBER 2026

po5830

Vol. 41, No. 1 - September 2026 Revised STUDENT FUNDRAISING

ADOPTED Dec 13, 1993 · REVISED Dec 12, 2016

5830 - **STUDENT** FUNDRAISING ~~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 fundraising ~~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 fundraising ~~fund-raising~~" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fundraising ~~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 school ~~schools~~.

The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~Fund-raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising that occurs off school grounds may be permitted by the Superintendent.~~

~~[ ] Contracts with vendors for student fundraising activities shall establish the~~

~~( ) profit-per-item~~

~~( ) percentage of the profit~~

~~that will be earned by the sponsoring organization, regardless of whether that activity is conducted on or off school property.~~

~~[END OF OPTION]~~

~~School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. [ ] If the fundraiser is expected to exceed _____ [ENTER AMOUNT] dollars, it shall have the Superintendent's approval. [END OF OPTION]~~

[DRAFTING NOTE: CHOOSE EITHER OPTION 1 OR OPTION 2 . ~~OPTION 1 prohibits all exceptions from the standards for competitive foods.~~ **OPTION 2 permits limited exceptions, but the number and frequency selected must not exceed the limit established by the Michigan Department of Education. The Michigan Department of Education's Administrative Policy No. 21 sets the upper limit for non-compliant fundraisers at two (2) per week per school. If Option 2 is selected, the recordkeeping paragraph following Option 2 must also be included.]**

For any fundraiser ~~fund-raisers~~, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed 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), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools. No District official may approve a fundraiser that is an exception to these standards.

All funds raised must be deposited in accordance with Board policy.

~~[ ] The fundraiser's donation and withdrawal reports must be filed with the ( ) _____ ( ) Principal [END OF INTERNALOPTION], verified against deposits, and retained for audits and routed to the _____ for internal controls. [END OF OPTION]~~

~~[ ] All contributions made to the school or District through these student fundraisers, either in-kind or in cash, need to be reported in a consolidated electronic, audible form to ( ) _____ ( ) Principal [END OF OPTION], and also provided to the _____ for proper accounting. [END OF OPTION]~~

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

[DRAFTING NOTE: CHOOSE OPTION #1 OR OPTION #2]

~~[ ] [OPTION #1 - RAFFLES AND GAMES OF CHOICE PROHIBITED]~~

~~Raffles and all games of chance are prohibited.~~

[END OF OPTION #1]

[ ] [OPTION #2 - RAFFLES AND GAMES OF CHANCE PERMITTED ONLY WITH APPROVAL AND LEGAL COMPLIANCE]

Raffles and other games of chance may be conducted only with the prior written approval of the **(x)** Superintendent **(** ~~Board~~ **[END OF OPTION]** and only in compliance with applicable Michigan gaming laws, licensing requirements, Policy 9160 - Public Attendance at School Events, and any applicable administrative guidelines. Approval of a fundraiser under this policy does not, by itself, authorize a raffle or other game of chance.

[END OF OPTION #2]

[DRAFTING NOTE: CHOOSE OPTION #1 OR OPTION #2]

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to AG 6605.

Fundraising ~~Fund-raising~~ by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District, may be permitted on or off school grounds by the Superintendent.

All Fundraising ~~fund-raising~~ by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9215 ~~9211~~ and Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds that 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. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and

E. limit the number and type of fundraising ~~fund-raising~~ events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraising ~~fund-raiser~~ fundraising. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraising ~~fund-raiser~~. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fundraising ~~fund-raising~~ activity or a product that will be sold as a fundraising ~~fund-raiser~~ shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a ~~fund-raising~~ activity or a product that will be sold as a fundraising ~~fund-raiser~~.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that they ~~s/he~~ received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at their ~~his/her~~ earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

Revised 4/19/01
Revised 2/9/15
Revised 12/14/15
Revised 3/30/16

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Legal
M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220
42 U.S.C. 1779

VOL. 41, NO. 1 - SEPTEMBER 2026

po6605

Vol. 41, No. 1 - September 2026 Revised CROWDFUNDING

ADOPTED Dec 12, 2016 · REVISED May 22, 2019

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity.

"Crowdfunding" is ~~defined as~~ the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific ~~identified~~ activities or projects that enhance the educational program or a specific cause approved by the District. Crowdfunding ~~The solicitation~~ is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. ~~The ( ) Principal ( ) _____ [END OF OPTION] shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board Policy, it will result in the immediate cessation of the crowdfunding activity and the ( ) Board ( ) Superintendent [END OF OPTION] may prohibit future fundraising privileges.~~

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and

applicable State and Federal law, including Family Educational Rights and Privacy Act ("FERPA") ~~FERPA~~ and Individuals with Disabilities Education Act ("IDEA") ~~IDEIA~~.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Direct cash payment ~~Cash~~ or equivalent payment to District personnel is prohibited. ~~( ) if they exceed $25.00~~ **[END OF OPTION]**. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

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VOL. 41, NO. 1 - SEPTEMBER 2026

po6700

Vol. 41, No. 1 - September 2026 Revised FAIR LABOR STANDARDS ACT (FLSA)

ADOPTED Oct 20, 2005 · REVISED Feb 27, 2023

6700 - **FAIR LABOR STANDARDS ACT (FLSA)**

[DRAFTING NOTE: Under recent Michigan legislation (Public Act 130 of 2024, which amended M.C.L. 37.232), the state expanded public and institutional protections to explicitly cover the expression of human milk (pumping), not just direct breastfeeding. The law also shifted to gender-inclusive language (*"an individual"* rather than *"a woman"*).]

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 is established as defined in the Support Staff Handbook.

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 their salary, the employee should immediately report this information to the Superintendent, Business Manager, Business Assistant, or their 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.

Reasonable Break Time for Lactating Employees ~~Nursing~~

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed or expressing human milk ~~their infants~~ by providing additional unpaid reasonable break time, as necessary, for a qualified employee to breastfeed or express human ~~breast~~ milk for their nursing child, for one (1) year after the child's birth, on District premises.

Prior to returning to work from paternity/ maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding or expressing human milk as soon as practicable ~~their infant(s)~~, and of their need to do so ~~express milk~~ during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express human ~~breast~~ milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view. ~~( ) The location must have an electrical outlet and a table/surface for the pump. [END OF OPTION][NOTE: This option reflects recommended best practice and is not required]~~

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. If an employee is not completely relieved from duty during the entire break, the time must be paid. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

[DRAFTING NOTE: An employer that employs less than fifty (50) employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.]

Notice

Information regarding the FIR 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.

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Legal
29 C.F.R. Part 541
29 U.S.C. 201 et seq.

VOL. 41, NO. 1 - SEPTEMBER 2026

po7230

Vol. 41, No. 1 - September 2026 Revised GIFTS, GRANTS, AND BEQUESTS

ADOPTED Dec 13, 1993 · REVISED Jan 29, 2024

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board of Education is duly appreciative of public interest in and goodwill 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. If accepted, the Board will attempt to carry out the wishes of the donor. All gifts, grants, or bequests having a combined value of more than $10,000 shall be accepted by the Board. The Superintendent may accept for the Board gifts or bequests of lesser value.

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 procedures ~~guidelines~~ applying to all properties, equipment, materials, and funds owned by the Board. The title of all gifts shall be in the name of the Board.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus prohibits ~~deny~~ the use of the equipment by students or District employees. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable.

~~[ ] Any gifts, equipment, materials or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 - School Support Organizations) and if funds are to be collected from the community, they should be obtained through a secure, cloud-based ( ) Board ( ) Superintendent [END OF OPTION] approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 - Crowdfunding. Donations collected externally to the school should be submitted~~

~~alongside a donation form completed by the donor to the District. ( ) (See Form 7230 F1 - Gifts/Donations to the School District)[END OF OPTION]~~

All gifts to employees shall be consistent with the Board's adopted policy regarding employee ethics or gifts to an individual employee.

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VOL. 41, NO. 1 - SEPTEMBER 2026

po7540.03

Vol. 41, No. 1 - September 2026 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED Dec 13, 1993 · REVISED Dec 18, 2023

7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction, and the way they approach student learning, to incorporate the latest technologies. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for 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 stated educational purpose.

The Board regulates the use of District Information & Technology Resources in a manner 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 students' use of District Information & Technology Resources and students' personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 5136).

Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. Because its Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Students have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members 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) when significant portions of students' education take place online or through the use of online educational services/apps.

Pursuant to Federal law, the Board implements 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 (CIPA). 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 Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any student who attempts to disable the technology protection measures will be disciplined.

The Superintendent or District Technology Coordinator temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been mistakenly, improperly, or inadvertently 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 measures.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps 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 content 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.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

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 guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Furthermore, staff members will monitor the online activities of students while they are 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.

All students who use District Information & 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. (See Form 7540.03 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Students will be assigned a District-provided school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, 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/apps.

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because 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 Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Expectations for Responsible Artificial Intelligence ("AI") Use

Students are strictly prohibited from inputting Personally Identifiable Information ("PII"), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Conduct, and other applicable Board policies.

Use of AI to Generate any Synthetic Intimate Representation

Any student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

Academic Honesty

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.09 – Artificial Intelligence ("AI").

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence ("AI") and Natural Language Processing ("NLP") tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance.

Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

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 Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and District Technology Coordinator as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Cross References
po5500 **STUDENT CONDUCT**

Revised 5/16/12
Revised 2/9/15
Revised 7/16/18
Revised 6/26/23

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Legal
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)
47 C.F.R. 54.500 - 54.523

VOL. 41, NO. 1 - SEPTEMBER 2026

po7540.04

Vol. 41, No. 1 - September 2026 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

ADOPTED Dec 13, 1993 · REVISED Jun 26, 2023

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology directly affects the ways in which information is accessed, communicated, and transferred in society. Educators are expected to continually adapt their means and methods of instruction and the way they approach student learning to incorporate the latest technologies. The Board of Education provides District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources") to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for 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 stated educational purpose.

The Board regulates the use of District Information & Technology Resources by principles consistent with applicable local, State, and Federal laws and the District's educational mission. This policy and its related administrative guidelines, Policy 7544 and AG 7544 and any applicable employment contracts and collective bargaining agreements govern the staff's use of the District's Information & Technology Resources and staff's personal communication devices when they are connected to District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 7530.02).

Staff members are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because District Information & Technology Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Staff members have no right or expectation to privacy when using District Information & Technology Resources (including, but not limited to, privacy in the content of their personal files, messages/e-mails, and records of their online activity).

Staff are expected to use District Information & Technology 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/apps 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. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Information & Technology Resources provide students and staff with the opportunity to communicate with people throughout the world. Access to such an incredible quantity and diversity of information and resources brings with it, however, certain unique challenges and responsibilities.

While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum, it is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members 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) when significant portions of students' education take place online or through the use of online educational services/apps

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 (CIPA). 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 Information & Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under CIPA. Any staff member who attempts to disable the technology protection measures without

express written consent of an appropriate administrator will be disciplined, up to and including termination.

The Superintendent or District Technology Coordinator 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 measures. The Superintendent or District Technology Coordinator may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.

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 when using AI and when 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.

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are 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.

All staff members who use District Information & Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. (See Form 7540.04 F1)

In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures including, but not limited to, the use of multi-factored authentication (MFA) for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.

Staff will be assigned a District-provided school e-mail address that they are required to use for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the Superintendent or Building Principal, staff may direct students who have been issued school-assigned e-mail accounts to use those accounts when signing-up/registering for access to various online educational services/apps that the student will use for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District Information & Technology Resources - i.e., behavior comparable to that expected when they are in physical classrooms, school buildings, and at school-sponsored events. Because communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of District Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying procedure.

Staff member use of District Information & Technology Resources to access or use social media is to be consistent with Policy 7544 and its accompanying procedure.

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.

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and

AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Authorized and Appropriate Use of Artificial Intelligence ("AI")

Staff are expected to use District-approved AI tools responsibly and ethically to support essential professional functions including, but not limited to, instruction, providing student feedback, and improving workflow efficiency.

All use of AI technology by staff must adhere to the requirements and standards detailed in Policy 7540.09 – Artificial Intelligence ("AI") .

Use of AI to Generate any Synthetic Intimate Representation

Any staff member or student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

AI Prohibited Data Input

Staff shall use AI tools responsibly, ethically, and in compliance with District technology, student records, and data privacy policies.

Staff must not enter student Personally Identifiable Information ("PII"), staff PII, or proprietary District data into any AI system or service unless it has been explicitly reviewed, approved, and contracted by the District.

Staff members are prohibited from using AI tools to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used in ways that violate student or employee privacy, compromise confidential information, engage in academic or professional misconduct, or otherwise disrupt the educational environment.

Any misuse of AI that violates Board policy, professional standards, or applicable law may result in disciplinary action, up to and including termination of employment.

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 Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Building Principal as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff member use of District Information & Technology Resources.

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 and/or privacy laws related to the disclosure of student or employee personally identifiable information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Revised 5/16/12

Revised 2/9/15

Revised 7/16/18

Revised 12/17/18

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Legal
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. 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. 54.500 54.523

VOL. 41, NO. 1 - SEPTEMBER 2026

po7540.09

Vol. 41, No. 1 - September 2026 Revised ARTIFICIAL INTELLIGENCE ("AI")

ADOPTED Dec 16, 2024 · REVISED Apr 27, 2026

7540.09 - **ARTIFICIAL INTELLIGENCE (AI)**

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence ("AI") in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The Superintendent is responsible for overseeing and ensuring compliance of this policy.

Definitions

For purposes of this policy, the following definitions apply:

Artificial Intelligence ("AI")

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

Generative AI

A subset of AI that uses large language models ("LLMs") and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby

enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

Natural Language Processing ("NLP")

A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

Large Language Model ("LLM")

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm

A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Public-Domain AI

AI models where the developers may openly share the model's architecture (Open-Source) or provide free, public access to a closed-source interface (e.g., standard web-based chatbots). Because these tools are typically used without a formal District contract, they present a high risk of data exposure.

1. **Shared Data Training:** Data input into these tools is frequently used to train the global model, making the information publicly available or accessible to the provider.

2. **Lack of Filtering:** These models may require the District to manually implement its own "wrapper" or filtering layers to manage safety.

3. **Reliability Issues:** Content produced may be less reliable as it often draws from unverified, publicly scraped data sources.

Due to the high potential for violating Federal and State privacy laws, the use of Public-Domain AI is prohibited for any task involving student records, PII, or confidential District operations.

~~Open AI ("Open-Source AI")~~

~~Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.~~

~~Closed AI ("Closed-Source/Proprietary AI")~~

~~Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.~~

~~Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies.~~

Enterprise-Grade AI

AI models where the developers protect the model's architecture, underlying code, and training data, typically providing access via a restricted service or "black box" interface. Unlike consumer tools, Enterprise-Grade AI is provided under a formal contract or agreement that:

1. **Guarantees Data Privacy & Security:** Ensures all District data remains isolated within a private "tenant" or environment.

2. **Prohibits Model Training:** Strictly ensures that District data, including student and staff information, is not used to train the provider's global models.

3. **Provides Managed Oversight:** Includes internally managed filters and verifiable data sources, often producing more reliable and accurate results than unvetted models.

Due to the "black box" nature of these systems, the District still requires a formal audit and contract to verify that these security and privacy safeguards are technically enforced.

Locally Hosted AI

AI models deployed and operated entirely on District-owned hardware, with no data transmitted to external servers. Locally hosted models may be either consumer-grade or enterprise-grade in origin. When properly configured, locally hosted AI tools represent a high standard of data privacy because student and staff data never leaves District infrastructure. The District still requires a formal audit to verify that these security and privacy safeguards are technically enforced.

AI Agent

An AI agent is an autonomous software entity that can observe its environment, make decisions, and take actions to achieve specific goals without direct human intervention for every step. Unlike standard AI chatbots, AI Agents have the capacity to execute tasks (e.g., sending emails, modifying files). Due to the heightened risks regarding network security, data confidentiality, and the potential for autonomous errors, the use of AI Agents requires a higher level of review and explicit written approval from the IT Department prior to implementation.

General Principles

A. **Transparency**

Users of AI tools must disclose when and how these tools have been employed in the creation of academic ~~or~~ professional work , or used to influence and/or make

decisions. **(x)** Spell check, grammar assistance, and similar refinement/editing tools do not need to be disclosed unless required by a student's teacher. **[END OF OPTION]**.

B. **Ethical Use**

District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act ("FERPA"), Individuals with Disabilities Education Act ("IDEA"), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

C. **Content Responsibility**

District employees who use AI technologies are responsible for the content created by that AI tool.

D. Use of AI in Relation to Other Policies

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. ~~( ) including, but not limited to, the following: Policy 5500 – StudentConduct; Policy 5517 – Anti-Harassment; Policy 5517.01 – Bullying and other Aggressive Behavior Toward Students; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 2240 – Controversial Issues; Policy 8310 - Public Records; Policy 8330 – Student Records; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety [END OF OPTION]. [DRAFTING NOTE: Confirm and Select as Needed]~~

AI Tool ~~**Evaluation and**~~ **Approval**

~~**Evaluation and - Approval**~~

[DRAFTING NOTE: Choose one, two, or three of the options below. The District should understand all legal risks associated with this selection.]

The District will approve the use of **(x)** Public-Domain AI **(x)** Enterprise-Grade, **(** ~~) Locally Hosted AI tool~~ (s) **[END OF OPTIONS]** once each tool has been reviewed and verified for compliance with Federal law, State statute, and Board policies.

[END OF OPTIONS]

AI Tool Evaluation

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and ensure all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, Michigan statutes, and District policies. AI systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under federal and state civil rights laws.

AI Tool Selection

The District approves the use of ~~Closed~~ AI tools as delineated in the policy ~~only~~, that have been carefully reviewed, evaluated, and approved by the Technology Director for student and staff use.

Transparency

The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences or makes decisions, clearly explaining how it works and what data it uses, assigning oversight to the Technology Director, and conducting regular audits to evaluate accuracy, fairness, and impact on equity and student rights. The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data-handling and privacy features.

Vendor Vetting & Contracts

All AI tools used by the District must undergo a formal risk assessment by the IT/Legal department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws.The District prohibits the input by any user of any student information, staff information, or confidential district data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

[DRAFTING NOTE: It is recommended that the District maintain a list for clarity, but one is not required.]

~~[ ] The District maintains a centralized Approved AI Tool List. Any tool not identified on this List is considered legally unvetted and is prohibited for District use. [END OF OPTIONS]~~

Compliance with Student Data Privacy Mandates

All contracts with third-party AI providers that involve the processing, storage, or transmission of student data must include a formal Data Protection Addendum ("DPA"). To ensure compliance with all Federal laws, State statutes, and District policies (including, but not limited to, FERPA (34 C.F.R. 99.31), the DPA must technically and legally enforce the following:

1. **School Official Designation:** The Vendor must contractually acknowledge that it is acting as a "School Official" with a legitimate educational interest. The Vendor shall remain under the "direct control" of the District regarding the use and maintenance of all education records.

2. **Data Ownership & Custody:** The District retains sole ownership and legal custody of all data provided to or generated by the AI tool. The Vendor is prohibited from claiming any proprietary interest in student-generated content or District-provided PII.

3. **Prohibition on Model Training:** The Vendor must provide a "Zero-Retention" or "Private Tenant" guarantee, ensuring that District data—including de-identified or "anonymized" inputs—is never used to train, refine, or improve the Vendor's global AI models or shared with third-party aggregators.

4. **Security & Breach Notification:** The Vendor must employ industry-standard encryption (AES-256 or higher) and provide immediate notification within _twenty four_____(_24__) **[INSERT NUMBER]** hours of any suspected unauthorized acquisition of student personal information, in alignment with Policy 8305 - Information Security.

5. **Right to Audit & Deletion:** The District reserves the right to audit the Vendor's data-handling logs. Upon termination of the agreement, the Vendor must provide a certificate of destruction for all District data within thirty (30) days.

Employee Use of AI

Instructional Integration: Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using only District-approved AI applications/tools.

Transparency & Professional Responsibility: When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content. While AI may be used to assist with routine support functions, employees remain responsible for the intellectual core and final verification of all professional work products (including lesson plans, evaluations, and communications) to ensure the accuracy and appropriateness of the content.

Data Privacy & Information Security: Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their supervisor before doing so. ~~If an employee intends to enter personally identifiable information, sensitive or proprietary data into an AI tool, they must first ensure the tool is on the District's Approved AI Tool Inventory. If it is not, they must seek written approval from their ( ) Principal ( ) Supervisor [END OF OPTION], who will consult with the ( ) IT Department ( ) _____ [END OF OPTION] regarding legal and privacy safeguards.~~

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

Academic Integrity & Detection: Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

1. **Records Management:** Any record, or portion thereof, generated or compiled by an artificial intelligence ("AI") system is subject to all provisions of this policy, other applicable Board policies, **(x)** administrative guidelines, **[END OPTION]** and State or Federal laws. The District is fully responsible for the accuracy, security, access, and

disclosure of all AI-generated content within a record, as if created solely by a District employee. (See Policy 8330 - Student Records and Policy 8310 - Public Records)

2. **Behavioral Prohibitions:** Staff members are prohibited from using artificial intelligence ("AI") tools to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used in ways that violate student or employee privacy, compromise confidential information, engage in academic or professional misconduct, or otherwise disrupt the educational environment.

Student Use of AI

Instruction: Students shall receive age appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Academic Standard and Authorized Use: Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

Behavioral Prohibitions: Students are prohibited from using AI to bully, harass, threaten, impersonate, or create or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Conduct, and other applicable Board policies.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Academic Misconduct and Consequences: Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct. AI-detection results shall not serve as the sole basis for a finding of academic dishonesty without additional corroborating evidence or student inquiry.

Academic Accessibility

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan ("IEP").

Use of AI to Generate any Synthetic Intimate Representation

Any staff member or student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

Employee Training

Employees will receive training periodically to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

Non-Academic Use of AI

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

Enforcement

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Superintendent will refer any illegal acts to law enforcement.

Questions or Concerns

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the Superintendent.

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po8310

Vol. 41, No. 1 - September 2026 Revised PUBLIC RECORDS

ADOPTED Dec 13, 1993 · REVISED Mar 28, 2022

8310 - **PUBLIC RECORDS**

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.

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 according to the Michigan Freedom of Information Act (FOIA). The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

Any record, or portion thereof, generated or compiled by an Artificial Intelligence ("AI") system and/or social media/PCD communications between students and Board members, staff, and/or volunteers are subject to all provisions of this policy and all other applicable Board policies, **(x)** administrative guidelines, **[END OF OPTION]** and State or Federal laws. The District maintains full and sole responsibility for the accuracy, security, access, and disclosure of all AI-generated content within a student's education record, as if the content were created solely by a District employee.

Any person may make a written request for any public records of the District. The person may inspect, copy, or receive copies of the public record requested. The District shall respond to such requests within five (5) working days after receipt unless otherwise agreed to in accordance with the Freedom of Information Act.

An individual may purchase copies of the District's public records upon payment of a fee. 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 their ~~his/her~~ duties. The Superintendent shall determine the fee on an annual basis. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

The Board chooses not to provide for enhanced access to any of its public records.

The Board has determined that personal and confidential information provided to and retained by the District on parents, students, staff and others will be considered exempt from disclosure pursuant to a Freedom of Information Act request, unless advised specifically by the District's legal counsel that the particular information must be released. Such personal and confidential information shall include home addresses, telephone numbers, e-mail addresses or website pages (e.g. My Space, Facebook), except as they are specifically related to the operation of the schools, or specifically authorized for release by the individual, or the parent/guardian if the individual is a minor.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of their ~~his/her~~ official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent is authorized to dispose of correspondence on a daily basis including those transmitted by means of voice mail or E-mail, providing the message does not alter existing District records.

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 Berrien County Intermediate School District and the Center for Educational Performance and Information (CEPI).

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the Freedom of Information Act.

Revised 10/98
Revised 11/13/02
Revised 5/18/06
Revised 7/27/09

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Legal
M.C.L.A. 15.231 et seq.
M.C.L.A. 445.81 et seq.
Michigan Federation of Teachers v. University of Michigan, 481 Mich. 657 (2008)

VOL. 41, NO. 1 - SEPTEMBER 2026

po8320

Vol. 41, No. 1 - September 2026 Revised PERSONNEL FILES

ADOPTED Dec 13, 1993 · REVISED May 12, 2025

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.

Unless the District is required by law to provide this information to a third party, the District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee's personal information system to the Superintendent.

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only ~~( ) and shall be destroyed annually~~ **[END OF OPTION]**..

Only that information which pertains to the professional role of the employee and is submitted by duly authorized school administrative personnel and the Board may be entered in the official record file. Employees shall provide the necessary information for their personnel files. If providing the requested information is optional, employees shall be informed of their right to decline to supply the information.

Employee medical records, including, but not limited to, insurance forms, medical certifications by a physician, and requests for leave or accommodation, shall not be maintained in the employee's personnel file and shall instead be maintained in a confidential medical file.

A copy of each such entry shall be given to the employee upon request, except for matters pertaining to pending litigation.

A copying cost will be charged for each copy given to the employee at his/her request at the rate determined by the Superintendent.

An employee may review their personnel record upon written request. The District shall make the personnel record available for inspection at a location reasonably near the employee's place of employment and during normal business hours or at another mutually agreed time and place, within seven (7) days after receipt of the request, unless an additional period is permitted by law, not to exceed fourteen (14) days after receipt of the request.

The employee may periodically review their file at reasonable intervals, generally not more than two (2) times in a calendar year or as otherwise provided by law or by a collective bargaining agreement.

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 or designee;

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 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.

[DRAFTING NOTE - This addition explicitly covers both the *disclosure* requirements to other districts and the *mandatory inquiry* requirements for new hires, fulfilling the obligations under PA 189.]

In accordance with M.C.L. 380.1230b, the District shall maintain records of unprofessional conduct for all employees. Upon receiving a request from another school district, the District shall disclose information regarding an employee's or former employee's unprofessional conduct as required by law. The District shall also request information

regarding unprofessional conduct from an applicant's previous employers as part of the employment reference check process.

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 ninety (90) 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.

Records Retention

Generally, personnel files shall be maintained for the duration of the individual's employment with the District, plus six (6) years. Files maintained on employees who were cited for unprofessional conduct shall be maintained for the duration of employment plus fifty (50) years.

Medical files shall be maintained for the period during which the individual is employed by the District or receiving benefits, whichever is longer, plus seven (7) years.

Per the State of Michigan Records Retention and Disposal Schedule for Public Schools, 404A.

State of Michigan Records Retention and Disposal Schedule for Public Schools at 400A and 400B.

Revised 9/18/00
Revised 11/13/02
Revised 3/28/22

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Legal
M.C.L.A. 423.501 et seq

VOL. 41, NO. 1 - SEPTEMBER 2026

po8321

Vol. 41, No. 1 - September 2026 Revised CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)

ADOPTED Dec 10, 2012 · REVISED Dec 16, 2024

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 contractors, vendors and their employees who work on a regular and continuous basis in the District. This policy provides the appropriate access, maintenance, security, confidentiality, dissemination, integrity, and audit requirements of CHRI in all its forms, whether at rest or in transit. This policy/procedure shall be reviewed and updated at least annually and following any security incidents involving CHRI. 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, State and Federal law, current CJISSECPOL, rules or regulations, and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline can range from counseling and retraining to discharge and prosecution, based on the nature and severity of the violation, at the District's discretion. 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 Business Manager shall be designated as the District's Security Officer ("LASO"). The LASO shall be an employee most directly involved in the fingerprint/background check process. The LASO is an authorized user/personnel, has completed a fingerprint-based background check where required, and has been found appropriate to access CHRI, and an employee directly involved in evaluating an individual's qualifications for employment or assignment. The LASO shall be responsible for overall implementation of this policy and for data and system

security. This shall include:

1. identifying who is using or accessing CHRI and/or systems with access to CHRI;

2. identifying and documenting any equipment connected to the State system;

3. ensuring that personnel security screening procedures are being followed as set forth in this policy;

4. ensuring that approved and appropriate security measures are in place and working as expected;

5. supporting policy compliance and instituting the incident response reporting procedures;

6. ensuring annual awareness and training is being completed by all personnel with authorized access to the CHRI;

7. 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;

8. reviewing and updating information security policy/procedures annually or after security incidents involving CHRI;

9. employing one (1) or more of the following techniques to increase the security and privacy awareness of system users: displaying posters, offering supplies inscribed with security and privacy reminders; displaying logon screen messages; generating email advisories or notices from organizational officials; conducting awareness events; and

10. 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 and kept on file by the District indefinitely.

C. **Privacy Act Statement Disclosure**

The District shall ensure that the applicant receives the Federal Privacy Act Statement Disclosure by providing the applicant with the most current version of the MSP RI-030 Live Scan consent form. The applicant will receive this information by hard or electronic copy.

D. **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. Agreements are in place to provide data ownership, individual roles, responsibilities, etc. The District shall request a new user agreement in the event they have a legal name change, they move to a new physical address, ~~or~~ they wish to add or remove fingerprint reason codes, or when the District's signatory changes. The most current copy of the Agreement shall be maintained on file at the agency indefinitely. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

E. **Personnel Security**

Authorized users/personnel shall be individuals who have been appropriately vetted through a national fingerprint-based background check, as required by school safety legislation, and have been granted access to CHRI data, wherein access is only for the purpose of evaluating an individual's qualifications for employment or assignment.

1. **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 Business Manager; except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have access indefinitely suspended.

2. **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.

3. **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 the Michigan State Police upon request.

4. **Notification of Termination of Employment/Access or Transfer/Re-assignment** - When an employee's access or employment is terminated, or if the duties for accessing criminal justice information have been transferred or re-assigned to another individual, the Business Manager shall be notified promptly in writing. The individual responsible for the termination or transfer/re-assignment shall directly notify the Superintendent.

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 shall determine whether continued access is necessary and appropriate. If not, the LASO 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. If such access is not necessary and appropriate, steps to eliminate the individual's access will be taken immediately, 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.

F. **Media Protection**

Access to digital 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 digital and physical media shall be stored in a physically secure location or controlled area, such as a 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 digital CHRI background data shall be encrypted. Access to such media will be secured at all times when not in use or under the supervision of an authorized individual. Digital media shall be stored on a District or School server and unless encrypted, shall be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc. 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 and must be encrypted. Physical media will be stored within individual records when feasible, or by itself when necessary, and will be maintained in a lockable filing cabinet, drawer, closet, office, safe, vault, etc.

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. CHRI records ~~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, but optical media (such as CDs and DVDs) will be physically destroyed. 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 wastebasket or burn bag for unauthorized individuals to later collect and dispose of.

c. **CHRISS Unsubscription** – All records shall be unsubscribed in CHRISS within five (5) business days to ensure timely removal from rap back notifications.

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. As a best practice, written ~~Written~~ documentation of the steps taken to sanitize or destroy the media should ~~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.) or no identifiable owner digital media device 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 through a Mobile Device Management ("MDM") system. An MDM is not required when receiving CHRI from an indirect access information system (i.e., the system provides no capability to conduct transactional activities on State and national repositories, applications, or services).

5. **CHRI Background Check Consent and Documentation**

   All individuals requested to complete a fingerprint-based CHRI background check must execute Michigan State Police Form RI-088A at the 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.~~

6. **Controlled Area/Physical Protections**

   All CHRI obtained from the Michigan State Police pursuant to the statutorily

required background checks shall be maintained in the Administrative office, which is a physically secure and controlled area. The following security precautions will apply to the controlled area:

a. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.

b. The controlled area shall be locked at all times when not in use or attended by an authorized individual.

c. 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.

d. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

7. **Passwords (Standard Authentication)[1]**

All authorized individuals with access to computers 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:

a. at least eight (8) characters long on all systems

b. not be a proper name or a word found in the dictionary

c. not be the same as the user identification

d. not be displayed when entered into the system (must use feature to hide password as typed)

e. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval

f. must expire and be changed every ninety (90) days

g. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

8. **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 as part of initial training for new users prior to accessing CJI and annually thereafter, and when required by system changes or within thirty (30) days of any security event for individuals involved in the event. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

Training is a role-based security and privacy training for personnel with the following roles:

a. **Basic Role:** All individuals with unescorted access to a physically secure location. (Not typical for NCJAs)

b. **General Role:** All personnel with access to CJI. This level is designed for people who have physical and logical access to CJI.

c. **Privileged Role:** This level is designed for all information technology personnel including system administrators, security administrators, network administrators, etc. More access is needed than a general user, but not an assigned LASO. (i.e., CHRISS Administrator)

d. **Security Role:** This level is designed for personnel with the responsibility to ensure the confidentiality, integrity, and availability of CJI and the implementation of technology in a manner compliant with the CJISSECPOL. (i.e., LASO)

~~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 the 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.~~

9. **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 for all dissemination outside of the CHRISS system indicating:

a. the date of release;

b. record disseminated;

c. method of sharing;

d. agency personnel that shared the CHRI;

e. the agency to which the information was released;

f. the name of the individual recipient at the agency; and

g. whether 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 History 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.

Incident Handling and Responses

The District shall establish operational incident handling procedures for instances of an information security breach. Information security incidents are major incidents that significantly endanger the security or integrity of CHRI. The District will identify responsibilities for information security incidents and include how and who to report such incidents to. The District will ensure appropriate security incident capabilities exist and should incorporate the lessons learned from ongoing incident handling activities. The District will ensure procedures exist and are implemented for a follow-up action of a security breach and for the collection of evidence in cases of legal action. All individuals with direct or indirect access to CHRI shall be trained on how to handle an information security incident, and such training will be included within the provided awareness and training. Information system security incidents shall be tracked using Form CJIS-016 and documented on an ongoing basis. Incident-related information may be obtained from audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The LASO shall maintain completed security incident reporting forms for three (3) years or until legal action (if warranted) is complete, whichever timeframe is greater. The District shall implement steps for incident handling capabilities, for both digital and physical CHRI media. Incident response testing will be conducted annually using the following tests: tabletop or walk-through exercises, simulations, or other agency appropriate tests. At a minimum, the following will be implemented:

	Physical - Hard Copy CHRI	Digital - Digitally Saved CHRI
1. Preparation	The CHRI container will be locked at all times in the business office where it is stored. The office must be locked when the office staff is not present.	Firewalls, virus protection, and/or malware/spyware protection shall be implemented and maintained to prevent unauthorized access or intrusion of the information systems.
2. Detection	Unauthorized activities or physical intrusions to the building shall be monitored by building alarm or video surveillance. Doors must be locked and checked at night.	Electronic intrusions shall be monitored and detected by the firewalls, virus protection, and/or malware/spyware protection software.
3. Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The LASO shall work with the IT department to determine what systems or data were compromised and affected.
4. Containment	The LASO shall lock uncompromised CHRI information in a secure container, or transport CHRI to a secure area.	The IT department shall stop the spread of any intrusion of the information systems and prevent further damage.
5. Eradication	The LASO shall work with law enforcement to remove any threats and compromised CHRI data.	The IT department shall remove the intrusion of the information systems before restoring the system. All steps necessary to prevent recurrence shall be taken before restoring the system.
6. Recovery	The Police shall handle and/or oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting if necessary.	The IT department shall restore the agency information system and media to a safe environment.

When an incident involving the security of CHRI or systems with access to CHRI is discovered, the following procedures shall be followed:

A. All personnel are required to report suspected incidents to the LASO immediately, but not to exceed one (1) hour after discovery. As such, personnel who become aware of an incident or believe an incident has occurred should report to the following individuals, in order:

    1. LASO

    2. Superintendent

    3. Assistant Superintendent

    4. Technology Director

B. The breach shall be assessed (including determination of whether notification to individuals is needed, assessment of the extent of the harm, and identification of applicable privacy requirements) and steps taken to correct the situation:

    1. access shall be stopped for any unauthorized user;

    2. media shall be secured;

    3. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CHRI;

    4. such other steps are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

C. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.

D. The LASO shall be responsible for filing the incident report with the MSP using the CJIS-016. Completed CJIS-016 forms shall be retained on an ongoing basis to meet policy requirements for tracking.

    The LASO shall monitor MSP information/guidance on incident reports and train authorized users with access to CHRI on detection and response to security incidents.

E. **Mobile Device - Incident Handling and Response**

    1. The LASO shall be notified immediately.

2. The breach shall be assessed and steps taken to correct the situation:

    a. access shall be stopped immediately, and remotely if necessary, for any authorized user;

    b. media shall be secured and steps taken to identify how the incident occurred and what systems or data were compromised or affected;

    c. systems shall be shut down as necessary to avoid further exposure to unauthorized access or dissemination of CJI;

    d. such other steps as are deemed necessary by the LASO or authorized personnel involved in assessing the incident.

3. All necessary information regarding the security breach and District responses shall be recorded, analyzed, and preserved, including who was involved in taking incident response measures.

4. Steps shall be taken to restore the device and media to a safe environment.

5. The LASO shall be responsible for filing the incident report with the MSP using form CJIS-016. A copy of the completed form shall be retained and produced to MSP upon request.

    When a device is lost the District shall document and indicate how long the device has been lost. Special reporting procedures for mobile devices shall apply in any of the following situations:

    a. for a lost device, report if the owner:

        1. believed the device was locked;

        2. believed the device was unlocked;

        3. could not validate the device's locked state;

    b. for a total loss of a device, report if:

        1. CHRI was stored on the device;

        2. the device was locked or unlocked;

        3. capable of remote tracking or wiping of device;

c. report any compromise of a device when the intrusion occurs while still in the owner's possession;

d. report any compromise outside of the United States.

F. **Collection of Evidence**

Where an information security incident involves legal action by or against the District or an individual (either civil or criminal), evidence shall be collected, retained, and presented in accordance with the rules of evidence of the relevant jurisdiction(s). For criminal matters, The City of Bridgman Police Department shall be contacted for evidence collection. For civil matters, Thrun Law Firm, PLC will be contacted for evidence collection.

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[1]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.

Revised 10/14/14

Revised 12/14/15

Revised 12/12/16

Revised 11/19/18

Revised 6/28/21

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Legal
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

VOL. 41, NO. 1 - SEPTEMBER 2026

po8330

Vol. 41, No. 1 - September 2026 Revised STUDENT RECORDS

ADOPTED Dec 13, 1993 · REVISED Mar 28, 2022

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 a student's privacy and restrict access to a student's personally identifiable information.

If the parent or legal guardian of a student provides the District with notice that the parent or legal guardian has ~~s/he/they have~~ received a participation card issued by the Attorney General under the Address Confidentiality Program Act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his or her designee, shall develop a process to ensure that a student's participation in the Address Confidentiality Program Act is appropriately noted to avoid disclosure of this information to any person or entity.

Student "personally identifiable information" ("PII") 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 Board hereby authorizes collection of the following student records, in addition to the membership record 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 ; provided, however, that standardized state assessment scores (including MME and SAT results) shall not be automatically included or printed on official high school transcripts without prior written authorization from the eligible student or parent/guardian ,,

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. rank in class and academic honors earned

G. psychological tests

H. attendance records

I. health records

J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Any student record, or portion thereof, generated or compiled by an artificial intelligence ("AI") system and/or social media/PCD communications between students and Board members, staff, and/or volunteers is subject to all provisions of this policy and all other applicable Board policies, **(x)** AG 8330 - Student Records **[END OF OPTION]**, and State or Federal laws.

The District maintains full and sole responsibility for the accuracy, security, access, and disclosure of all AI-generated content within a student's education record, as if the content were created solely by a District employee.

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. For purposes of this policy and in accordance with FERPA, all records, files, documents, and other materials maintained by the District that are directly related to a student - regardless of format, storage location, or whether they are kept separately from the official student file - are considered education records and are accessible to parents or eligible students upon request, unless a specific legal exception applies.

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); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);

B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to

the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing the school official's ~~his/her~~ tasks (including volunteers), is also considered a "school official" for purposes of FERPA provided the parent of student ~~s/he~~ meets the above-referenced criteria applicable to other outside parties.

"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, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll 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;

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled;

   Such records shall be transferred within one (1) school day of the enrolling school's request.

C. 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;

D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;

E. release de-identified records and information in accordance with Federal regulations;

F. 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.) Further, the following personally identifiable information will not be disclosed to any entity; a student or the student's ~~his/her~~ family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as state and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16). The District will verify that the authorized representative complies with FERPA regulations.

H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

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, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

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 as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon ~~his or her~~ written request:

A. the specific information that was disclosed;

B. the name and contact information of each person, agency, or organization to which the information has been disclosed;

C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

A. provision of such information to the Michigan Department of Education or CEPI

B. provision of such information to the student's parent or legal guardian

C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement

D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement

E. provision of such information 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 eighteen (18), the student

F. provision of such information 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

G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement

H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or the student's ~~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 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

Each year, the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;

B. address (except for students participating in the Address Confidentiality Program Act);

C. telephone number;

D. date and place of birth;

E. major field of study;

F. participation in officially recognized activities and sports;

G. height and weight, if a member of an athletic team;

H. dates of attendance;

I. date of graduation;

J. awards received;

K. honor rolls;

L. scholarships;

M. school photographs or videos of students participating in school activities, events, or programs.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent or designee will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within thirty (30) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available), (except for students participating in the Address Confidentiality Program Act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "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 official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting 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.

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 sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement

B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the Address Confidentiality Program Act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students must submit a written request to the building principal at least three (3) work days before the scheduled date of the activity. The instrument will be provided to the parent within three (3) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students from the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazines, and programs providing access to low-cost literary products;

C. curriculum and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of

securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities; and

F. student recognition programs.

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 the proper storage and retention of records including a list of the type and location of 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.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

Revised 5/16/12
Revised 2/9/15
Revised 6/12/17
Revised 6/28/21

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Legal
M.C.L. 380.1135, 380.1136
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

VOL. 41, NO. 1 - SEPTEMBER 2026

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Vol. 41, No. 1 - September 2026 Revised EMERGENCY SITUATIONS AT SCHOOLS

ADOPTED Dec 13, 1993 · REVISED Oct 13, 2014

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 shall ensure that the District's emergency operations plans, emergency procedures, and crisis response protocols incorporate the Standardized Response Terminology established by the Michigan Department of State Police pursuant to M.C.L. 380.1308c.

The District shall utilize the following standardized emergency response terminology and actions:

1. Hold
2. Secure
3. Lockdown
4. Evacuate
5. Shelter

The Superintendent shall ensure that emergency plans, staff training, student instruction, and emergency drills utilize this standardized terminology in accordance with State law and any applicable administrative rules.

A. **Emergency Preparedness**

The District shall develop emergency preparedness procedures that address the following goals and/or objectives:

1. the health and safety of students and staff are safeguarded;

2. the time necessary for instructional purposes is not unduly diverted;

3. minimum disruption to the educational program occurs;

4. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the School Safety Plan for emergency preparedness.

School personnel, including teachers, shall provide for unrestricted emergency egress during school hours and when the school is open to the public.

B. **Drills**

1. Each school shall conduct a minimum of five (5) fire drills each school year. Three (3) of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.

2. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least one (1) of the tornado safety drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.

3. Each school shall conduct a minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least one (1) shall be conducted after January 1st of the school year, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.

4. Each school shall conduct at least one (1) of the drills required under Sections 2(A)-(C) during a lunch or recess period, or at another time when a significant number of the students are gathered but not in the classroom.

5. Schools shall not conduct a drill required under Sections 2(A)-(C) at a time that would interfere with the conduct of a state-mandated assessment.

6. Not later than September 15th of each school year, the Principal shall provide a list of the scheduled drill days to the county emergency management coordinator.

7. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county, or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill. The school's Principal shall notify the county emergency management coordinator of the rescheduled date for the drill.

C. **Drill Result Publication**

1. The Principal shall provide that documentation of a completed school safety drill is posted on the school's website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.

2. The documentation posted on the website shall include at least all of the following:

    a. name of the school

    b. school year of the drill

    c. date and time of the drill

    d. type of drill completed

    e. number of completed drills for that school year for each type of drill required under Sections 2(A)-(C)

    f. signature of the school principal or ~~his/her~~ designee acknowledging the completion of the drill

    g. name of the individual in charge of conducting the drill, if other than the school Principal

D. **Cardiac Emergency Response Plan**

The District shall adopt and implement a written Cardiac Emergency Response Plan for each school building, school grounds, and school-sponsored athletic events or organized athletic programs. The plan shall address and provide for: -

1. The placement, regular maintenance, and inspection of automated external defibrillators ("AEDs") in unlocked, publicly accessible locations throughout campus and athletic facilities, clearly marked with identifying signage.

2. ~~Use and regular maintenance of automated external defibrillators, if available.~~

3. Activation of a cardiac emergency response team during an identified cardiac emergency.

4. A plan for effective and efficient communication throughout the school campus.

5. Ongoing training in CPR, AED use, and first aid for designated personnel (including high school athletic coaches), as well as annual exercise simulations to practice response protocols ~~If the school includes grades 9 to 12, a training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques.~~

6. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.

7. An ongoing annual review and a comprehensive triennial evaluation of the Cardiac Emergency Response Plan ~~An annual review and evaluation of the cardiac emergency response plan.~~

Revised 12/21/06

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M.C.L. 29.19
A.C. 1301:7-7-01, 3301-35-03 (D), 3301-83-15
HB No. 4713 (2013)

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Vol. 41, No. 1 - September 2026 Revised WELLNESS

ADOPTED Jul 20, 2006 · REVISED May 12, 2025

8510 - **WELLNESS**

[DRAFTING NOTE: THE FINAL RULE DOES NOT CHANGE THE PROVISIONS ALLOWING "INFREQUENT" SCHOOL-SPONSORED FUNDRAISERS ~~FUND-RAISERS~~. THE OPTIONS SELECTED IN POLICY 9215 ~~9211~~ AND POLICY 5830 ARE, THEREFORE, NOT AFFECTED BY THESE FINAL RULES]

As required by law, the Board of Education establishes the following wellness policy for the Bridgman School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A. With regard to nutrition education, the District shall:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

2. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.

B. With regard to physical activity, the District shall:

1. **Physical Education**

    a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.

    b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

    c. Properly certified, highly qualified teachers shall provide all instruction in physical education.

    d. All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

    e. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

    f. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

    g. Planned instruction in physical education shall include cooperative as well as competitive games.

    h. Planned instruction in physical education shall take into account gender and cultural differences.

2. **Physical Activity**

    a. Physical activity should not be employed as a form of discipline or punishment.

    b. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.

    c. The school shall encourage families and community organizations to institute programs that support physical activity of all sorts.

d. All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

1. The schools shall schedule mealtimes so there is minimal disruption by bus schedules, recess, and other special programs or events.

2. The school shall provide attractive, clean environments in which the students eat.

3. Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.

4. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

6. Students are discouraged from sharing their food or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall encourage students to increase their consumption of healthful foods during the school day.

1. **[DRAFTING NOTE: The detailed competitive food and beverage criteria inserted under Section F above reflect the mandatory nutrition standards established by the USDA Smart Snacks in School regulation (7 C.F.R. 210.11) pursuant to the Healthy, Hunger-Free Kids Act of 2010. These provisions specify permissible nutrition parameters (calories, sodium, fats, and sugar) for competitive foods and strictly enforce grade-level restrictions on beverages and sodas sold to students on campus during the school day across all non-program food sales (à la carte, school stores, and vending machines).]**

Competitive Foods & Candy Standards:

All competitive foods and snacks sold to students on the school campus during the school day—including items sold à la carte, in school stores, or through vending machines—shall comply with USDA Smart Snacks in School standards. Specifically, items must meet the following criteria:

1. Be a whole grain-rich product, or have as the first ingredient a fruit, vegetable, dairy product, or protein food;

2. Contain less than or equal to 200 calories per item for snacks;

3. Contain less than or equal to 200 mg of sodium per item;

4. Contain less than ten percent (10%) of calories from saturated fat and 0g trans fat; and

5. Contain less than or equal to thirty-five percent (35%) of total weight from sugar.

Beverage & Soda Restrictions:

Elementary & Middle Schools (K–8): Only plain water, unflavored low-fat milk, unflavored/flavored fat-free milk, and 100% fruit/vegetable juice (up to eight (8) oz elementary, twelve (12) oz middle school) are permitted. All sodas (regular and diet) and caffeinated drinks are strictly prohibited.

High Schools (9–12): Regular, full-sugar sodas are prohibited. Calorie-free (less than or equal to twenty (20) oz) and low-calorie (less than or equal to twelve (12) oz, less than or equal to sixty (60) calories) beverages meeting USDA standards are permitted.

Furthermore, with the objectives of enhancing student health and well-being and reducing childhood obesity, the following guidelines are established:

A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards as well as to the fiscal management of the program.

B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

   The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.

D. All food items and beverages available for sale to students 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) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fundraisers ~~fund-raisers~~, including those operated by student clubs and organizations, parent groups, or boosters clubs.

E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.

F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the current USDA Dietary Guidelines for Americans.

G. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.

H. Continuing professional development shall be provided for all staff of the food service program.

The Superintendent shall appoint a district wellness committee that includes parents, students, representatives of the school food authority, educational staff (including health and physical education teachers), mental health and social services staff, school health professionals, members of the public and school administrators to oversee development, implementation, evaluation and periodic update of the wellness policy. The Wellness Committee shall be an ad hoc committee with members recruited and chosen annually. School-level health advisory teams may assist in the planning and implementation of these Wellness initiatives.

The Wellness Committee shall be responsible for:

A. assessment of the current school environment;

B. review of the District's wellness policy;

C. presentation of the wellness policy to the Board for approval;

D. measurement of the implementation of the policy;

E. recommendation for the revision of the policy, as necessary.

Before the end of each school year, the Wellness Committee shall recommend to the Superintendent any revisions to the policy it deems necessary and/or appropriate. In its review, the Wellness Committee shall consider evidence-based strategies in determining its recommendations.

The Superintendent shall report annually to the Board on the progress of the Wellness Committee and on its evaluation of policy implementation and areas for improvement, including the status of compliance by individual schools and progress made in attaining the goals of the policy.

The Superintendent is also responsible for informing the public, including parents, students, and community members, of the content and implementation of this policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's website.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity , and Anti-Harassment .

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. Fax:
   (833) 256-1665 or (202) 690-7442; or

3. E-mail:
   program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 1/27/14
Revised 2/9/15
Revised 6/12/17
Revised 6/28/21

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7 C.F.R. Parts 210 and 220

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771

VOL. 41, NO. 1 - SEPTEMBER 2026

po9211

Vol. 41, No. 1 - September 2026 Rescind DISTRICT SUPPORT ORGANIZATIONS

Rescind Policy - Vol. 41, No. 1

~~9211 - **DISTRICT SUPPORT ORGANIZATIONS**~~

~~**[ ]** The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. **[END OF OPTION]**~~

~~District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs **( )** and approved by the Board **[END OF OPTION]** . These programs may be educational to parents and/or children.~~

~~The District name shall not be used to promote the interests of any school support organization without the approval of the Board.~~

~~The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems and needs and work together toward solutions.~~

~~Each District support organization shall work within the appropriate school setting and in cooperation with the Principal and other staff members.~~

~~District support organizations shall allow participation by parents, District staff, and members of the community. All meetings should be communicated to the school and be open to the public. District support organizations shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, marital status, age (except as authorized by law), religion, military status, ancestry, or genetic information which are classes protected by State and/or Federal law (collectively "Protected Classes"). Further, persons shall not be excluded from participation in outside support organizations based upon the extent or level of their past participation.~~

The following rules and procedures shall govern the working relationships between the Board, administration, and any District support organization:

A. ( ) District support organizations shall indemnify and hold the Board harmless from and against any and all claims and causes of action whatsoever arising out of or related to outside support organization acts and omissions in carrying out its activities. Outside support organizations shall purchase liability insurance (riders - self-insured) to cover such indemnification and to protect the outside support organization and the Board against claims for damage or injury resulting from any act or omission outside the support organization. The amount of insurance coverage shall not be less than $1,000,000 and the outside support organization shall provide the Board with sufficient documentation demonstrating that the Board is named as an additional insured on the policy.

( ) The Board shall offer the opportunity for any authorized school support entity to receive coverage under the District's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of any school-support entity. The entity shall pay for such coverage upon written notification from the _____.

B. ( ) It shall be the responsibility of each District support organization to monitor its activities to assure compliance with Board policy.

C. ( ) Each District support organization will submit its bylaws to the _____ office for review and approval.

D. ( ) Each District support organization is encouraged to set goals that are consistent with those of the particular programs, activities or athletics being supported as articulated by the coach/advisor and/or athletic director of such program, activity or athletic event, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. ( ) The activities of the District support organizations shall not involve the use of public funds and the District shall not assume responsibility for any purchases made on behalf of any support organization governed by this policy. The School District tax identification number shall not be used for District support organization purchases.

F. ( ) The time, date, purpose, location, and conduct of all fund-raisers on District property shall have prior approval of the _____. District support organizations are encouraged to communicate their preferred activity dates to the _____ as soon as possible, as consideration for dates and facilities will be given on a first-come, first-served basis.

G. ~~( ) Each District support organization must abide by the policies and guidelines established for the use of District facilities and grounds. Projects that require any modification or alteration to District property must be pre-approved by the _____.~~

~~**[DRAFTING NOTE: CHOOSE EITHER OPTION 1 OR OPTION 2]**~~

~~**[OPTION 1]**~~

H. ~~( ) For any fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed 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), the food items and/or beverages to be sold shall comply with the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.~~

~~**[END OF OPTION 1]**~~

~~**[OPTION 2 – exceptions per State law and Michigan Department of Education regulation]**~~

H. ~~( ) The Board permits ___ (__) **[ENTER AMOUNT]** fund-raisers per ( ) week ( ) month ( ) year **[END OF OPTIONS]** per school that involve the sale of food items and/or beverages that are not compliant with the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* regulations for consumption on campus during the school day by students.~~

~~**[DRAFTING NOTE: The Michigan Department of Education's Administrative Policy No. 21 sets the upper limit for noncompliant fund-raisers at two (2) per week.]**~~

~~Other than approved non-compliant fundraisers, the food and/or beverages items to be sold for any other fund-raisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current *USDA Dietary Guidelines for Americans* , and the *USDA Smart Snacks in Schools* nutrition standards, and also must be consistent with requirements set forth in Policy 8500 – Food Services.~~

~~If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500,~~

Food Services, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current *USDA Dietary Guidelines for Americans* and the *USDA Smart Snacks in Schools* nutrition standards.

( ) If an exception is granted to the requirement that food items and beverages are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, the Principal shall also maintain records for each exception including, but not limited to, the length of the fund-raiser, the type, quantity, and price of the food item and/or beverage sold, and the gross and net amount raised.

[END OF OPTION 2]

I. ( ) Proceeds from District support organization fund-raisers shall not be commingled with a student activity or other Board accounts. Board employees who commingle such proceeds with a student activity or other Board account shall be subject to discipline.

J. ( ) The Superintendent will work with staff to develop administrative guidelines that require each District support organization's fund-raising activities be in compliance with Board policies and that the funds generated by such fund-raising activities and donated to the District are used for school-related projects that have the approval of the Superintendent and principal.

K. ( ) 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.

L. ( ) School employees and school volunteers may not be compensated in any manner by District support organizations for their work on behalf of the District.

M. ( ) Donations from District support organizations must be made in accordance with Board Policy 7230 and any accompanying guidelines.

N. ( ) The _____ shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ **[ENTER DATE/TIME FRAME]** of each year.

O. ( ) The _____ shall arrange to meet annually with the District-approved support organization's Treasurer to inform the organization of District accounting practices regarding support organizations.

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M.C.L. 380.1272b
7 C.F.R. Parts 210 and 220

VOL. 41, NO. 1 - SEPTEMBER 2026

po9215

Vol. 41, No. 1 - September 2026 Renumbered/Replacement SCHOOL SUPPORT ORGANIZATIONS (SS0s)

Renumbered/Replacement Policy - Vol. 41, No. 1

9215 - **SCHOOL SUPPORT ORGANIZATIONS (SSOs)**

[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSOs), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]

The Board believes that school support organizations ("SSOs") provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club, Foundation, Parent Teacher Association ("PTA"), Parent Teacher Organization ("PTO"), Parent Teacher Support Association, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public.

~~[ ] A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic, or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO.~~ **[END OF OPTION]**

Donation: Any gift or contribution of money, materials, property, or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the School Board that are to be accounted for at the local school level; (e) Funds raised through cooperative agreements with outside organizations; (f) Rental fees charged outside entities for use of school facilities; and (g) Student activity funds.

The **(x)** Superintendent **(x)** Principal **[END OF OPTION]** is authorized to provide support and assistance as appropriate upon the request of such an organization.

[x] Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address, and position of each officer of the organization.

[x] Additionally, prior to approving an SSO, the Superintendent shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;

B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative guidelines;

[END OF OPTION]

[ ] Annual Requirements

~~[ ] The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:~~

1. ~~the goals and objectives of the organization; and~~
2. ~~the current telephone number, address, and position of each officer of the organization.~~

~~**[ ]** The SSO shall file a statement of total revenues and disbursements at the end of the school year.~~

~~[ ] The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.~~
~~[ ] Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.~~
~~[ ] The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the District's website.~~
~~[ ] Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.~~

[END OF OPTIONS]

~~[ ] Recordkeeping Requirements~~
~~All SSOs shall maintain, at a minimum, the following:~~

1. ~~detailed statements of receipts and disbursements;~~
2. ~~minutes of any meetings; and~~
3. ~~a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.~~

~~[ ] The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.~~

~~**[ ]** Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.~~

[END OF OPTIONS]

~~[ ] SSO Officer Responsibilities~~

~~The SSO officers shall be responsible for the following:~~

1. ~~safeguarding the SSO funds;~~
2. ~~assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and~~
3. ~~adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.~~

~~[ ] All the voting members of any SSO board shall not be District staff members.~~

~~[ ] A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.~~

[END OF OPTIONS]

~~[ ] Limitation of Liability~~

~~The Superintendent shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising and Policy 8500 - Food Services, including the Board-selected standards and any applicable Michigan Department of Education limits for non-compliant food or beverage fundraisers. All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursements.~~

[x] SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

~~[ ]~~ ~~SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.~~

[x] The Board may require additional coverage for on-site events.

~~[ ]~~ ~~The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage.~~

[END OF OPTIONS]

~~**[ ] Required Compliance Measures**~~

~~**[ ]** Any organization described in this policy must obtain an advance written cooperative agreement from **( )** the Superintendent **( )** Building Principal or Superintendent **( )** the Board **[END OF OPTION]** before using any of the District's logos or name **( )** as well as the District's or school's slogans, specifically: _____, _____ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~**[ ]** By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the Superintendent for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the Superintendent is to be advised before any final revisions are made.~~

~~**[ ]** The Superintendent shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.~~

[END OF OPTIONS]

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "Protected Classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.

C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

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I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act