



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

May 18, 2020

7:00 PM

This meeting will be held virtually and is open to the public.

The Zoom information may be found on the meeting notice using the following link:

<https://v3.boardbook.org/Public/PublicItemDownload.aspx?mk=50367275&fn=notice.pdf>

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

CLOSED SESSION

Motion to recess into closed session (c) for collective bargaining negotiations and (h) attorney client privilege to consider material exempt from discussion or disclosure by state or federal statute; which is exempt from disclosure pursuant to Section 8(c) and (h) of the Open Meetings Act.

PUBLIC COMMENT

SPECIAL ORDER OF BUSINESS

A. Years of Service Recognition

B. 2019-2020 Retirees

C. Support Person of the Year

D. Employee Recognition - Corrie Chansler

CONSENT AGENDA (Action Items)

A. Approval of Minutes

1) Board Meetings

a. April 20, 2020 - Regular Meeting

- b. April 27, 2020 - Special Meeting
- 2) Committee Meetings
 - a. April 21, 2020 - Policy Committee
 - b. May 11, 2020 - Finance Committee
 - c. May 11, 2020 - Buildings & Grounds Committee
- B. Monthly Financial Reports
- C. Conference Request
- D. Annual Dues Membership for Superintendent
- E. Personnel
 - 1) Letters of Agreement
 - 2) Approval of Vacation Days Carryover
 - 3) Approval of Longevity

UNFINISHED BUSINESS

- A. Neola of Michigan - Board of Education Policies
 - 1) Policies Updates and Revisions ~ 2nd Reading (Action Item)
- B. Advanced Placement Curriculum Cost (Action Item)

NEW BUSINESS

- A. Personnel Recommendations (Action Items)
- B. 2020-2021 School Year Calendar (Action Item)
- C. Approval of AFSCME Agreement (Action Item)
- D. Approval of HPASA Agreement and Addendum (Action Item)
- E. Approval of HPEA Agreement (Action Item)
- F. Approval of HPPA Agreement (Action Item)
- G. Approval of Non-Union Salaries and Benefits (Action Item)
- H. Approval of L-4029 (Action Item)
- I. Approval of Counselor Days (Action Item)
- J. Neola of Michigan - Board of Education Policies
 - 1) Policies updates and revisions ~ 1st Reading (Action Item)
- K. Oakland Schools ISD Board of Education Election Resolution (Action Item)
- L. Resolution for the Approval or Disapproval of the 2020/2021 Oakland Schools Budget (Action Item)
- M. Michigan Virtual Charter Academy (MVCA) Resolution Authorizing Enrollment Changes (Action Item)
- N. Martin Road Park (Action Item)
- O. Camp Hazelwood
- P. Hazel Park Branding Committee Update (Informational Item)
- Q. Superintendent Update (Informational Item)
 - 1) Book Reading - Chapter 2

BOARD MEMBER AND ADMINISTRATION COMMENTS

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976

2019/2020 Years of Service Recognitions

<p><u>5 years</u> Brenda Glantz Sarah Gregory Robyn Hively Tamera Jones Rickie Kremhelmer Amy Kruppe Maria Lemon Gabriel Miller Rhonda Morris Dave Muylaert Carla Postell Lisa Stebel</p>	<p><u>10 years</u> Ricardo Castillo Renee Catchings Kimberly Chamberlain Lucy Daccache Lynette Daley Bryan Elyas Sara Gray Rebecca Hughes Sandy Jeup Dave Nabozny James Norsworthy Debbie Scott Rochelle Tassie</p>
<p><u>15 years</u> Thomas Corn Paula Schack Kelly Sims Lani Soro Julie Wohlfeil</p>	<p><u>20 Years</u> Carlotta Gharra Lisa Pierik Kasandra Roush-Brown Nancy Sly Christine Vanatta Katy Yager</p>
<p><u>25 Years</u> John Barnett Laurie Biber Kimberly Blumke George Dimas Diane Dixon Jason Guthrie Scott Guthrie Michael Leo Lora Pieper Sherri Thomas</p>	<p><u>30 Years</u> Doreen Beller Donald Righter</p>
<p><u>35 Years</u> Ann Kelly</p>	<p><u>40 Years</u> Carla Kinyon</p>

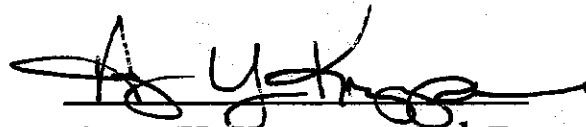
2019/2020 Years of Service Recognitions - *RETIREMENTS*

Retiree	Position	Retirement Date
Barbara Allen	Paraprofessional	4/3/2020
Shirley Blizinski	Teacher/Literacy Coach	6/30/2020
Mitch Borowicz	Custodian	8/7/2020
Kenneth Mueller	Teacher	8/26/2019
Angelika Parente	Teacher	6/30/2020
Darlene Pellow	Paraprofessional	12/31/2019
Geralyn Vanhout	Teacher	6/11/2020
Traci White	Teacher	7/1/2020
Barbara Wilson	Advantage Teacher	7/31/2019

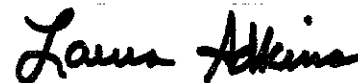
Hazel Park Schools Support Person of the Year

Mitch Borowicz

For going above and beyond to create a supportive
learning environment
for Hazel Park Students and Staff



Amy Y. Kruppe, Ed.D
Superintendent



Laura Adkins, President
HP Board of Education

May 18, 2020



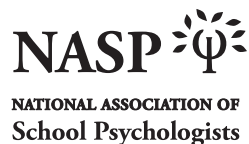
Nationally Certified School Psychologist


In recognition of successfully completing the National School Psychology Examination, documenting professional training and experience, engaging in continuing professional development, and pledging to abide by the ethical principles adopted by the National Association of School Psychologists, the National School Psychology Certification Board hereby confers the designation of “Nationally Certified School Psychologist” upon:

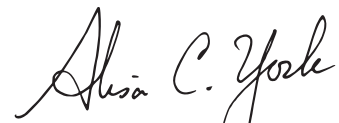
Corrie Chansler

Certification Number: 60438

Official Certification Date: 11/21/2019




Leslie Z. Paige, EdS
NASP President, 2019–2020


Lisa York, NCSP
Chair, National School Psychology Certification Board

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
REGULAR MEETING

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held virtually via Zoom on April 20, 2020 and was called to order by President Adkins at 7:00p.m.

ROLL CALL

Members Present: Adkins, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton, Schlak

Members Absent: None

Others Present: Kruppe, Zirniss, Dillard, Dulmage, Fisher, Lambert, Miller, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

Moved by Ms Schlak, supported by Mr. Hemple, that the Board of Education approve the agenda as written.

Discussion

Board President Laura Adkins discussed the two resolutions items on the agenda granting temporary powers to the Superintendent. Ms Schlak amended her motion to remove Agenda Item H and approve the agenda with the correction. Mr. Hemple supported the amended motion.

Roll Call Vote

Yeas: Schlak, Mr. Hemple, Noth, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

PUBLIC COMMENT

None

CONSENT AGENDA (Action Items)

A. Approval of Minutes

1. Board Meetings

a. March 16, 2020 - Regular Meeting

b. March 31, 2020 - Special Meeting

2. Committee Meetings

a. April 13, 2020 - Finance

b. April 13, 2020 - Buildings & Grounds

c. April 15, 2020 - Policy

B. Monthly Financial Reports

Moved by Mr. Hemple, supported by Ms Hammonds, that the Board of Education approve the consent agenda, as presented.

Roll Call Vote

Yeas: Mr. Hemple, Hammonds, Noth, Mrs. Hemple, Hinton, Schlak, Adkins,

Nays: None

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Personnel Recommendations (Action Item)

1. American Federation of State, County and Municipal Employees (AFSCME)

Motion made by Ms Schlak, supported by Mrs. Noth, that the Board of Education approve the personnel recommendations for the (AFSCME) American Federation of State, County and Municipal Employees as presented.

Roll Call Vote:

Yeas: Schlak, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton

Nays: None

Abstain: Adkins ~ familial conflict of interest

2. Hazel Park Education Association (HPEA) Employee Group

Motion made by Ms Schlak, supported by Mrs. Noth, that the Board of Education approve the personnel recommendations for the (HPEA) Hazel Park Educational Association employee group, as presented.

Roll Call Vote:

Yeas: Schlak, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

3. Hazel Park Paraprofessional Association (HPPA) Employee Group

Motion made by Ms Schlak, supported by Mrs. Hinton, that the Board of Education approve the personnel recommendations for the (HPPA) Hazel Park Paraprofessional Association employee group, as presented.

Roll Call Vote:

Yeas: Schlak, Hinton, Hammonds, Adkins

Nays: None

Abstain: Noth, Mr. Hemple, Mrs. Hemple ~ familial conflicts of interest

4. Unaffiliated Employee Group

Motion made by Ms Schlak, supported by Mrs. Noth, that the Board of Education approve the personnel recommendations for the Unaffiliated employee group, as presented.

Roll Call Vote:

Yeas: Schlak, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

B. 2020-2021 Paraprofessional Staffing (Action Item)

Motion made by Ms Schlak, supported by Ms Hammonds, that the Board of Education approve the 2020-21 paraprofessional staffing recommendation as presented.

Roll Call Vote:

Yeas: Schlak, Hammonds, Hinton, Adkins

Nays: None

Abstain: Noth, Mr. Hemple, Mrs. Hemple ~ familial conflicts of interest

C. Jr. High Media Support Specialist to 12 Month position (Action Item)

Motion made by Ms Noth, supported by Ms Hammonds, that the Board of Education approve the Administration's request to make the Jr. High Media Support Specialist a 12-Month position, as presented.

Roll Call Vote:

Yeas: Noth, Hammonds, Mr. Hemple, Mrs. Hemple, Hinton, Schlak, Adkins

Nays: None

D. Literacy Coach Allocation for 2020-2021 (Action Item)

Motion made by Ms Schlak, supported by Mrs. Noth, that the Board of Education approve the Administration's request for a 1.0 Literacy Coach funded by a grant from Oakland Schools, as presented.

Roll Call Vote:

Yeas: Schlak, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

E. Teachers Stipend for Curriculum Writing (Action Item)

Motion made by Mr. Hemple, supported by Ms Schlak, that the Board of Education approve the Administration's request to pay three (3) additional stipends for curriculum writing at a cost of \$2000 each, as presented.

Roll Call Vote:

Yeas: Mr. Hemple, Schlak, Noth, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

F. Curriculum

1. US History Advanced Placement (Action Item)

Motion made by Mrs. Noth, supported by Ms Hammonds, that the Board of Education approve the Administration's recommendation and approve the course proposal for Advanced Placement U.S. History for the 2020-2021 school year.

Roll Call Vote:

Yeas: Noth, Hammonds, Mr. Hemple, Mrs. Hemple, Hinton, Schlak, Adkins

Nays: None

2. K-5 Math Curriculum (Action Item)

Motion made by Noth, supported by Schlak, that the Board of Education approve the Administration's recommendation for the purchase of the new K-5 math curriculum, as presented

Roll Call Vote:

Yeas: Noth, Schlak, Mr. Hemple, Hammonds, Mrs. Hemple, Hinton, Adkins

Nays: None

G. Resolution to Grant Emergency Powers to the Superintendent (Action Item)

Motion made by Ms Schlak, supported by Ms Hammonds, that the Board of Education approve the Resolution granting temporary emergency powers to the superintendent to address the COVID-19 Emergency, as presented.

RESOLUTION TO GRANT EMERGENCY POWERS TO THE SUPERINTENDENT

Whereas on March 13, 2020, Gov. Gretchen Whitmer issued Executive Order 2020-5 requiring the closure of all Michigan public and private schools for educational purposes as a safeguard against the further spread of COVID-19; and

Whereas on March 23, 2020, the Governor issued Executive Order 2020-21 to temporarily suspend activities that are not necessary to sustain or protect life; and

Whereas Executive Order 2020-21 prohibits all public gatherings of any number of people who are not part of a single household; and

Whereas Executive Order 2020-21 prohibits school districts from conducting operations that require employees to leave their homes except to the extent to conduct the minimum basic operations of a school district, including processing transactions and facilitating the ability of employees to work remotely; and

Whereas School District of the City of Hazel Park Superintendent Dr. Amy Kruppe is responsible for determining which staff members are necessary to conduct minimum basic operations and inform such workers of that designation in accordance with Executive Order 2020-21; and

Whereas on April 2, 2020, Gov. Gretchen Whitmer issued Executive Order 2020-35 requiring, among other things, the continued closure of all Michigan public and private school buildings for educational purposes as a safeguard against the further spread of COVID-19 and requiring each public school to develop a plan for continued instruction through alternative means, to be implemented by no later than April 28, 2020; and

Whereas, Executive Order 2020-35 also temporarily suspends numerous provisions of the Revised School Code and the State School Aid Act and, therefore, changes the legal requirements relating to certain Board policies, including but not limited to, attendance, curriculum, graduation requirements, assessments, teacher and administrator evaluations, assessments, school calendar, and grading; and

Whereas, the Board intends to comply with Executive Order 2020-35 and, accordingly, temporarily suspend or alter affected policies and otherwise take required actions consistent with the Order; and

Whereas the Board of Education finds that the current state of emergency requires that the Superintendent be granted greater flexibility to respond quickly and appropriately to the evolving crisis, including ensuring compliance with Executive Orders 2020- 21 and 2020-35; and

Whereas under board Bylaw 0131.1 the operation of any section or sections of Board policies not established by law or contract may be suspended temporarily by a majority vote of Board Members at a public meeting held in compliance with Executive Orders 2020-21 and 2020-35; and

NOW THEREFORE, BE IT RESOLVED that the School District of The City of Hazel Park Board of Education grants to the Superintendent the following temporary powers to address the COVID-19 emergency:

1. Authority to temporarily waive such Board policies or provisions of Board policies as the Superintendent shall deem necessary to comply with Executive Order 2020-21, Executive Order 2020-35 and with guidance from appropriate health or governmental authorities or necessary for other effective response.
2. Authority to take any lawful actions necessary to comply with Executive Order 2020-35, to ensure the continuation of public education, to provide for the health and safety of students and employees, or to respond to direction from appropriate health and government authorities. Such actions may include, but are not limited to: adjustments¹¹ to the curriculum and the provision of alternative educational program options; adjustments to the calendar; adjustments to

employee work schedules and assignments; adjustments to the delivery of school-provided meals; limitations on access to property owned or controlled by the School District of the City of Hazel Park; hiring of providers and/or partnering with other districts or ISDs; applying to any governmental body for financial or other aid as may be available; and applying to any governmental body for waiver of regulations or requirements, compliance with which is affected by the COVID-19 emergency.

3. Authority to enter into contracts without board approval for any dollar amount necessary for the purchase of materials, equipment, supplies or services for sanitation, cleaning, technology or other needs directly related to the COVID-19 emergency situation, provided such action is consistent with all applicable state and federal laws.

NOW, BE IT FURTHER RESOLVED that the Superintendent is directed to keep the Board of Education informed of any actions taken under this emergency authority as soon as is practicable in light of the circumstances.

NOW, BE IT FURTHER RESOLVED that the temporary powers authorized by this Resolution are in effect for the duration identified in Executive Order 2020-21 and Executive Order 2020-35 and any subsequent extension of that order, unless otherwise rescinded or extended by the Board upon majority vote.

NOW, BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education's approval of this action and of the authority granted herein.

Adopted and approved this 20th day of April, 2020.

President, on behalf of
the School District of the City of Hazel Park
Board of Education

Date

Roll Call Vote:

Yeas: Schlak, Hammonds, Noth, Mr. Hemple, Mrs. Hemple, Adkins
Nays: None
Note: Trustee Bev Hinton lost connection to meeting at 8:20PM

H. Neola of Michigan - Board of Education Policies

1. Policy Revisions and Updates ~ 1st Reading (Action Item)

Motion made by Ms Schlak, supported by Ms Hammonds, that the Board of Education accept the first reading of the policy revisions and updates, as presented.

Roll Call Vote:

Yeas: Schlak, Hammonds, Noth, Mr. Hemple, Mrs. Hemple, Adkins
Nays: None

I. Webster Parking Lot Rental (Action Item)

Motion made by Mrs. Noth, supported by Ms Hammonds, that the Board of Education approve the Administration's recommendation to lease a portion of the parking lot to Consumers Energy, as presented.

Roll Call Vote:

Yeas: Noth, Hammonds, Mr. Hemple, Mrs. Hemple, Hinton (regained internet connection at 8:26PM),
Schlak, Adkins
Nays: None

J. Camp Hazelwood Lumber Harvesting (Action Item)

Motion made by Mr. Hemple, supported by Ms Schlak, that the Board of Education approve the Camp Hazelwood Lumber Harvesting, as presented.

Roll Call Vote:

Yeas: Mr. Hemple, Schlak, Noth, Hammonds, Mrs. Hemple, Hinton, Adkins
Nays: None

K. Scoreboard Advertising(Action Item)

Motion made by Mrs. Hemple, supported by Ms Hammonds, that the Board of Education approve the Administration's recommendation for the scoreboard advertising, as presented.

Roll Call Vote:

Yeas: Mrs. Hemple, Hammonds, Noth, Mr. Hemple, Schlak, Adkins
Nays: Hinton

L. Food Service Extension (Action Item)

Motion made by Mr. Hemple, supported by Mrs. Noth, that the Board of Education approve the Food Service Contract Extension, as presented.

Roll Call Vote:

Yeas: Mr. Hemple, Noth, Hammonds, Mrs. Hemple, Hinton, Adkins
Nays: None
Abstain: Schlak ~ familial conflict of interest

M. United Way Grant (Action Item)

Motion made by Ms Schlak, supported by Mr. Hemple, that the Board of Education approve Administration's recommendation to spend the United Way Grant on the purchase of Chromebooks, as presented.

Roll Call Vote:

Yeas: Schlak, Mr. Hemple, Noth, Hammonds, Mrs. Hemple, Hinton, Adkins
Nays: None

N. Administrative Contracts (Action Item)

Motion made by Mrs. Noth, supported by Ms Hammonds, that the Board of Education approve the administrative contracts, as presented.

After a brief discussion with Superintendent Dr. Amy Kruppe, Mrs. Noth amended her motion to remove the contracts for Vanetta Towns, Human Resources Manager and Kristen Lambert, Communications Director and include them on the May's agenda for approval, the amended motion was supported¹³ by Ms Hammonds.

Roll Call Vote:

Yeas: Noth, Hammonds, Mr. Hemple, Mrs. Hemple, Hinton, Schlak, Adkins

Nays: None

O. Superintendent Contract Addendum (Action Item)

Motion made by Ms Schlak, supported by Ms Hammonds, that the Board of Education approve the fourth contract addendum to the Superintendent contract, as presented.

Board Trustee, Beverly Hinton, expressed her concern about extending the contract for an additional year.

Roll Call Vote:

Yeas: Schlak, Hammonds, Noth, Mr. Hemple, Mrs. Hemple, Adkins

Nays: Hinton

P. Superintendent Update

1. District Update

Superintendent Dr. Amy Kruppe stated she was having each of her cabinet members say a brief statement about the incredible work that is happening in the District during this difficult time. She is amazed at each of the teachers and the District.

Dr. Stephanie Dulmage, Director of 21st Century Learning..I have been the recipient of all the wonderful volunteers and offers to help. It has been an amazing outpouring. A great week with the roll out of Phase 2 of the remote learning plan.

Dr. Carla Postell, Director of Curriculum Integration and Instruction..Phase 2 of the roll out went well, listened and provided feedback. It was a great start.

Jason Zirnig, Assistant Superintendent of Business & Operations..Wants to say that the community and staff really stepped up and help the District in the effort to donate PPE items to Police and Fire Departments and we were able to go over to their buildings and use the disinfecting machine a couple times.

Matt Miller, Director of Business..Wants to thank the Chartwells team, between March 16 and April 11, we have served 30,711 meals to the community. Michigan is giving out EBT Bridge cards to all of our students. All Hazel Park students are eligible for free/reduced lunches allowing them to receive this resource. The cards should begin arriving in the next week or so and should come preloaded with about \$193 and an additional \$182 for the months of May and June.

Ed Fisher, Director of Human Resources..Thanks to the resilient workforce as we work through these times and the number of people who have stepped up to help.

Tamaran Dillard, Director of Student Services..Our resource call line was launched this past Tuesday. Special Education staff is working to get IEPs scheduled and getting ready to launch our Teletherapy platform. Very fortunate to work with such a great group of people.

Kristen Lambert, Director of Communications..Branding committee is continuing to meet and proceed with the rebranding. Next week we should be presenting the new style guide.

Dr. Amy Kruppe, Superintendent, went over the Continuity of Learning Plan. It is a working plan that is continuing to be worked on. This plan had to be approved by the State and put on our website for the district to begin remote teaching and continue getting state aid. A discussion was held between the Board of Education members and Dr. Kruppe regarding the dollar amounts that are being estimated in the plan.

2. Volunteer Thank You

A tremendous amount of effort by our employees and volunteers. Joan Rybinski and Nancy Anderson have stepped up to lead and organize the packet pickup. Our United Way volunteers are doing a great job delivering food and curriculum packets.

Board Members and Administration Comments

- | | |
|-------------------------|--|
| All Board Members | Thank you to everyone for participating in the meeting and the staff and administration for all the work being done. Continue to be safe and practice social distancing. |
| Kristen Schlak, Trustee | A special thank you to the elementary and Jr. High Staff. That is where her students attend so that is where she is currently having the most interaction. |
| Beverly Hinton, Trustee | Concerned about the money and that is why voted against the scoreboard. She thanks the businesses that have signed up to advertise and she as chairperson, she will take it to Youth Assistance as was suggested. She is happy about the additional AP class. Was not aware of the recent church service held in the parking lot at the Jr. High. |
| Sue Hemple, Trustee | Also very concerned about the finances. Transparency is going to be very important as we move forward through this health crisis. Also was not aware of the church service but probably would have been in favor of it. Asked if the meetings done via Zoom will be on website? |
| Dr. Amy Kruppe, | Hoping that in May we can celebrate the retirements as we have done in the past. Today was our Induction Day, our first official day for remote teaching. Thank you to the K-5 Math pilot team for their work. Thanks to the Board for renewing contract. Yes, I was approached by an ISD to apply and interview for an ISD Superintendent position. Being away with my husband during his treatment I had a lot of time to think and with the amount of administrators, teachers, paraprofessionals who reached out to me it reminded me that I believe in the teachers, the students and the community in Hazel Park and I am committed to Hazel Park as long as Hazel Park is committed to me. I have a tremendous team of administrators in Hazel Park. The church had approval from the District to hold the service, not the Board. The City was aware of it and the Hazel Park Police were on site. |
| Laura Adkins, President | Thank you to everyone, staff and parents for their continued patience. Attended a Data Dashboard virtual class this past weekend. Yes, the meetings will be on the website. |

Adjournment

Moved and supported that the meeting be adjourned at 9:38p.m.
Unanimous Approval.

Respectfully Submitted,

Charles E. Hemple, Secretary
Hazel Park Board of Education

SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MICHIGAN
SPECIAL MEETING
7:00PM

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held virtually via Zoom on April 27, 2020 and was called to order by President Adkins at 7:00PM

Roll Call Vote:

Members Present: Adkins, Noth, Mr. Hemple, Hammonds, Mrs. Hemple, Schlak
Members Absent: Hinton (entered meeting at 7:12PM)
Others Present: Kruppe

Approval of the Agenda (Action Item)

Moved by Mr. Hemple, supported by Ms Hammonds, that the Agenda be approved as written.

Discussion

Roll Call Vote:

Yeas: Mr. Hemple, Hammonds, Noth, Mrs. Hemple, Schlak, Adkins
Nays: None

Public Comment

- | | |
|---|---|
| A. Bethany Holland (via text to President Adkins) | Received 6 donated computers. Five students and one district employee received them. |
| B. Dawn Rice (via "chat" on Zoom) | What are lawyer fees for meeting? How many Society members? |
| C. Ed Klobucher, Hazel Park City Manager | Thank you to the District for the continued conversation regarding the lease of the Ericson Building. Confident can come to a resolution. |

CLOSED SESSION

Motion to recess into closed session (h) attorney client privilege to consider material exempt from discussion or disclosure by state or federal statute; which is exempt from disclosure pursuant to Section 8(h) of the Open Meetings Act.

Motion made by Mrs. Noth, supported by Ms Hammonds to adjourn to closed session for attorney/client privilege.

Roll Call Vote:

Yeas: Noth, Hammonds, Mr. Hemple, Mrs. Hemple, Schlak, Adkins
Nays: None

Adjourned to the Closed Session at 7:10PM. Returned to Open Session at 8:06PM.

NEW BUSINESS

A. Ericson Library

Hazel Park Board of Education members discussed the Ericson Library Lease and directed District Counsel to continue working with the City of Hazel Park and report back in 30 days. They acknowledged and thanked the members of the City Council that were attending the meeting via Zoom.

BOARD MEMBERS AND ADMINISTRATION COMMENTS

Kristy Schlak, Trustee

Everyone continue to stay safe.

Rose Mary Hammonds, Treasurer

Hopefully this issue can be resolved in the next 30 days. A lot of time and money being spent on the issue.

Beverly Hinton, Trustee

#1 partnership. Nothing is better than having a great relationship with the City.

Dr. Amy Kruppe, Superintendent

We need to continue to work together and stay strong.

Laura Adkins, President

Thanks to the City Council and City Manager. Many unknowns right now and we don't have all the answers yet.

Adjournment

Moved and supported that the meeting be adjourned at 8:22pm

Unanimous Approval.

Respectfully Submitted,

Charles E. Hemple, Secretary
Hazel Park Board of Education



Hazel Park School District

ALL IN ALL THE TIME

Amy Kruppe, Ed.D.
Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

Hazel Park Schools

Finance Committee Meeting Minutes

5-11-2020

Meeting was called to order at 5:00 p.m. Committee members in attendance were Rose Mary Hammonds, Laura Adkins and Sue Hemple. Staff members present were Dr. Amy Kruppe, Matt Miller and Jason Zirniss.

The District changed the non-union salary schedule to read more effectively. Grouping the benefits, holidays and pay information together will reduce the number of questions and confusion.

The District presented five scenarios to the board to discuss the possibility of what the outcomes from Covid-19 are. The District tried to look at everything at a high level and considered every potential possibility at this time. May 15th is the revenue census conference that will determine a lot of information that will be shared on May 18th.

The MSP grant is finalizing their work. The front door security measures should be ready to go in the fall. Training will have to be conducted soon. Sonitrol was presented in the check register and discussed. The new MSP grant is currently underway.

Future gas contract was discussed. The district is estimating that the savings would be \$15-20k by signing a new contract with a different vendor. Metro Bureau has not provided the services that are desired. Executive Energy, Constellation Energy and MISEC have been contacted to gather information.

Covid-19 has complicated the borrowing desires of the District. The District should end the year in a positive manner and would have to borrow between \$1-1.5m. Covid-19 is restricting the District's ability to forecast at this point and MDE/Treasury are not letting the District know about taxes and potential income at this time. The District is seeking bids on a line of credit and state aid note at this time.



The District presented the L-4029 that will need to be approved at the May board meeting. The sinking fund will see an increase of \$36k.

Check registers were presented to the committee members. Members asked questions they had regarding invoices\checks.

Meeting adjourned at approximately 6:00 p.m.



Hazel Park School District

All in, All the Time
Amy Kruppe, Ed.D.
Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

Building and Ground Committee

May 11, 2020

Meeting Minutes

Board Members: Rose Mary Hammonds, Chuck Hemple and Kristy Schlak

Administrators: Amy Kruppe, Superintendent

Matthew Miller, Director of Finance

Greg Richardson, Maintenance and Custodial Supervisor

Jason Zirnis, Assistant Superintendent of Business and Operations

Meeting start time - 6:04 pm

- A. Sinking Fund summer projects are going to move forward with bidding this week or early next week of HS Bathrooms, HS auditorium roof and District paving. We are continuing to look into the HS pool deck replacement in terms of options.
- B. MSP Grant - Current Grant work is substantially complete. We are waiting on review of our consultant to review the systems operation and installation. The 2020 MSP Grant has been put on hold in light of the Covid-19 pandemic and the funding may be moved to other budget priorities.
- C. St. John's Health Clinic - The District has completed its work related to the clinic and has assumed coordinating the work St. John's was responsible for because the Covid-19 pandemic has taken the priority of its workers. We are in the process of using our staff to paint and are coordinating flooring installation.
- D. Treasury Assistance Grant - The District was awarded \$140,000 from the Michigan Department of Treasury, \$50,000 of which was allocated towards a Facilities Assessment to aid in the planning and coordination of use of District funds for facility improvements.



- E. Camp Hazelwood Improvements - The use of funds from the ownership share sale of Martin Road Park to the City of Ferndale will be allocated to replace the roofs of the bunkhouses and the main building. The residual funding will be held until such time that the Districts financial position becomes clearer after disclosure of the impact of Covid-19 and the State's Budgets for this year and next.
- F. Budget Update - Due to the large amount of uncertainty that Covid-19 is having and will continue to have on the economy of Michigan and by association school funding we have started projecting out future budgetary impacts to HP. District Administration has initiated a process to monitor and project out the current and estimated information to illustrate potential impacts and aid in planning for the remainder of this year and next.

Meeting end time - 6:59 pm

Minutes submitted by Jason Zirnis, Assistant Superintendent of Business and Operations



Hazel Park School District

ALL IN ALL THE TIME
Amy Kruppe, Ed.D.
Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

TO: The School District of the City of Hazel Park
Board of Education

FROM: Jason Zirnis
Assistant Superintendent, Business & Operations

RE: Treasurer's Report April, 2020

DATE: May 6, 2020

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		933,423.00	
	<i>Total - General Fund</i>	<u>\$ 933,423.00</u>	
CENTER PROGRAM (22)		103,216.95	
COMMUNITY SERVICE (23)		458.92	
FOOD SERVICE FUND (25)		116,482.04	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		21,333.56	
	<i>Total - Special Revenue Funds</i>	<u>\$ 241,491.47</u>	
TRUST FUNDS (51)		0.00	
INTERNAL ACCOUNT FUNDS (29)		7,503.50	
	<i>Total - Other Funds</i>	<u>\$ 7,503.50</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,182,417.97</u></u>	\$ 1,182,417.97
ACH DEBITS			1,191,967.30
PAYROLL			1,013,354.72
OUTGOING WIRE TRANSFERS			3,539,084.14
P-CARD PURCHASES			<u>31,509.26</u>
			5,775,915.42
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 6,958,333.39</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.

Jason Zirnis
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

April 2020

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
4/2/2020	\$162.07	Gen Funds	Latchkey Fees
4/15/2020	\$366.15	Gen Funds	AFLAC Payment April 9th Payroll
4/28/2020	\$366.15	Gen Funds	AFLAC Payment April 24th Payroll
4/10/2020	\$4,268.61	Gen Funds	Health Equity Payment April 9th Payroll
4/24/2020	\$2,923.69	Gen Funds	Health Equity Payment April 24th Payroll
4/9/2020	\$14,700.81	Gen Funds	EduStaff Payment
4/23/2020	\$6,905.95	Gen Funds	EduStaff Payment
4/9/2020	\$18,276.90	Gen Funds	Penserv Payment April 9th Payroll
4/24/2020	\$18,246.07	Gen Funds	Penserv Payment April 24th Payroll
4/10/2020	\$25,345.35	Tax W/H	Payroll State Tax Withholding April 9th
4/24/2020	\$24,115.93	Tax W/H	Payroll State Tax Withholding April 24th
4/10/2020	\$166,143.27	Tax W/H	Payroll Federal Tax Withholding April 9th
4/24/2020	\$158,471.07	Tax W/H	Payroll Federal Tax Withholding April 24th
4/7/2020	\$274,565.11	Ret W/H	Payroll Retirement Withholding March 27th
4/21/2020	\$275,239.42	Ret W/H	Payroll Retirement Withholding April 9th
4/28/2020	\$201,870.75	UAAL	Payroll UAAL Payment April

\$1,191,967.30 **Total ACH Debits**

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
4/9/2020	\$518,483.16	General Payroll on April 9th
4/24/2020	\$494,871.56	General Payroll on April 24th

\$1,013,354.72 **Total Payroll**

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
4/22/2020	\$738,070.00	Bond Debt Payment
4/22/2020	\$351,143.75	Bond Debt Payment
4/22/2020	\$2,225,287.50	Bond Debt Payment
4/22/2020	\$224,582.89	Bond Debt Payment

\$3,539,084.14 **Total Wires**

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
4/14/2020	\$11,803.03	General P-Card charges Comerica Bank
4/7/2020	\$19,706.23	General P-Card charges Harris Bank

\$31,509.26 **Total P-Card Purchases**

Hazel Park Schools
Check Register by Fund
Check Date From 4/1/2020 TO 4/30/2020

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
04/07/2020	EP 00000134	100520	PEDIATRIC HEALTH CONSULTANTS INC		12,088.00
04/07/2020	EP 00000136	100504	SET INC.		63,711.70
04/07/2020	AP 00201126	100090	A G CENTRAL MUSIC	P2000182	95.00
04/07/2020	AP 00201127	100550	AMAZON CAPITAL SERVICES INC	P2000419	633.20
04/07/2020	AP 00201128	100703	ANTHROMED LLC		1,490.28
04/07/2020	AP 00201129	100350	ASCENSION MICHIGAN AT WORK		108.00
04/07/2020	AP 00201130	100584	ASCENSION MICHIGAN AT WORK		38.00
04/07/2020	AP 00201131	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		210.00
04/07/2020	AP 00201132	100609	DAVID RUSKIN		141.20
04/07/2020	AP 00201133	100314	DTE ENERGY		34,150.18
04/07/2020	AP 00201135	100413	MCGRAW HILL BOOK CO	P2000408	9,720.63
04/07/2020	AP 00201136	100447	MERIDIAN WINDS	P2000134	390.00
04/07/2020	AP 00201137	100382	METRO BUREAU GROUP SVCS INC		34,893.13
04/07/2020	AP 00201138	100327	MICHIGAN EDUCATION SPECIAL		253,241.71
04/07/2020	AP 00201139	100073	MICHIGAN GUARANTY AGENCY		107.17
04/07/2020	AP 00201140	100689	MIDLAND FUNDING LLC		30.44
04/07/2020	AP 00201141	100589	MILLENNIUM BUSINESS SYSTEMS	P2000195	2,922.96
04/07/2020	AP 00201142	100387	MISDU		363.68
04/07/2020	AP 00201145	100399	STATE OF MICHIGAN		180.00
04/22/2020	EP 00000138	100045	A & I ENTERPRISES		138,181.89
04/22/2020	EP 00000139	100427	A SWEET SERVICES LLC		18,612.04
04/22/2020	EP 00000141	100430	JG POLY SALES	P2000015	4,769.30
04/22/2020	EP 00000143	100520	PEDIATRIC HEALTH CONSULTANTS INC		21,269.00
04/22/2020	AP 00201146	100550	AMAZON CAPITAL SERVICES INC		235.50
04/22/2020	AP 00201147	100703	ANTHROMED LLC		3,973.53
04/22/2020	AP 00201148	100350	ASCENSION MICHIGAN AT WORK		152.00
04/22/2020	AP 00201151	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		196.15
04/22/2020	AP 00201152	100322	CITY HAZEL PARK WATER		3,735.51
04/22/2020	AP 00201154	100609	DAVID RUSKIN		141.20
04/22/2020	AP 00201156	100313	DTE ENERGY		923.23

User: MILLERM - Matthew Miller
Report: OSAP5009 - OSAP5009: Check Register by Fund
Selection:
OH_DTL.[oh_ck_dt] <= '04/30/2020' AND OH_DTL.[oh_ck_dt] >= '04/01/2020'

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Current Date: 05/07/2020
Current Time: 08:01:44

Hazel Park Schools
Check Register by Fund
Check Date From 4/1/2020 TO 4/30/2020

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
04/22/2020	AP 00201157	100314	DTE ENERGY		4,205.98
04/22/2020	AP 00201160	100574	INSTITUTE FOR EXCELLENCE IN ED	P2000266	4,000.00
04/22/2020	AP 00201161	100569	Integrity Business Solutions LLC	P2000425	1,199.60
04/22/2020	AP 00201162	100292	INVEST CENTERS LLC		161,317.96
04/22/2020	AP 00201167	100575	MACOMB AREA CONFERNCE		750.00
04/22/2020	AP 00201168	100073	MICHIGAN GUARANTY AGENCY		107.17
04/22/2020	AP 00201169	100276	MICHIGAN SPORTS ASSIGNERS INC		252.00
04/22/2020	AP 00201171	100387	MISDU		363.68
04/22/2020	AP 00201172	100170	NAGY, RONALD		30.00
04/22/2020	AP 00201173	100585	PITNEY BOWES		2,018.50
04/22/2020	AP 00201177	100690	RIDDELL ALL AMERICAN		2,320.97
04/22/2020	AP 00201180	100749	SONITROL GREAT LAKES		150,152.51
				Fund 110 Total:	933,423.00
Fund: 220					
04/07/2020	EP 00000134	100520	PEDIATRIC HEALTH CONSULTANTS INC		1,690.73
04/07/2020	EP 00000136	100504	SET INC.		5,706.42
04/07/2020	AP 00201131	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		182.30
04/07/2020	AP 00201132	100609	DAVID RUSKIN		415.38
04/07/2020	AP 00201134	100569	Integrity Business Solutions LLC	P2000414	1,199.60
04/07/2020	AP 00201138	100327	MICHIGAN EDUCATION SPECIAL		75,635.00
04/07/2020	AP 00201141	100589	MILLENNIUM BUSINESS SYSTEMS	P2000195	560.85
04/07/2020	AP 00201142	100387	MISDU		383.45
04/07/2020	AP 00201143	100515	STAFF CONNECTIONS LLC		5,559.33
04/22/2020	EP 00000143	100520	PEDIATRIC HEALTH CONSULTANTS INC		2,233.91
04/22/2020	AP 00201151	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		196.15
04/22/2020	AP 00201154	100609	DAVID RUSKIN		415.38
04/22/2020	AP 00201171	100387	MISDU		383.45
04/22/2020	AP 00201181	100515	STAFF CONNECTIONS LLC		8,655.00
				Fund 220 Total:	103,216.95
Fund: 230					
04/07/2020	AP 00201138	100327	MICHIGAN EDUCATION SPECIAL		366.14

Hazel Park Schools
Check Register by Fund
Check Date From 4/1/2020 TO 4/30/2020

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
04/07/2020	AP 00201140	100689	MIDLAND FUNDING LLC		79.42
04/22/2020	AP 00201170	100689	MIDLAND FUNDING LLC		13.36
Fund 230 Total:					458.92
Fund: 250					
04/07/2020	AP 00201140	100689	MIDLAND FUNDING LLC		17.26
04/07/2020	AP 00201141	100589	MILLENNIUM BUSINESS SYSTEMS	P2000195	85.08
04/07/2020	AP 00201144	100501	STAFFORD SMITH INC	P2000309	11,049.00
04/22/2020	EP 00000140	100118	CHARTWELLS DINING SERVICES		105,330.70
Fund 250 Total:					116,482.04
Fund: 290					
04/22/2020	EP 00000142	100702	LAURA ADKINS		370.00
04/22/2020	AP 00201149	100761	BRIANA KILBURN		290.00
04/22/2020	AP 00201150	100772	CASEY TURNER		435.00
04/22/2020	AP 00201153	100766	DANIELLE CASADA		435.00
04/22/2020	AP 00201155	100765	DAWN PHILLIPS		555.00
04/22/2020	AP 00201158	100763	FAITH MARXER		185.00
04/22/2020	AP 00201159	100774	HOWARD MICHAELS FUNDRAISING CO		2,167.00
04/22/2020	AP 00201163	100767	JENNIFER TRONTOSKI		370.00
04/22/2020	AP 00201164	100764	JESSICA SANCHEZ		382.50
04/22/2020	AP 00201165	100770	KEVIN LIMBERGER		555.00
04/22/2020	AP 00201166	100771	KEVIN ROGERS		290.00
04/22/2020	AP 00201174	100773	RACHEL SMITH		49.00
04/22/2020	AP 00201175	100762	RACHEL ZIVOJNOVITY		185.00
04/22/2020	AP 00201176	100769	REBECCA RUIZ		435.00
04/22/2020	AP 00201178	100768	ROCQUEL MILLER		510.00
04/22/2020	AP 00201179	100760	SARAH THOMAS		290.00
Fund 290 Total:					7,503.50
Fund: 460					
04/07/2020	EP 00000135	100605	PETER BASSO ASSOCIATES INC		7,200.00
04/07/2020	EP 00000137	100233	STONER ADVISORY GROUP LLC		9,029.16
04/22/2020	EP 00000144	100233	STONER ADVISORY GROUP LLC		5,104.40
Fund 460 Total:					21,333.56

User: MILLERM - Matthew Miller

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Current Date: 05/07/2020

Report: OSAP5009 - OSAP5009: Check Register by Fund

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Current Time: 08:01:44

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Hazel Park Schools
Check Register by Fund
Check Date From 4/1/2020 TO 4/30/2020

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
				Grand Total:	1,182,417.97

End of Report

**Comerica Bank
Commercial Card Summary (P-Card)
For Month Ending - April 2020**

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
04/30/2020	KRISTEN LAMBERT	SIGNARAMA TROY	950.00
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.42
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.42
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.42
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.42
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.42
04/30/2020	JAMIE BUCZKO	SQ *GORDON FOOD SERVIC	4.39
04/30/2020	KRISTEN LAMBERT	MICHIGANASS	180.00
04/30/2020	GREG RICHARDSON	TONYS ACE HDWE	17.09
04/30/2020	GREG RICHARDSON	TONYS ACE HDWE	136.35
04/30/2020	JAMIE BUCZKO	MASSP	(400.00)
04/29/2020	GREG RICHARDSON	TONYS ACE HDWE	8.54
04/27/2020	KRISTEN LAMBERT	SOCIALREPORT	25.00
04/27/2020	DEBRA SCOTT	MEMSPA	320.00
04/21/2020	CAROL JACKSON	PAYPAL *MHHPCHAMBER	75.00
04/21/2020	TRACEY VANDERHAGEN	ACT*YMCA DETROIT	112.00
04/20/2020	TAMMY SCHOLZ	AMAZON.COM*2E0KF5AE3 A	22.98
04/20/2020	ROCHELLE TASSIE	OAKLAND SCHOOLS-RC INT	(8.00)
04/20/2020	JAMIE BUCZKO	OAKLAND SCHOOLS-RC INT	(50.00)
04/20/2020	TAMMY SCHOLZ	AMAZON.COM*JP76I2Y63 A	29.99
04/17/2020	ROCHELLE TASSIE	IXL	499.00
04/17/2020	DEBRA DIMAS	AMZN MKTP US	(58.28)
04/14/2020	DEBRA SCOTT	MICHIGANASS	90.00
04/13/2020	DEBRA SCOTT	OAKLAND SCHOOLS-RC INT	(175.00)
04/13/2020	KENNETH MILCH	NASSP PRODUCT & SERVIC	385.00
04/03/2020	TAMMY SCHOLZ	EDUCATION WEEK	40.00
04/03/2020	DEBRA SCOTT	MICHIGANASS	(180.00)
04/01/2020	DAVID MUylaERT	BSN SPORTS LLC	1,010.00

3,056.16

Harris Bank
Commercial Card Summary (P-Card)
For Month Ending - April 2020

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
04/28/2020	Tameka Singleton	Clear Rate Communicati	1,858.33
04/27/2020	Christine Luptak	Stapls7231024261000001	46.08
04/27/2020	Christine Luptak	Stapls7230949660000001	91.90
04/27/2020	Brad Wilkins	Stackcomme Sc Steve	122.37
04/24/2020	Christine Luptak	Vigilante Security Inc	1,180.00
04/24/2020	Jason Zirniss	Spectrum Wireless (Usa	16,904.99
04/24/2020	Tameka Singleton	In Moving Beauty Stud	2,400.00
04/23/2020	Jason Zirniss	Amzn Mktp US Eh9ay2ry3	459.00
04/22/2020	Brad Wilkins	Bestbuycom805825851018	180.97
04/21/2020	Tameka Singleton	Credit Voucher Vzwrlls Ivrv	(50.29)
04/21/2020	Tameka Singleton	Bts Quill	174.59
04/20/2020	Amy Kruppe	Paypal Kaylnmcginn	514.80
04/17/2020	Tameka Singleton	Corrigan Moving System	45.00
04/16/2020	Christine Luptak	Republic Services Tras	873.28
04/16/2020	Tameka Singleton	Republic Services Tras	141.69
04/16/2020	Tameka Singleton	Tmobile Auto Pay	248.06
04/16/2020	Christine Luptak	Orkin Llc 002	121.20
04/15/2020	Tameka Singleton	Ecolab Pest Cs	85.00
04/15/2020	Tameka Singleton	Ecolab Pest Cs	235.00
04/15/2020	Tameka Singleton	Consumers Energy Co	118.14
04/15/2020	Tameka Singleton	Ecolab Pest Cs	145.00
04/15/2020	Brad Wilkins	Apple.Com/Bill	15.89
04/15/2020	Tameka Singleton	Ecolab Pest Cs	85.00
04/15/2020	Tameka Singleton	Ecolab Pest Cs	150.00
04/15/2020	Tameka Singleton	Ecolab Pest Cs	98.00
04/15/2020	Tameka Singleton	Ecolab Pest Cs	170.00
04/15/2020	Tameka Singleton	Ecolab Pest Cs	75.00
04/15/2020	Tameka Singleton	Consumers Energy Co	139.99
04/15/2020	Tameka Singleton	Ecolab Pest Cs	120.00
04/14/2020	Jason Zirniss	Amzn Mktp US S121301s3	773.00
04/14/2020	Tameka Singleton	Wav Procure Software	276.80
04/13/2020	Tameka Singleton	Consumers Energy Co	1,989.93
04/13/2020	Brad Wilkins	Talkroute.Com	59.00
04/10/2020	Brad Wilkins	2co.Com Myrouteon	49.95
04/08/2020	Amy Kruppe	Walmart.Com	233.15
04/08/2020	Brad Wilkins	Credit Voucher Grasshopper.Com	(72.08)
04/07/2020	Brad Wilkins	Grasshopper.Com	1,080.89
03/31/2020	Christine Luptak	Vigilante Security Inc	1,124.00

32,263.63

School District of the City of Hazel Park Monthly EDEP Status Report		2019-20 Original Budget	2019-20 Amended Budget	2019-20 EDEP	Monthly Year to Date	2019-20 Amended Budget	2019-20 Amended Budget	Budget and Year-to-Date Notes/Assumptions
Beginning Fund Balance	Code	\$ (606,375.00)	\$ (606,375.00)	\$ (606,375.00)	\$ (606,375.00)	Over/(Under)	Percent to Date	
Revenue								
Local Revenue	1xx	\$ 4,047,232.00	\$ 4,794,187.00	\$ 4,047,232.00	\$ 3,833,851.10	\$ (960,335.90)	79.97%	waiting on lingering payments and settlement in May
Local Received Through Another Public School	51x	\$ 1,597,483.00	\$ 1,601,601.00	\$ 1,597,483.00	\$ -	\$ (1,601,601.00)	0.00%	Special Ed transfer (PA 18 Funds)
Other Political Subdivision	2xx	\$ -	\$ -	\$ -	\$ 444,714.11	\$ 444,714.11	CHECK	
State Revenue	3xx	\$ 27,897,505.00	\$ 27,430,315.00	\$ 27,897,505.00	\$ 17,677,091.25	\$ (9,753,223.75)	64.44%	7 of 11 paymets received to date
Federal Revenue	4xx	\$ 2,290,649.00	\$ 1,917,929.00	\$ 2,290,649.00	\$ 1,015,013.63	\$ (902,915.37)	52.92%	increase due to monthly grant request
Other Financing Sources	52x-6xx	\$ 2,019,942.00	\$ 1,569,040.00	\$ 2,019,942.00	\$ -	\$ (1,569,040.00)	0.00%	Transfers from center funds done at end of year.
Total Revenue	xxx	\$ 37,852,811.00	\$ 37,313,072.00	\$ 37,852,811.00	\$ 22,970,670.09	\$ (14,342,401.91)	61.56%	
Expenditure								
Instruction (1xx)								
Basic Programs	11x	\$ 16,179,367.00	\$ 15,939,140.00	\$ 16,179,367.00	\$ 11,853,429.89	\$ (4,085,710.11)	74.37%	Within reason based on 8 of 12 month activity
Added Needs	12x	\$ 6,242,135.00	\$ 6,257,149.00	\$ 6,242,135.00	\$ 4,493,210.26	\$ (1,763,938.74)	71.81%	Within reason based on 8 of 12 month activity
Adult and Continued Education	13x	\$ 11,095.00	\$ -	\$ 11,095.00	\$ -	\$ -	0.00%	
Total Instruction	1xx	\$ 22,432,597.00	\$ 22,196,289.00	\$ 22,432,597.00	\$ 16,346,640.15	\$ (5,849,648.85)	73.65%	
Support Services (2xx)								
Pupil	21x	\$ 2,485,347.00	\$ 2,060,815.00	\$ 2,485,347.00	\$ 1,594,432.92	\$ (466,382.08)	77.37%	Within reason based on 8 of 12 month activity
Instructional Staff	22x	\$ 1,554,704.00	\$ 1,399,027.00	\$ 1,554,704.00	\$ 1,016,524.62	\$ (382,502.38)	72.66%	Within reason based on 8 of 12 month activity
General Administration	23x	\$ 678,939.00	\$ 680,768.00	\$ 678,939.00	\$ 513,643.91	\$ (167,124.09)	75.45%	Within reason based on 8 of 12 month activity
School Administration	24x	\$ 1,791,707.00	\$ 1,627,943.00	\$ 1,791,707.00	\$ 1,237,498.58	\$ (390,444.42)	76.02%	Within reason based on 8 of 12 month activity
Business	25x	\$ 1,045,081.00	\$ 889,274.00	\$ 1,045,081.00	\$ 724,587.52	\$ (164,686.48)	81.48%	Within reason based on 10 of 12 month activity
Operations and Maintenance	26x	\$ 3,531,678.00	\$ 4,006,884.00	\$ 3,531,678.00	\$ 3,183,982.07	\$ (822,901.93)	79.46%	Within reason based on 10 of 12 month activity
Transportation	27x	\$ 546,404.00	\$ 438,977.00	\$ 546,404.00	\$ 326,729.48	\$ (112,247.52)	74.43%	Within reason based on 8 of 12 month activity
Central	28x	\$ 1,026,531.00	\$ 1,397,239.00	\$ 1,026,531.00	\$ 934,475.30	\$ (462,763.70)	66.88%	Underbudget based on 10 of 12 month activity
Other Support Services	29x	\$ 503,711.00	\$ 573,923.00	\$ 503,711.00	\$ 438,734.76	\$ (135,188.24)	76.44%	Within reason based on 10 of 12 month activity
Total Support Services	2xx	\$ 13,164,102.00	\$ 13,074,850.00	\$ 13,164,102.00	\$ 9,970,609.16	\$ (3,104,240.84)	76.26%	
Community Services	3xx	\$ 107,189.00	\$ 158,304.00	\$ 107,189.00	\$ 84,287.13	\$ (74,016.87)	53.24%	Underbudget based on 8 of 12 month activity
Building Improvement Services	45x	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Debt Service	51x	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ -	100.00%	No other Debt payments
Outgoing Transfers & Other Uses	41x-43x	\$ 482,446.00	\$ 183,542.00	\$ 482,446.00	\$ 214,293.58	\$ 30,751.58	116.75%	May debt payment split larger then budgeted, no further costs expected
Total Expenditure	xxx	\$ 36,219,334.00	\$ 35,645,985.00	\$ 36,219,334.00	\$ 26,648,830.02	\$ (8,997,154.98)	74.76%	
Revenue less Expenditure		\$ 1,633,477.00	\$ 1,667,087.00	\$ 1,633,477.00	\$ (3,678,159.93)	\$ (5,345,246.93)	-220.63%	
Ending Fund Balance		\$ 1,027,102.00	\$ 1,060,712.00	\$ 1,027,102.00				

Pre-Conference Approval Request

Attendee	Event	Date of Event	Location	Estimated Cost
Kristen Lambert	Communications & Marketing Webinar (sponsored by MASB)	May 19, 2020	Webinar	\$180.00
Jason Zirnis	Business Mgr, CPA Virtual Workshop	June 2-June 17, 2020	Virtual	\$230.00



CEC PO Box 79026 Baltimore, MD 21279-0026
 (P) + 1.703.620.3660 | (Toll Free) 888.232.7733 | (TTY) 866.915.5000 | (F) 703.264.9494
 cec.sped.org

May 5, 2020

Amy Y. Kruppe
 Hazel Park Schools

Subscription INVOICE	
Expiration Date:	06/30/2021
Member Number:	130526
Member Type:	Premier
State/Provincial Unit:	MI
Source Code:	PHONE

Membership	Amount
Premier Membership	197.00
MI-Michigan Council for Exceptional Children	8.00
CEC Pioneers Division	20.00
Council for Children with Behavioral Disorders	35.00
Council of Administrators of Special Education	25.00
Division for Learning Disabilities	35.00
Teacher Education Division	35.00
Total:	355.00

PAYMENT INFORMATION			
Check # (payable to CEC)		PO # (Submit with this form)	
Credit Card	VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express <input type="checkbox"/>		
Credit Card Number			
Expiration Date		Security Code	
Card Holder's Name			
Billing Address			
Card Holder's Signature	32		



Invoice Status: Unpaid

If you have any questions, please contact Taryn at MEMSPA: (517) 694-8955

Invoice #3883	Due: 05-24-2020
Remit Payment To: MEMSPA 1980 N College Road Mason, MI 48854	Bill To: Amy Kruppe 1620 E Eliza Hazel Park, 48030
Phone: (517) 694-8955 Fax: (517) 694-8945	
Description	Price
MEMSPA Annual Membership - MEMSPA Only Professional Member	\$ 320.00
Subtotal	\$ 320.00
Tax	none
Grand Total	\$ 320.00



Michigan Association of Superintendents & Administrators
 1001 Centennial Way, Suite 300
 Lansing, MI 48917
 (517) 327-5910
 fax (517) 327-0779
 www.gomasa.org

Dues Invoice

T2*S55*****MIXED AADC 480
 Amy Kruppe
 Hazel Park Schools
 1620 E Elza Ave
 Hazel Park MI 48030-2358

2020-2021 Membership	\$996.68
Renewal AASA Dues	\$470.00
Total	\$1,466.68



Superintendent Update/Corrections

Name _____
 School District _____
 Address _____

 Email _____
 PIC _____
 Cell Phone (____) _____
 I am new to the superintendency ro

Annual Membership Runs
 July 1, 2020 - June 30, 2021

2019-20 Member benefits expire
 August 15, 2020

Executive Assistant Contact

Name _____
 Email _____
 Phone _____

Sign in and renew your membership online at
<http://masaonline.gomasa.org>
 Sign in. Click your name. Click the district name. Click Renew Now.

Superintendent Information

2020-2021 Membership Renewal: \$1,466.68

ID Number: 13471

I do not want AASA Membership
 Subtract \$470 from total (subtract \$235 for districts with less than 350 enrollment)

Amy Kruppe
 Hazel Park Schools
 1620 E Elza Ave
 Hazel Park MI 48030-2358
 amy.kruppe@hazelparkschools.or

MSPRA Membership (Optional) +\$125.00
 (Michigan School Public Relations Association)

Executive Assistant Membership (Optional) +\$100.00

Check MasterCard VISA Amex

Total 1591.68

Card number _____

Expiration date _____ SIC _____

Signature _____

Name as Printed on Card _____

Please make remittance and payment to:

MASA
 1001 Centennial Way, Suite 300
 Lansing, MI 48917-9279



Book	Policy Manual
Section	Policies for the board
Title	Copy of BOARD POWERS
Code	po0122
Status	
Adopted	May 15, 2017

0122 - BOARD POWERS

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

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

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

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

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

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

The Board has authority, based on statute, to make decisions, including but not limited to the following subjects without resort to prior bargaining:

- A. the policyholder of an employee group insurance benefits ~~the District's group insurance program~~
- B. the starting day for the school year and the amount of student contact time to receive full State school aid
- C. the composition of the District's ~~site-based, decision-making groups or~~ school-improvement committees established under M.C.L. 380.1277
- D. the decision whether or not to have inter-district and intra-district open-enrollment opportunities
- E. the decision whether or not to permit authorization of Charter Schools (public school academies)
- F. contracting with outside parties for noninstructional support services provided by an employee group including the procedures for obtaining a contract, the identity of the outside party, and the impact on individual staff members or a bargaining unit if the employee group is given an opportunity to bid on providing the noninstructional support services
- G. use of volunteers
- H. decisions regarding the use of experimental or pilot programs including staffing, use of technology, provision of the technology, and the impact on individual staff members or a bargaining unit
- I. compensation or reimbursement of a staff member for monetary penalties imposed on the staff member under the Public Employment Relations Act ~~M.C.L. 423.201, 202, 206, and 215~~
- J. any decision regarding the placement of teachers, or the impact of that decision on an individual employee or the bargaining unit
- K. for teachers covered under the Teacher Tenure Act, decisions about the development, content, standards, procedures, adoption and implementation of policies regarding personnel decisions when conducting a staffing or program reduction or eliminating a position ~~elimination for staff covered under the Teacher Tenure Act (M.C.L. 38.71);~~ as well as decisions regarding recall or hiring after any such reduction

This includes the impact of any such decisions on an individual employee or the bargaining unit.

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

- S. decisions about the development, content, standards, procedures, adoption and implementation of a policy regarding discipline or discharge for teachers covered under the Teacher Tenure Act (M.C.L. 38.71)
- T. decisions concerning the discipline or discharge of a teacher covered under the Teacher Tenure Act (M.C.L. 38.71), or the impact of such decision on an individual teacher or the bargaining unit
- U. insertion of statutorily required emergency manager language into all collective bargaining agreements
- V. decisions on whether to enter into an intergovernmental agreement to consolidate, to jointly perform or to collaborate on one or more functions or services
 - 1. procedures of obtaining a contract for such an agreement to transfer of functions or responsibilities
 - 2. identities of any other parties to such an agreement
- W. any requirement that would violate section 10(3), M.C.L. 423.210(3) (Right to Work Law) ~~(the requirement not to require union membership or the payment of dues, fees or charitable contributions in lieu of dues)~~
- X. decisions about the development, format, content, and procedures of the notification to parents and legal guardians required under M.C.L. 380.1249a (the requirement to make the notifications is effective with the ~~2015-2016~~ 2020-2021 school year)

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

Last Modified by Debbie Scott on February 19, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of BYLAWS AND POLICIES
Code	po0131.1
Status	
Adopted	May 15, 2017

0131.1 - **BYLAWS AND POLICIES**

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

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

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

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

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

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

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Legal M.C.L. 380.1201 et seq.

Book	Policy Manual
Section	Policies for the board
Title	Copy of PUBLIC EXPRESSION OF BOARD MEMBERS
Code	po0143.1
Status	
Adopted	May 15, 2017
Last Revised	November 19, 2018

0143.1 - **PUBLIC EXPRESSION OF BOARD MEMBERS**

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

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

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

~~Sometimes~~ If the statements imply, or if the readers (listeners) could infer, that the opinions expressed or statements made are the official positions of the Board. ~~The misunderstandings that can result from these incidents can embarrass both the member and the Board. Therefore, the~~ Board members shall ~~should~~, when writing or speaking on school matters ~~to the media, legislators, and other officials~~, make it clear that their views do not necessarily reflect the views of the Board or of their colleagues on the Board.

- A. This bylaw shall apply to all statements and/or writings by individual Board members not explicitly sanctioned by a majority of its members, except as follows:
 1. correspondence, such as legislative proposals, when the Board member has received official guidance from the Board on the matters discussed in the letter
 2. routine, not for publication, correspondence of the Superintendent and other Board employees
 3. routine "thank you" letters of the Board
 4. statements by Board members on nonschool matters (providing the statements do not identify the author as a member of the Board)
 5. personal statements not intended for publication
- B. Copies of this bylaw shall be sent annually to local media by the Board President.
- C. A Board member's personal or private use of social media may have unintended, negative consequences to the Board member and/or the District, including possible violations of the Open Meetings Act and issues relating to creation of a public record. Postings to social media should be done in a manner sensitive to the Board

member's responsibilities, applicable District policies, and legal obligations.

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Last Modified by Debbie Scott on February 19, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of CONFLICT OF INTEREST
Code	po0144.3
Status	
Adopted	May 15, 2017

0144.3 - CONFLICT OF INTEREST

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

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

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

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

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

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

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

3. A professional limited liability company organized pursuant to the Michigan limited liability company act, if the individual is an employee but not a member of the company.
- b. A contract or other financial transaction between the School District and any of the following:
 1. A corporation in which the individual is not a director, officer, or employee.
 2. A firm, partnership, or other unincorporated association, in which the individual is not a partner, member, or employee.
 3. A corporation or firm that has an indebtedness owed to the individual.
 - c. A contract between the School District and the intermediate school district.
 - d. A contract awarded to the lowest qualified bidder, upon receipt of sealed bids pursuant to a published notice for bids if the notice does not bar, except as authorized by law, any qualified person, firm, corporation, or trust from bidding. This does not apply to any amendments or renegotiations of a contract or to additional payments under the contract that were not authorized by the contract at the time of award.
2. If the financial interest pertains to a proposed contract with the District, the following requirements must be met:
 - a. The Board member shall disclose the financial interest in the contract to the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the District, the Board member shall make the disclosure in one of two (2) ways:
 1. In writing, to the Board president (or if the member is the Board president, to the Board secretary) at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 2. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The Board member must use this method of disclosure if his/her financial interest amounts to \$5000 or more.
 - b. Any contract in which there is a conflict of interest as defined by this bylaw and the related statute (M.C.L. 380.1203) must be approved by a majority vote of the full Board without the vote of any Board member with a financial interest.

However, if a majority of the members of the Board are required to abstain from voting on a contract or other financial transaction due to a financial interest, then for the purposes of that contract or other financial transaction, the members who are not required to abstain constitute a quorum of the board and only a majority of those members eligible to vote is required for approval of the contract or financial transaction.
 - c. The official minutes of the Board disclose the name of each party involved in the contract, the nature of the financial interest, and the terms of the contract including the duration, financial consideration between the parties, facilities or services of the District included in the contract, and the nature and degree of assignment of District staff needed to fulfill the contract.
 - d. A Board member with a conflict of interest in a contract may not participate in the discussion of nor vote on the contract.
 3. Board members shall not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts involved with Federal grant funds. A Board member may, however, accept a gift of unsolicited items of "nominal value" from a contractor or party to subcontracts

that do not involve Federal grant funds. For purposes of this section, "nominal value" means that the gift has a monetary value of \$~~57~~⁴⁴ or less

4. Board members must disclose any potential conflict of interest which may lead to a violation of this policy to the full Board.

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

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

See also, Policy 6420, Conflict of Interest - Legal Counsel, Advisors, or Consultants.

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Legal M.C.L. 15.183, 15.323, 380.1203

Last Modified by Debbie Scott on February 19, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of PARENT INVOLVEMENT IN THE SCHOOL PROGRAM
Code	po2112
Status	
Adopted	May 15, 2017

2112 - **PARENT AND FAMILY ENGAGEMENT ~~INVOLVEMENT IN THE SCHOOL PROGRAM~~**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

~~The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.~~

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;

2. providing professional development for school staff that helps build partnerships between families and schools; ^{1,2}
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; ^{1,2}
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. ²

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; ^{1,2}
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable; ^{1,2}
5. providing information and involving families in monitoring student progress; ²
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; ^{1,2}
7. preparing families to be involved in meaningful discussions and meetings with school staff. ^{1,2}

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities; ²
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. ²

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; ^{1,2}
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. ¹

E. ~~Involving~~ Engaging Families in Decision Making and Advocacy

1. ~~involving~~ engaging families as partners in the process of school review and continuous improvement planning; ²
2. ~~involving~~ engaging families in the development of its District-wide parent ~~involvement~~ and family engagement policy and plan, and distributing the policy and plan to families. ^{1,2}

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources; ^{1,2}

2. coordinating and integrating ~~family involvement~~ parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. ^{1,2}

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family ~~Involvement~~ Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

¹Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

²Indicates Title I Section 1118 parent involvement requirements

[NOTE: Districts should select all footnoted () options items included in this template in order to have a policy that meets the requirements of State and Federal law and program requirements of Title I.]

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

Last Modified by Debbie Scott on March 4, 2020



Book	Policy Manual
Section	Policies for the board
Title	Vol. 33, No. 1 - September 2018 New DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03
Status	

2261.03 - **DISTRICT AND SCHOOL REPORT CARD**

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. **[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**

The report shall contain the information called for on the form issued by the Michigan Department of Education in accordance with State and Federal law. The report must include 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Michigan's English proficiency assessment);
- C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;
- D. high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort;
- E. performance on each measure within any School Quality or Student Success indicator used by the State;
- F. school identifying information, including student membership count and Title I participation status;
- G. summative determination for each school;
- H. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

- A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;
- B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);
- C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);
- D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;
- E. high school graduation rates, including the four (4) year adjusted cohort, and the extended-year adjusted cohort;
- F. postsecondary enrollment rates for each high school;
- G. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);
- H. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);
- I. level of performance on each indicator included in State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section
- J. information on educator qualifications;
- K. information on per-pupil expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);

[Note: The District and school report cards must include per-pupil expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]

- L. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;

- M. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Michigan Department of Education’s web site to meet

this requirement);

N. additional information best-suited to convey the progress of each school;

[Note: District report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English learners.]

O. other information as required by the State Department of Education.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA).

The District's annual report card information must be made publicly available through such means as posting on the District's web site and distribution to local media and public agencies. **[Note: If the District does not operate a web site, the District must make report available to the public in another manner determined by the Board.]**

The Board will provide the school level overview directly to all parents in each school served by the District annually. **[Note: The District may send the report card overview to the parents of students enrolled in each school in the District directly through the U.S. mail, via email, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]**

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

© Neola 2018

Legal 20 U.S.C. 6314
 34 C.F.R. 200.31(h)(1)
 A.C. 3301-35-02, 3301-35-02 (B)

Last Modified by Debbie Scott on March 5, 2020



Hazel Park School District

All In All The Time

Amy Kruppe, Ed.D.

Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

To: Hazel Park Board of Education

From: Dr. Amy Kruppe, Superintendent

Date: May 11, 2020

Re: Hazel Park Advanced Placement U.S. History Course Training & Resources Proposal

Advanced Placement U.S. History has been approved for the 2020-2021 school year. With this approval comes the need for teacher training and course resources. For that reason, we come to you today to ask for the approval of the purchase of

Proposed Teacher Training

Oakland University Online Advanced Placement Summer Institute (Session 3)

Sponsored by Oakland University and endorsed by the College Board*, participation in the AP* Institutes will strengthen our school's academic success. The four-day conferences offer excellent training for AP* teachers in their content areas.

The online offering will feature live lectures, synchronous interaction as well as digital and traditional supporting materials. The session will take place Monday, July 27, 2020 - Thursday, July 30, 2020 from 8:00 AM - 5:00 PM

Course Resources

Major Problems in American History, Volume I Cobbs/Blum/Gjerde 4th Edition

Major Problems in American History, Volume II Cobbs/Blum 4th Edition

TOTAL: \$4,455.00

Bundle: The American Pageant, AP® Edition, 17th Student Edition + MindTap™ 1

The American Pageant, AP® Edition, 17th Edition, Annotated Instructor's Edition Kennedy

Digital Bundle: The American Pageant, AP® Edition, 17th MindTap™ (6-year access) Kenne

TOTAL: \$12,721.80

FINAL TOTAL= \$17,200



This memo is to ask for your approval to purchase a 6 year subscription of digital resources or a cost not to exceed \$17,200. Please click the links below to view the quotes:

<http://poweron.cengage.com/Magellan/SchoolQuote.aspx?cid=4D9WT6KgwxeSfOiD32y27g%3d%3d&qid=4495912&qulDs=>

<http://poweron.cengage.com/Magellan/SchoolQuote.aspx?cid=4D9WT6KgwxeSfOiD32y27g%3d%3d&qid=4445735&qulDs=>

AP U.S. History Course Description (according to College Board)

In AP U.S. History, students investigate significant events, individuals, developments, and processes in nine historical periods from approximately 1491 to the present. Students develop and use the same skills and methods employed by historians: analyzing primary and secondary sources; developing historical arguments; making historical connections; and utilizing reasoning about comparison, causation, and continuity and change. The course also provides eight themes that students explore throughout the course in order to make connections among historical developments in different times and places: American and national identity; work, exchange, and technology; geography and the environment; migration and settlement; politics and power; America in the world; American and regional culture; and social structures.

College Course Equivalent

AP U.S. History is equivalent to a two-semester introductory college course in U.S. history.

Prerequisites

There are no prerequisites for AP U.S. History. Students should be able to read a college-level textbook and write grammatically correct, complete sentences.

Grade Level

9-12

Credit

0.5 Credits



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www.hazelparkschools.org

August 2020						
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2020-2021 Elementary School Calendar	
8:10 a.m. - 3:10 p.m. Half Days: 8:10 a.m. - 11:20 a.m.	
08/31/2020	Monday Institute Day
09/01/2020	Tuesday Half Day PM
09/04 - 09/07/2020	Friday/Monday No School
10/16/2020	Friday Professional Development No School
11/03/2020	Tuesday Professional Development No School
11/06/2020	Friday Half Day AM Records PM
11/19/2020	Thursday Half Day AM Conferences PM
11/25/2020	Wednesday Professional Dev. No School
11/26 - 11/27/2020	Thanksgiving Break No School
12/18/2020	Friday Half Day AM Holiday Break
01/04/2021	Monday School Resumes
01/18/2021	Monday Professional Development No School
01/29/2021	Friday Half Day AM
02/11/2021	Thursday Half Day AM
02/12/2021	Friday Half Day AM Winter Recess
02/15 - 02/19/2021	Winter Recess
02/22/2021	Monday School Resumes
02/25/2021	Thursday Half Day AM Conferences PM
03/15/2021	Monday Professional Development No School
03/25/2021	Thursday Half Day AM - Records PM
03/26/2021	Friday Half Day AM Spring Break
04/05/2021	Monday School Resumes
05/07/2021	Friday Professional Development No School
5/28/2021	Friday Half Day AM Holiday Break
06/01/2021	Tuesday School Resumes
06/10/2021	Thursday Half Day AM
06/11/2021	Friday Half Day AM Last day of school

 No School
  PD
  Half Day





Ford Administration
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August 2020						
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February 2021						
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April 2021						
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2020-2021 Junior High School Calendar

7:55 a.m. - 2:55 p.m.
Half Days: 7:55 a.m. - 11:05 a.m.

- 08/31/2020 Monday Institute Day
- 09/01/2020 Tuesday Half Day AM
- 09/04 - 09/07/2020 Friday/Monday No School
- 10/16/2020 Friday Professional Development No School
- 11/03/2020 Tuesday Professional Development No School
- 11/06/2020 Friday Half Day AM Records PM
- 11/12/2020 Thursday Half Day AM Conferences PM
- 11/25/2020 Wednesday Professional Dev. No School
- 11/26 - 11/27/2020 Thanksgiving Break No School
- 12/18/2020 Friday Half Day AM Holiday Break
- 01/04/2021 Monday School Resumes
- 01/18/2021 Monday Professional Development No School
- 01/29/2021 Friday Half Day AM
- 02/01/2021 Monday Half Day AM - Records PM
- 02/11/2021 Thursday Full Day - Conferences PM
- 02/12/2021 Friday Half Day AM Winter Recess
- 02/15 - 02/19/2021 Winter Recess
- 02/22/2021 Monday School Resumes
- 03/15/2021 Monday Professional Development No School
- 03/25/2021 Thursday Half Day AM - Records PM
- 03/26/2021 Friday Half Day AM Spring Break
- 04/05/2021 Monday School Resumes
- 05/07/2021 Friday Professional Development No School
- 5/28/2021 Friday Half Day AM Holiday Break
- 06/01/2021 Tuesday School Resumes
- 06/10/2021 Thursday Half Day AM
- 06/11/2021 Friday Half Day AM Last day of school

 No School
  PD
  Half Day





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August 2020						
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November 2020						
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February 2021						
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March 2021						
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June 2021						
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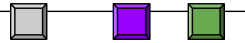
July 2021						
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2020-2021 High School School Calendar

7:40 a.m. - 2:40 p.m.

Half Days: 7:40 a.m. - 10:50 a.m.

- 08/31/2020 Monday Institute Day
- 09/01/2020 Tuesday Half Day AM
- 09/04 - 09/07/2020 Friday/Monday No School
- 10/16/2020 Friday Professional Development No School
- 10/29/2020 Thursday Half Day AM Conferences PM
- 11/03/2020 Tuesday Professional Development No School
- 11/25/2020 Wednesday Professional Dev. No School
- 11/26 -11/27/2020 Thanksgiving Break No School
- 12/18/2020 Friday Half Day AM Holiday Break
- 01/04/2021 Monday School Resumes
- 01/18/2021 Monday Professional Development No School
- 01/28/2021 Thursday Half Day AM
- 01/29/2021 Friday Half Day AM
- 02/01/2021 Monday Half Day AM
- 02/12/2021 Friday Half Day AM Winter Recess
- 02/15 - 02/19/2021 Winter Recess
- 02/22/2021 Monday School Resumes
- 03/15/2021 Monday Professional Development No School
- 03/25/2021 Thursday Full Day - Conferences evening
- 03/26/2021 Friday Half Day AM Spring Break
- 04/05/2021 Monday School Resumes
- 04/13/2021 Tuesday Half Day - SAT Testing
- 04/13/2021 Tuesday Juniors dismissal 12:45 - SAT Testing
- 05/07/2021 Friday Professional Development No School
- 5/28/2021 Friday Half Day AM Holiday Break
- 06/01/2021 Tuesday School Resumes
- 06/10/2021 Thursday Half Day AM
- 06/11/2021 Friday Half Day AM Last day of school



No School PD Half Day



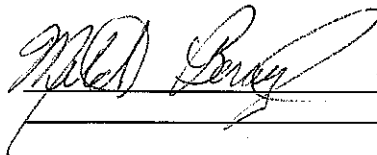
Tentative Agreement
School District for the City of Hazel Park and
American Federation of State, County and Municipal Employees (AFSCME),
Local 271, AFL-CIO
April 27, 2020

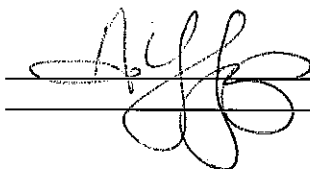
The circumstances leading to this tentative agreement are as follows. The parties currently have a collective bargaining agreement in effective through June 30, 2020. The District continues to operate under a revised Deficit Elimination Plan (DEP) subject of approval by the Michigan Department of Treasury. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms.

The parties hereby agree follows:

1. The Salaries Schedule shall reflect a 1% on schedule increase, which is attached.
2. The District and the AFSCME agree to open up this agreement, November of 2020 after Child Count and the state funding is determined.
3. The District's contribution for health insurance shall be the State of Michigan statutory hard cap as may be applicable.

All other terms in the expired collective bargaining agreement not addressed above or in the attached tentative agreements will remain unchanged in the successor agreement, with the further understanding that dates will be updated as appropriate. It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.

 5-5-20

 5/5/20

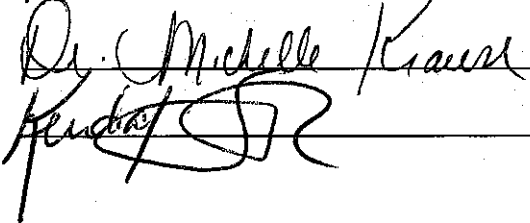
**School District for the City of Hazel Park and
Hazel Park Association of School Administrators (HPASA)
Tentative Agreement of April 20, 2020**

The circumstances leading to to this tentative agreement are as follows. The parties currently have a collective bargaining agreement in effect through June 30, 2020. The District continues to operate under a Deficit Elimination Plan (DEP) subject to approval by the Michigan Department of Treasury. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms:

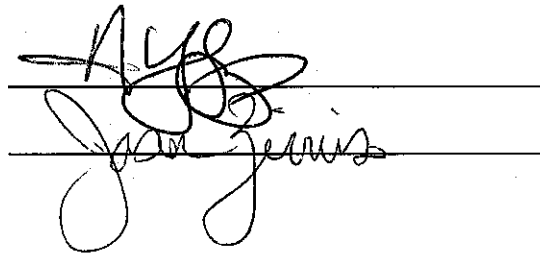
1. The term of this new collective agreement is for the period of July 1, 2020 through June 30, 2021; however, notwithstanding anything to the contrary, it is understood that the compensation reductions/changes reflected in the tentative agreements of March 19, 2015, May 4, 2016, May 24, 2017, and March 23, 2018, May 13, 2020 shall remain in place except as otherwise provided in this agreement, and that there will be no step or other increases in compensation or insurance contribution whatsoever unless set forth in this agreement or until the parties otherwise agree.
2. The salary schedules in place for the 2019-2020 school year shall be increased by 1% (one percent), and shall be reflected in the parties' collective bargaining agreement as set forth in the attached.
3. The District and the HPASA agree to open up this agreement , November of 2020 after Child Count and the state funding is determined.
4. The District's contribution for health insurance shall be the State of Michigan statutory hard cap as may be applicable.

All other terms of the expired collective bargaining agreement not addressed above or in the aforementioned tentative agreements will remain unchanged in the successor agreement, with the further understanding that dates will be updated as appropriate.

It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.



Dr. Michelle Krause
Principal



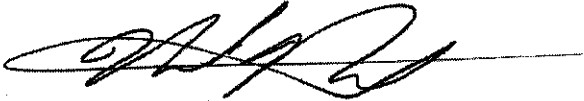
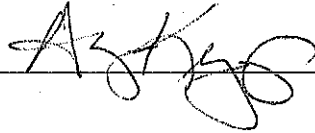
Joan Jarvis

**School District of the City of Hazel Park and Hazel Park Education Association (HPEA)
Agreement With Respect to 2019-20 Contract**

The circumstances leading to this agreement are as follows. The Legislature enacted legislation in the State Aid Act (MCL 388.1764h) that requires public school districts to include a method of compensation in its collective bargaining agreements that complies with the provisions of Section 1250 of the Revised School Code, MCL 380.1250, requiring that job performance and job accomplishments be considered as a significant factor in determining compensation and additional compensation for teachers and instructional administrators. However, Section 15(3)(o) makes decisions regarding methods of compensation under Section 1250 a prohibited subject of bargaining, and therefore not a subject for bargaining. Given the uncertainty related to this provision, and given that both parties do not want the District to suffer any potential loss of state aid for failure to comply with the legislative requirement noted above, the parties agree as follows.

The parties agree with the following with respect to the 2019-20 HPEA contract: Eligible employees shall not advance on the salary schedule if they received a year-end evaluation rating of Ineffective on their most recent year-end evaluation. The evaluation to be used for this purpose shall be the evaluation conducted during the 2018-2019 school year. The parties further agree that this agreement shall be replaced with new language to meet the laws in place at that time prior to the beginning of the 2020-21 school year.

Nancy C. Sly



Tentative Agreement 4-16-20

The Parties agree to the following for the 2020-2021 school year:

1.) Longevity restoration:

All Bargaining unit members who are eligible for longevity shall be placed at the proper position outlined in the Master Agreement and shall be paid longevity prospectively.

In Article 8 Section G of the 2019-2021 Master Agreement the following shall be struck:

~~The longevity payments are reduced 20% for the 2019-2021 school years. (Numbers shown below are prior to 20% reduction. March 15, 2015 Memoranda remains in effect and members hired in 2000 or after will be frozen until parties agree).~~

Bargaining unit members shall receive an annual longevity payment according to the following:

Years of Service in Hazel Park

<u>Less than 15 years completed</u>	<u>0</u>
<u>Upon Beginning the 16th year to the completion of the 20th year</u>	<u>\$2,000</u>
<u>Upon beginning the 21st year to the completion of the 25th year</u>	<u>\$2,500</u>
<u>Upon beginning the 26th year until completion of service</u>	<u>\$3,000</u>

Longevity dates from July 1 through November 15 shall receive a full year of longevity credit; from November 16 to April 15 shall receive one-half year's longevity credit; April 16 through June 30 shall not receive longevity credit for that year.

2.) Schedule B Restoration:

In Schedule B Supplemental Pay of the 2019-2021 Master Agreement the following shall be struck:

~~For the 2019-2020 school year, the Schedule B pay will be reduced by 20% (per MOA DEP agreement, March 15, 2015; reductions not reflected below).~~

3.) Elimination of bottom Step - Step 1 Removed

Employees who are currently on Step 1 of the current Salary Scale 2019-2020 shall move to Step 1.5 amount of the 2020-2021 salary scale. There shall be no step movement for any other employees.

4.) Salary:

1% shall be added to the 2019-2020 salary scale for Center program employees and Non-Center employees for the 2020-2021 Salary Schedule A

2020-2021 Salary Scale for Non-Center (3.66% reduction, per DEP-MOA -see Appendix 1 Historical DEP)

For Teachers Hired Before November 22, 2010

Degree:	B.A.	B.A. +18	M.A.	M.A. +15	M.A. +30	M.A. +45	DR.	Non Degree
1.5	\$ 37,229	\$ 39,324	\$ 41,597	\$ 42,898	\$ 44,204	\$ 45,511	\$ 46,810	\$ 35,145
2	\$ 38,773	\$ 41,016	\$ 43,509	\$ 44,810	\$ 46,116	\$ 47,422	\$ 48,722	\$ 36,529
2.5	\$ 40,316	\$ 42,713	\$ 45,420	\$ 46,721	\$ 48,024	\$ 49,333	\$ 50,632	\$ 37,920
3	\$ 41,859	\$ 44,405	\$ 47,329	\$ 48,633	\$ 49,942	\$ 51,242	\$ 52,544	\$ 39,302
3.5	\$ 43,403	\$ 46,112	\$ 49,243	\$ 50,542	\$ 51,851	\$ 53,152	\$ 54,457	\$ 40,697
4	\$ 44,943	\$ 47,797	\$ 51,153	\$ 52,454	\$ 53,762	\$ 55,062	\$ 56,366	\$ 42,084
4.5	\$ 46,481	\$ 49,497	\$ 53,062	\$ 54,365	\$ 55,671	\$ 56,973	\$ 58,279	\$ 43,474
5	\$ 48,024	\$ 51,189	\$ 54,973	\$ 56,279	\$ 57,579	\$ 58,886	\$ 60,187	\$ 44,864
5.5	\$ 49,569	\$ 52,888	\$ 56,884	\$ 58,190	\$ 59,492	\$ 60,796	\$ 62,101	\$ 46,254
6	\$ 51,113	\$ 54,581	\$ 58,793	\$ 60,093	\$ 61,401	\$ 62,710	\$ 64,017	\$ 47,639
6.5	\$ 52,652	\$ 56,279	\$ 60,703	\$ 62,008	\$ 63,313	\$ 64,617	\$ 65,926	\$ 49,028
7	\$ 54,195	\$ 57,970	\$ 62,618	\$ 63,928	\$ 65,225	\$ 66,531	\$ 67,834	\$ 50,421
7.5	\$ 55,734	\$ 59,662	\$ 64,527	\$ 65,830	\$ 67,134	\$ 68,440	\$ 69,741	\$ 51,806
8	\$ 57,282	\$ 61,361	\$ 66,438	\$ 67,745	\$ 69,047	\$ 70,354	\$ 71,653	\$ 53,197
8.5	\$ 58,822	\$ 63,061	\$ 68,353	\$ 69,655	\$ 70,961	\$ 72,266	\$ 73,565	\$ 54,589
9	\$ 60,365	\$ 64,753	\$ 70,264	\$ 71,564	\$ 72,868	\$ 74,173	\$ 75,477	\$ 55,970
9.5	\$ 60,996	\$ 65,470	\$ 71,108	\$ 72,393	\$ 73,677	\$ 74,959	\$ 76,245	\$ 56,515
10	\$ 62,516	\$ 67,135	\$ 72,994	\$ 74,272	\$ 75,563	\$ 76,843	\$ 78,130	\$ 57,879
11	\$ 63,472	\$ 68,162	\$ 74,111	\$ 75,409	\$ 76,720	\$ 78,018	\$ 79,324	\$ 58,764

2019-2020 Salary Scale for Non-Center

For Teachers Hired Before November 22, 2010

Degree:	B.A.	BA +18	M.A.	M.A. +15	M.A. +30	M.A. +45	DR.	Non Degree
1	\$35,335	\$37,251	\$39,293	\$40,583	\$41,873	\$43,169	\$44,453	\$33,418
1.5	\$36,860	\$38,935	\$41,185	\$42,473	\$43,766	\$45,060	\$46,347	\$34,797
2	\$38,389	\$40,610	\$43,078	\$44,366	\$45,659	\$46,952	\$48,240	\$36,167
2.5	\$39,917	\$42,290	\$44,970	\$46,258	\$47,549	\$48,845	\$50,131	\$37,545
3	\$41,445	\$43,965	\$46,860	\$48,151	\$49,448	\$50,735	\$52,024	\$38,913
3.5	\$42,973	\$45,655	\$48,755	\$50,042	\$51,338	\$52,626	\$53,918	\$40,294
4	\$44,498	\$47,324	\$50,647	\$51,935	\$53,230	\$54,517	\$55,808	\$41,667
4.5	\$46,021	\$49,007	\$52,537	\$53,827	\$55,120	\$56,409	\$57,702	\$43,044
5	\$47,549	\$50,682	\$54,429	\$55,722	\$57,009	\$58,303	\$59,591	\$44,420
5.5	\$49,078	\$52,364	\$56,321	\$57,614	\$58,903	\$60,194	\$61,486	\$45,796
6	\$50,607	\$54,041	\$58,211	\$59,498	\$60,793	\$62,089	\$63,383	\$47,167
6.5	\$52,131	\$55,722	\$60,102	\$61,394	\$62,686	\$63,977	\$65,273	\$48,543
7	\$53,658	\$57,396	\$61,998	\$63,295	\$64,579	\$65,872	\$67,162	\$49,922
7.5	\$55,182	\$59,071	\$63,888	\$65,178	\$66,469	\$67,762	\$69,050	\$51,293
8	\$56,715	\$60,753	\$65,780	\$67,074	\$68,363	\$69,657	\$70,944	\$52,670
8.5	\$58,240	\$62,437	\$67,676	\$68,965	\$70,258	\$71,550	\$72,837	\$54,049
9	\$59,767	\$64,112	\$69,568	\$70,855	\$72,147	\$73,439	\$74,730	\$55,416
9.5	\$60,392	\$64,822	\$70,404	\$71,676	\$72,948	\$74,217	\$75,490	\$55,955
10	\$61,897	\$66,470	\$72,271	\$73,537	\$74,815	\$76,082	\$77,356	\$57,306
11	\$62,844	\$67,487	\$73,377	\$74,662	\$75,960	\$77,246	\$78,539	\$58,182

2020-2021 Salary Scale for Non-Center (3.66% reduction, per DEP-MQA -see Appendix 1 Historical DEP)

For Teachers Hired After November 22, 2010

Degree:	B.A.	M.A.	M. A. +30	DR.	Non Degree
1.5	\$ 37,229	\$ 41,597	\$ 44,204	\$ 46,810	\$ 35,145
2	\$ 38,773	\$ 43,509	\$ 46,116	\$ 48,722	\$ 36,529
2.5	\$ 40,316	\$ 45,420	\$ 48,024	\$ 50,632	\$ 37,920
3	\$ 41,859	\$ 47,329	\$ 49,942	\$ 52,544	\$ 39,302
3.5	\$ 43,403	\$ 49,243	\$ 51,851	\$ 54,457	\$ 40,697
4	\$ 44,943	\$ 51,153	\$ 53,762	\$ 56,366	\$ 42,084
4.5	\$ 46,481	\$ 53,062	\$ 55,671	\$ 58,279	\$ 43,474
5	\$ 48,024	\$ 54,973	\$ 57,579	\$ 60,187	\$ 44,864
5.5	\$ 49,569	\$ 56,884	\$ 59,492	\$ 62,101	\$ 46,254
6	\$ 51,113	\$ 58,793	\$ 61,401	\$ 64,017	\$ 47,639
6.5	\$ 52,652	\$ 60,703	\$ 63,313	\$ 65,926	\$ 49,028
7	\$ 54,195	\$ 62,618	\$ 65,225	\$ 67,834	\$ 50,421
7.5	\$ 55,734	\$ 64,527	\$ 67,134	\$ 69,741	\$ 51,806
8	\$ 57,282	\$ 66,438	\$ 69,047	\$ 71,653	\$ 53,197
8.5	\$ 58,822	\$ 68,353	\$ 70,961	\$ 73,565	\$ 54,589
9	\$ 60,365	\$ 70,264	\$ 72,868	\$ 75,477	\$ 55,970
9.5	\$ 60,996	\$ 71,108	\$ 73,677	\$ 76,245	\$ 56,515
10	\$ 62,516	\$ 72,994	\$ 75,563	\$ 78,130	\$ 57,879
11	\$ 63,472	\$ 74,111	\$ 76,720	\$ 79,324	\$ 58,764

2019-2020 Salary Scale for Non-Center

For Teachers Hired After November 22, 2010

Degree:	B.A.	M.A.	M. A. +30	DR.	Non Degree
1	\$35,335	\$39,293	\$41,873	\$44,453	\$33,418
1.5	\$36,860	\$41,185	\$43,766	\$46,347	\$34,797
2	\$38,389	\$43,078	\$45,659	\$48,240	\$36,167
2.5	\$39,917	\$44,970	\$47,549	\$50,131	\$37,545
3	\$41,445	\$46,860	\$49,448	\$52,024	\$38,913
3.5	\$42,973	\$48,755	\$51,338	\$53,918	\$40,294
4	\$44,498	\$50,647	\$53,230	\$55,808	\$41,667
4.5	\$46,021	\$52,537	\$55,120	\$57,702	\$43,044
5	\$47,549	\$54,429	\$57,009	\$59,591	\$44,420
5.5	\$49,078	\$56,321	\$58,903	\$61,486	\$45,796
6	\$50,607	\$58,211	\$60,793	\$63,383	\$47,167
6.5	\$52,131	\$60,102	\$62,686	\$65,273	\$48,543
7	\$53,658	\$61,998	\$64,579	\$67,162	\$49,922
7.5	\$55,182	\$63,888	\$66,469	\$69,050	\$51,293
8	\$56,715	\$65,780	\$68,363	\$70,944	\$52,670
8.5	\$58,240	\$67,676	\$70,258	\$72,837	\$54,049
9	\$59,767	\$69,568	\$72,147	\$74,730	\$55,416
9.5	\$60,392	\$70,404	\$72,948	\$75,490	\$55,955
10	\$61,897	\$72,271	\$74,815	\$77,356	\$57,306
11	\$62,844	\$73,377	\$75,960	\$78,539	\$58,182

Center Program

2020-2021 Salary Scale for Center Program (3.61% reduction, per DEP-MOA -see Appendix 1 Historical DEP)

For Teachers Hired Before November 22, 2010

Degree:	B.A.	B.A.+1R	M.A.	M.A.+1S	M.A.+30	M.A.+4S	DR.	Non Degree
1.5	\$ 38,721	\$ 40,902	\$ 43,264	\$ 44,618	\$ 45,977	\$ 47,335	\$ 48,687	\$ 36,554
2	\$ 40,327	\$ 42,661	\$ 45,253	\$ 46,606	\$ 47,965	\$ 49,322	\$ 50,676	\$ 37,994
2.5	\$ 41,932	\$ 44,426	\$ 47,241	\$ 48,593	\$ 49,951	\$ 51,311	\$ 52,663	\$ 39,442
3	\$ 43,538	\$ 46,185	\$ 49,226	\$ 50,583	\$ 51,945	\$ 53,297	\$ 54,651	\$ 40,878
3.5	\$ 45,143	\$ 47,961	\$ 51,217	\$ 52,569	\$ 53,930	\$ 55,282	\$ 56,641	\$ 42,329
4	\$ 46,745	\$ 49,714	\$ 53,205	\$ 54,557	\$ 55,919	\$ 57,270	\$ 58,626	\$ 43,771
4.5	\$ 48,345	\$ 51,483	\$ 55,190	\$ 56,546	\$ 57,903	\$ 59,258	\$ 60,616	\$ 45,218
5	\$ 49,951	\$ 53,240	\$ 57,178	\$ 58,536	\$ 59,888	\$ 61,247	\$ 62,601	\$ 46,663
5.5	\$ 51,556	\$ 55,009	\$ 59,166	\$ 60,522	\$ 61,877	\$ 63,235	\$ 64,591	\$ 48,108
6	\$ 53,162	\$ 56,769	\$ 61,150	\$ 62,502	\$ 63,863	\$ 65,226	\$ 66,583	\$ 49,550
6.5	\$ 54,764	\$ 58,536	\$ 63,138	\$ 64,495	\$ 65,852	\$ 67,208	\$ 68,569	\$ 50,995
7	\$ 56,368	\$ 60,295	\$ 65,128	\$ 66,490	\$ 67,840	\$ 69,199	\$ 70,554	\$ 52,442
7.5	\$ 57,968	\$ 62,054	\$ 67,113	\$ 68,470	\$ 69,826	\$ 71,184	\$ 72,537	\$ 53,882
8	\$ 59,580	\$ 63,821	\$ 69,101	\$ 70,462	\$ 71,815	\$ 73,175	\$ 74,526	\$ 55,330
8.5	\$ 61,181	\$ 65,589	\$ 71,093	\$ 72,448	\$ 73,805	\$ 75,164	\$ 76,516	\$ 56,778
9	\$ 62,786	\$ 67,349	\$ 73,082	\$ 74,434	\$ 75,790	\$ 77,148	\$ 78,504	\$ 58,214
9.5	\$ 64,442	\$ 69,096	\$ 75,060	\$ 76,426	\$ 77,782	\$ 79,141	\$ 80,500	\$ 59,650
10	\$ 66,022	\$ 70,827	\$ 77,021	\$ 78,421	\$ 79,782	\$ 81,147	\$ 82,505	\$ 61,120
11	\$ 67,617	\$ 72,546	\$ 79,072	\$ 80,426	\$ 81,795	\$ 82,761	\$ 84,016	\$ 62,590

2019-2020 Salary Scale for Center Program

For Teachers Hired Before November 22, 2010

Degree:	B.A.	B.A.+1R	M.A.	M.A.+1S	M.A.+30	M.A.+4S	DR.	Non Degree
1	\$36,751	\$38,744	\$40,868	\$42,210	\$43,553	\$44,901	\$46,236	\$34,758
1.5	\$38,338	\$40,497	\$42,836	\$44,176	\$45,522	\$46,866	\$48,205	\$36,192
2	\$39,928	\$42,239	\$44,805	\$46,145	\$47,490	\$48,834	\$50,174	\$37,618
2.5	\$41,517	\$43,986	\$46,773	\$48,112	\$49,456	\$50,803	\$52,142	\$39,051
3	\$43,107	\$45,728	\$48,739	\$50,082	\$51,431	\$52,769	\$54,110	\$40,473
3.5	\$44,696	\$47,486	\$50,710	\$52,049	\$53,396	\$54,735	\$56,080	\$41,910
4	\$46,282	\$49,222	\$52,678	\$54,017	\$55,365	\$56,703	\$58,046	\$43,338
4.5	\$47,866	\$50,973	\$54,644	\$55,986	\$57,330	\$58,671	\$60,016	\$44,770
5	\$49,456	\$52,713	\$56,612	\$57,956	\$59,295	\$60,641	\$61,981	\$46,201
5.5	\$51,046	\$54,464	\$58,580	\$59,923	\$61,264	\$62,609	\$63,951	\$47,632
6	\$52,636	\$56,207	\$60,545	\$61,893	\$63,231	\$64,580	\$65,924	\$49,059
6.5	\$54,222	\$57,956	\$62,513	\$63,856	\$65,200	\$66,543	\$67,890	\$50,490
7	\$55,810	\$59,698	\$64,483	\$65,832	\$67,168	\$68,514	\$69,855	\$51,923
7.5	\$57,394	\$61,440	\$66,449	\$67,792	\$69,135	\$70,479	\$71,819	\$53,349
8	\$58,990	\$63,189	\$68,417	\$69,764	\$71,104	\$72,450	\$73,788	\$54,782
8.5	\$60,575	\$64,940	\$70,389	\$71,731	\$73,074	\$74,420	\$75,758	\$56,216
9	\$62,164	\$66,682	\$72,358	\$73,697	\$75,040	\$76,384	\$77,727	\$57,638
9.5	\$63,814	\$68,422	\$74,328	\$75,750	\$77,073	\$78,457	\$79,818	\$59,059
10	\$65,478	\$70,166	\$76,301	\$77,814	\$79,133	\$80,457	\$81,818	\$60,480
11	\$67,146	\$71,914	\$78,276	\$79,876	\$81,195	\$82,444	\$83,805	\$61,901

2020-2021 Salary Scale for Center Program (3.61% reduction, per DEP-MOA -see Appendix 1 Historical DEP)

For Teachers Hired After November 22, 2010

Degree:	B.A.	M.A.	M. A. +30	DR.	Non Degree
1.5	\$ 38,721	\$ 43,264	\$ 45,977	\$ 48,687	\$ 36,554
2	\$ 40,327	\$ 45,253	\$ 47,965	\$ 50,676	\$ 37,994
2.5	\$ 41,932	\$ 47,241	\$ 49,951	\$ 52,663	\$ 39,442
3	\$ 43,538	\$ 49,226	\$ 51,945	\$ 54,651	\$ 40,878
3.5	\$ 45,143	\$ 51,217	\$ 53,930	\$ 56,641	\$ 42,329
4	\$ 46,745	\$ 53,205	\$ 55,919	\$ 58,626	\$ 43,771
4.5	\$ 48,345	\$ 55,190	\$ 57,903	\$ 60,616	\$ 45,218
5	\$ 49,951	\$ 57,178	\$ 59,888	\$ 62,601	\$ 46,663
5.5	\$ 51,556	\$ 59,166	\$ 61,877	\$ 64,591	\$ 48,108
6	\$ 53,162	\$ 61,150	\$ 63,863	\$ 66,583	\$ 49,550
6.5	\$ 54,764	\$ 63,138	\$ 65,852	\$ 68,569	\$ 50,995
7	\$ 56,368	\$ 65,128	\$ 67,840	\$ 70,554	\$ 52,442
7.5	\$ 57,968	\$ 67,113	\$ 69,826	\$ 72,537	\$ 53,882
8	\$ 59,580	\$ 69,101	\$ 71,815	\$ 74,526	\$ 55,330
8.5	\$ 61,181	\$ 71,093	\$ 73,805	\$ 76,516	\$ 56,778
9	\$ 62,786	\$ 73,082	\$ 75,790	\$ 78,504	\$ 58,214
9.5	\$ 64,442	\$ 73,960	\$ 76,632	\$ 79,303	\$ 58,780
10	\$ 65,022	\$ 75,921	\$ 78,592	\$ 81,262	\$ 60,199
11	\$ 66,017	\$ 77,082	\$ 79,795	\$ 82,505	\$ 61,120

2019-2020 Salary Scale for Center Program

For Teachers Hired After November 22, 2010

Degree:	B.A.	M.A.	M. A. +30	DR.	Non Degree
1	\$36,751	\$40,868	\$43,553	\$46,236	\$34,758
1.5	\$38,338	\$42,836	\$45,522	\$48,205	\$36,192
2	\$39,928	\$44,805	\$47,490	\$50,174	\$37,618
2.5	\$41,517	\$46,773	\$49,456	\$52,142	\$39,051
3	\$43,107	\$48,739	\$51,431	\$54,110	\$40,473
3.5	\$44,696	\$50,710	\$53,396	\$56,080	\$41,910
4	\$46,282	\$52,678	\$55,365	\$58,046	\$43,338
4.5	\$47,866	\$54,644	\$57,330	\$60,016	\$44,770
5	\$49,456	\$56,612	\$59,295	\$61,981	\$46,201
5.5	\$51,046	\$58,580	\$61,264	\$63,951	\$47,632
6	\$52,636	\$60,545	\$63,231	\$65,924	\$49,059
6.5	\$54,222	\$62,513	\$65,200	\$67,890	\$50,490
7	\$55,810	\$64,483	\$67,168	\$69,855	\$51,923
7.5	\$57,394	\$66,449	\$69,135	\$71,819	\$53,349
8	\$58,990	\$68,417	\$71,104	\$73,788	\$54,782
8.5	\$60,575	\$70,389	\$73,074	\$75,758	\$56,216
9	\$62,164	\$72,358	\$75,040	\$77,727	\$57,638
9.5	\$62,814	\$73,228	\$75,873	\$78,518	\$58,198
10	\$64,378	\$75,169	\$77,814	\$80,457	\$59,603
11	\$65,363	\$76,319	\$79,005	\$81,688	\$60,515

**School District of the City of Hazel Park
Schedule C
School Calendar 2020-2021**

Monday	August 31, 2020	Professional Development Day 5 hrs, 1.5 hrs department with lunch 8-11 PD, 11-1 Dept., 1-3 PD
Tuesday	September 1	High School/Junior High - Classes begin a.m., Teacher Prep p.m. Elementary and Center Program - Teacher Prep a.m., Classes begin p.m.
Friday-Monday	September 4-7	Labor Day Holiday - No School
Friday	October 16	Professional Development Day 5 hrs, 1.5 hrs department with lunch 8-11 PD, 11-1 Dept., 1-3 PD
Thursday	October 29	High School Half day students in a.m. and Conferences in p.m. 1:00-3:00 & 5:00-7:30 p.m.
Tuesday	November 3	Professional Development Day 5 hrs, 1.5 hrs department with lunch 8-11 PD, 11-1 Dept., 1-3 PD
Friday	November 6	Elementary, Center and Junior High Student a.m. - * Records p.m.
Thursday	November 12	Junior High - Half day students in a.m. and Conferences in p.m. 12:30-3:00 p.m. & 4:30-7:00 p.m
Thursday	November 19	Elementary and Center Program - Half day students in a.m. and Conferences in p.m.
Wednesday	November 25	<u>***PD - Online or teacher choice</u> PD approved by Curriculum Director in advance 5 hrs**
Thursday-Friday	Nov 26 -27	Thanksgiving Holiday Break - No School
Friday	December 18	Half day a.m. - Holiday recess begins p.m.
Monday	January 4, 2021	Classes resume
Monday	January 18	<u>***PD Day or teacher choice</u> PD approved by Curriculum Director in advance 6 hours, 1 hr lunch
Thursday	January 28	High School - Students a.m. - * Records p.m.
Friday	January 29	Students Half day a.m. - * Records p.m.
Monday	February 1	High School and Junior High Half day - Students a.m. - * Records p.m.
Thursday	February 11	Junior High full day. and Conferences 4:30-7:00 p.m.
Thursday	February 11	Elementary and Center Program Half day students in a.m. and *Records in p.m.
Friday	February 12	Half day a.m. - Winter Recess begins p.m.
Monday	February 22	Classes resume
Thursday	February 25	Elementary & Center Program-Half day students in a.m. and Conferences in p.m.
Monday	March 15	Professional Development Day 5 hrs, 1.5 hrs department with lunch 8-11 PD, 11-1 Dept., 1-3 PD
Thursday	March 25	High School Full day plus evening conferences 5:00-7:30 p.m.
Thursday	March 25	Junior High, Center & Elementary Students a.m. and *Record p.m.
Friday	March 26	Half day a.m. - Spring Recess begins p.m.
Monday	April 5	Classes resume
Tuesday	April 13	High School SAT testing Half day (Juniors until 12:45 p.m.)
Friday	May 7	Professional Development Day 5 hrs, 1.5 hrs department with lunch 8-11 PD, 11-1 Dept., 1-3 PD
Friday	May 28	Half day a.m. - Holiday recess begins p.m.
Tuesday	June 1	School resumes
Thursday	June 10	Students Half day a.m. - *Records p.m.
Friday	June 11	Students Half day a.m. - Last day with students - *Records p.m.

* Teacher / Ancillary staff may work from home on all records days

****Elementary Schools**

Full Day 8:10 a.m. - 3:10 p.m.
Half Day 8:10 a.m. - 11:20 a.m.
Elementary conference: 12:30-3:00 p.m. & 5-7:30 p.m

****Junior High**

7:55 a.m. - 2:55 p.m.
7:55 a.m. - 11:05 a.m.

****High School**

7:40 a.m. - 2:40 p.m.
7:40 a.m. - 10:50 a.m.

****Staff are required to work 10 minutes before and after the school times.**

Center Program

Full 7:40 a.m.- 3:10 p.m.
Half Day 7:40 a.m. - 11:10 a.m.
Center Conferences: 1:00-3:00pm & 4:00-6:00 p.m.

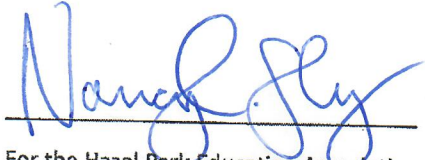
NOTE: Nov. 25, 2020 and Jan. 18, 2021 online and teacher choice PD must have 75% teacher completion by the PD day listed. ALL PD must have 75% attendance in order to count as a student instruction day with the MDE or additional day(s) will be added to the calendar after school dismissal.

5.) Wage re-opener

The parties agree to meet to negotiate a possible wage reopener in November 2020.

All other terms in the collective bargaining agreement not addressed above will remain unchanged.

It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.



For the Hazel Park Education Association



For the Hazel Park Schools

**School District for the City of Hazel Park and
Hazel Park Paraprofessional Association
Tentative Agreement of 4-21-2020**

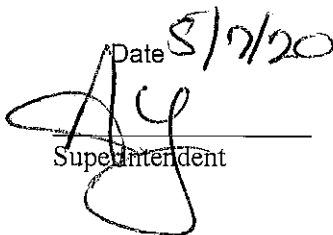
The circumstances leading to this tentative agreement are as follows. The parties currently have a collective bargaining agreement in effect through June 30, 2020 . The District continues to operate under a revised Deficit Elimination Plan (DEP) subject to approval by the Michigan Department of Treasury. The parties are agreeable to entering into a successor collective bargaining agreement on the following terms.

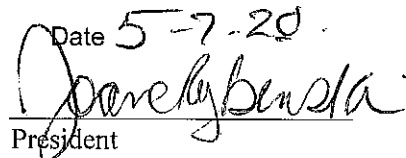
The parties hereby agree as follows:

1. The term of the new collective bargaining agreement is for the period July 1, 2020, through June 30, 2021; however, notwithstanding anything to the contrary, it is understood that the compensation reductions/changes reflected in the tentative agreements of 3-23-15, 8-15, 5-9-16, 4-18-17, and 4-16-18, 5-29-19 shall remain in place except as otherwise provided in this agreement, and that there will be no step or other increases in compensation whatsoever after June 30, 2021, until the parties otherwise agree.
2. The Salary Schedule shall reflect a 1% on schedule increase (see new Salary Schedule attached).
3. The District and the HPPA agree to open up this agreement, November of 2020 after Child Count and the state funding is determined.
4. The District's contribution for health insurance shall be the State of Michigan statutory hard cap as may be applicable.

All other terms in the expired collective bargaining agreement not addressed above or in the attached tentative agreements will remain unchanged in the successor agreement, with the further understanding that dates will be updated as appropriate. It is understood and agreed that this tentative agreement is contingent upon ratification by both parties

It is understood and agreed that this tentative agreement is contingent upon ratification by both parties.

Date 8/7/20

Superintendent

Date 5-7-20

President

Ford Administration
1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

To: Hazel Park Board of Education
From: Dr. Amy Kruppe,
Superintendent
Subject: Approval of 2020-2021 Nonunion-Unaffiliated Salaries
Date: May 12, 2020

Dear Board of Education,

We are seeking the approval for the 2020-2021 Nonunion-Unaffiliated Administrators and Staff salaries.

Consistent with the other collective bargaining units, we have applied a 1% increase from the 2019-2020 School Year to the 2020-2021 School Year. The 1% increase totaled \$653,411 or a total increase of \$19,696 from the 2019-2020 School Year. Below you'll find the annual contract amounts for each employee.

Name	2019-2020	Amount	Hours	Days	2020-2021	Amount
Bratton, Andrea	\$59,946				\$73,913	
Corn, Thomas	\$47,549	\$22.86	8	260	\$48,024	\$23.09
Crouch-Johnson, Lisa	\$24,637	\$13.39	8	230	\$24,876	\$13.52
Fox, Darrin	\$66,744				\$67,411	
Lambert, Kristen	\$60,000				\$60,600	
Mubarak, Crystal	\$53,560	\$25.75	8	260	\$54,100	\$26.01
Muylaert, David	\$78,988				\$79,778	
Richardson, Gregory	\$60,031				\$60,631	
Scott, Debra	\$52,659				\$53,186	
Singleton, Tameka	\$48,401	\$23.27	8	260	\$48,880	\$23.50
Towns, Vanetta	\$50,000				\$50,500	
Turner, Stephen	\$31,200	\$15.00	8	260	\$31,512	\$15.15
	\$633,715				\$653,411	

GSRP, Preschool Academy, and Associate Teachers.

- GSRP and Preschool Teacher: \$32,957 to \$39,170 per year.
- GSRP Associate Teacher: \$14.56 to \$16.13 per hour.

Alternative Education Teachers (Advantage/Alternative High School).

Step	BA	MA	MA+30
1	\$42,125	\$47,068	\$50,018
2	\$43,873	\$49,232	\$52,182
3	\$47,365	\$53,554	\$56,511
4		\$57,882	\$60,834
5		\$62,205	\$65,153
6			\$69,478
7			\$73,805

Goal Statements: Resources. The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

We respectfully request the approval of the Nonunion-Unaffiliated salaries for Administrators and Staff.



All In All the Time
Amy Kruppe, Ed.D.
Superintendent

Ford Administration
1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

Non-Union Employee Salary & Benefit Summary 2020-2021 School Year

Central Office Staff

Vacation Days. Central Office Staff will be provided with paid vacation time according to the following schedule below.

- Vacation requests must be approved in advance by the employee's immediate supervisor.
- Vacation time is expected to be used by June 30 of each year.
- Central Office Staff may carry over up to 10 unused vacation days to August 31, upon written approval from the Superintendent.
- The Superintendent may waive this maximum vacation carryover for extenuating circumstances on a case by case basis.

Years of Service	# of Days
0 to 4 Years	10 Days
5 to 9 Years	15 Days
10 or More Years	20 Days

Sick Time. Unused sick time for Central Office Staff shall accumulate above 50 days.

Upon retirement or death, Central Office Staff shall be paid one-half of their unused cumulative sick days up to a maximum of 60 full days of pay (up to 120 unused sick days). The total payment shall not exceed \$5,000.

Employees shall be allocated sick leave days at the beginning of the contract year for the purposes of personal illness or injury, or illness in the immediate family. Immediate family is interpreted as spouse, son or daughter, parents, or other dependents.

Central Office and Security Sick leave shall be allocated as follows:

- 10-month employees will be allowed 10 days each year without loss of salary.
- 12-month employees will be allowed 12 days per year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.

Insurance. Non-union Central Office Staff working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family PPO or HMO medical insurance coverage, subject to annual hard cap limits.

Employees can select between the following three medical plans:

- \$1,400/\$2,800 High Deductible BCBS PPO Plan without coinsurance.
- \$1,400/\$2,800 High Deductible BCBS PPO Plan with coinsurance.
- \$1,400/\$2,800 High Deductible BCN HMO Plan.

In addition to medical insurance coverage described above, Central Office Staff working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 80% Class III with annual max of \$2,000, 80% Class IV with \$1,300 lifetime max, 2 cleanings per year.
- Vision Insurance: VSP 3 Gold.
- Long-Term Disability Insurance: 66 2/3% of Salary, 180 Calendar Day Modified Fill, \$5,000 Max.
- Life Insurance: \$40,000 Term Life Insurance (\$50,000 if not electing Medical), \$40,000 Accidental Death & Dismemberment (\$50,000 if not electing Medical), \$2,000 Spouse Life Insurance, \$2,000 Dependent Life Insurance.
- \$1,000 payment in lieu of insurance if not electing Medical insurance coverage, paid annually in a lump sum payment in June.
- Medical and ancillary benefit insurance plan carriers and benefit levels may be changed at the discretion of the Board of Education.

Longevity. Central Office Staff will be paid longevity according to the following schedule those receiving longevity before 2017-2018 shall remain on the previous hourly rate of \$1.75 and below is for those after 2018:

Years of Service	Hourly Rate	Annual (2,080 Hours)
Prior to 2017-18 (20 or More Years)	\$1.75	\$3,640.00
2017-18 and Onward (20 or More Years)	\$1.50	\$3,120.00

Paid Holidays. Employees shall receive the following paid holidays:

Independence Day*	Friday before Labor Day*	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day After Christmas**	New Year's Eve
New Year's Day	First Day of Spring Break	Good Friday
Memorial Day	*12-month employees	**If a work day

In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For 12 Month Employees: When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.

GSRP, Preschool Academy, and Associate Teachers

Salary. GSRP Preschool Teachers & GSRP Associate Teachers are employed on an hourly basis as follows:

- GSRP and Preschool Teacher: \$32,957 to \$39,170 per year.
- GSRP Associate Teacher: \$14.56 to \$16.13 per hour.

Salary placement for GSRP, Preschool Academy, and Associate Teachers shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Sick Time. GSRP, Preschool Academy, and Associate Teachers shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.

Insurance. All employees regularly and continuously working 30 or more hours per week will be eligible for single subscriber medical insurance coverage provided by the School District, subject to the annual hard cap limits set by the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011).

Employees shall pay contributions for medical insurance through pre-tax payroll deductions for any premium costs in excess of the annual limits set by the state.

Employees can select between the following three medical plans:

- \$1,400/\$2,800 High Deductible BCBS PPO Plan without coinsurance.
- \$1,400/\$2,800 High Deductible BCBS PPO Plan with coinsurance.
- \$1,400/\$2,800 High Deductible BCN HMO Plan.
- Medical plan carriers and benefit levels may be changed at the discretion of the Board of Education.
- If an employee does not elect medical plans provided by the School District, he/she shall be provided with a \$400 annual payment in lieu of insurance.

Paid Holidays. Employees shall receive the following paid holidays:

Independence Day*	Friday before Labor Day*	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day After Christmas**	New Year's Eve
New Year's Day	First Day of Spring Break	Good Friday
Memorial Day	*12-month employees	**If a work day

In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For 12 Month Employees: When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.

Alternative Education Teachers (Advantage/Alternative High School)

Salary. Salary placement for Alternative Education Teachers shall be determined by the Superintendent at the time of hire and may include consideration for degrees obtained and relevant prior experience.

Workdays and work hours for Alternative Education Teachers will be established annually by the School District.

Step	BA	MA	MA+30
1	\$42,125	\$47,068	\$50,018
2	\$43,873	\$49,232	\$52,182
3	\$47,365	\$53,554	\$56,511
4		\$57,882	\$60,834
5		\$62,205	\$65,153
6			\$69,478
7			\$73,805

Sick Time. Alternative Education Teachers shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.

Insurance. Alternative Education Teachers working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family PPO or HMO medical insurance coverage, subject to annual hard cap limits.

Employees can select between the following three medical plans:

- \$1,400/\$2,800 High Deductible BCBS PPO Plan without coinsurance.
- \$1,400/\$2,800 High Deductible BCBS PPO Plan with coinsurance.
- \$1,400/\$2,800 High Deductible BCN HMO Plan.

In addition to medical insurance coverage described above, Alternative Education Teachers working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 50% Class III with annual max of \$1,200, 50% Class IV with \$700 lifetime max, 2 cleanings per year (or equivalent).
- Vision Insurance: VSP 3 Gold (or equivalent).

- Medical and ancillary benefit insurance plan carriers and benefit levels may be changed at the discretion of the Board of Education.

Paid Holidays. Employees shall receive the following paid holidays:

Independence Day*	Friday before Labor Day*	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day After Christmas**	New Year's Eve
New Year's Day	First Day of Spring Break	Good Friday
Memorial Day	*12-month employees	**If a work day

In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For 12 Month Employees: When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.

Vendor Alternative Education Staff

Salary/Rate. The hourly pay rate for employees working at vendor alternative education programs is \$17.55 per hour.

Sick Time. Vendor Alternative Education Teachers shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.

Insurance. Vendor Alternative Education Teachers working 30 hours or more per week are eligible for single subscriber, 2-Person, or Full Family PPO or HMO medical insurance coverage, subject to annual hard cap limits.

Employees can select between the following three medical plans:

- \$1,400/\$2,800 High Deductible BCBS PPO Plan without coinsurance.
- \$1,400/\$2,800 High Deductible BCBS PPO Plan with coinsurance.
- \$1,400/\$2,800 High Deductible BCN HMO Plan.

In addition to medical insurance coverage described above, staff working 30 hours or more per week are eligible for the following ancillary benefit programs:

- Dental Insurance: Delta Dental 100% Class I, 100% Class II, 80% Class III with annual max of \$2,000, 80% Class IV with \$1,300 lifetime max, 2 cleanings per year (or equivalent).
- Vision Insurance: VSP 3 Gold (or equivalent).
- Medical and ancillary benefit insurance plan carriers and benefit levels may be changed at the discretion of the Board of Education.

Security Staff

Salary. The hourly beginning pay rate for security personnel is \$13.66 per hour.

Sick Time. Security personnel shall be considered as 10-month employees and authorized 10 days each year without loss of salary.

- Not more than two (2) sick leave days may be used for personal business; such leave shall be granted upon written request from the employee to his/her supervisor, in advance if possible.
- In the event of an emergency, personal business leave may be approved after the absence of the employee.
- If you are out for three or more days, the employee must return with a Doctor's Note that they are fit for duty.
- Unused sick leave time shall accumulate in an employee's sick leave bank up to a maximum of 50 days. Upon retirement an employee shall receive a payment equivalent to \$20 per day for up to 50 days, with a maximum payment of \$1,000.

Insurance. All employees regularly and continuously working 30 or more hours per week will be eligible for single subscriber medical insurance coverage provided by the School District, subject to the annual hard cap limits set by the Publicly Funded Health Insurance Contribution Act (PA 152 of 2011).

Employees shall pay contributions for medical insurance through pre-tax payroll deductions for any premium costs in excess of the annual limits set by the state.

Employees can select between the following three medical plans:

- \$1,400/\$2,800 High Deductible BCBS PPO Plan without coinsurance.
- \$1,400/\$2,800 High Deductible BCBS PPO Plan with coinsurance.
- \$1,400/\$2,800 High Deductible BCN HMO Plan.
- Medical plan carriers and benefit levels may be changed at the discretion of the Board of Education.
- If an employee does not elect medical plans provided by the School District, he/she shall be provided with a \$400 annual payment in lieu of insurance.

Paid Holidays. Employees shall receive the following paid holidays:

Independence Day*	Friday before Labor Day*	Labor Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day After Christmas**	New Year's Eve
New Year's Day	First Day of Spring Break	Good Friday
Memorial Day	*12-month employees	**If a work day

In the event that one of the above holidays falls on a Saturday or Sunday, an alternate holiday will be awarded, not to be in conflict with the school calendar.

For 12 Month Employees: When July 4 falls on Tuesday, Monday July 3 shall be an additional paid holiday. When July 4 falls on Thursday, Friday, July 5 shall be an additional paid holiday.

2020 Tax Rate Request (This form must be completed and submitted on or before September 30, 2020)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Oakland County	2020 Taxable Value of ALL Properties in the Unit as of 5-26-2020 \$352,382,020
Local Government Unit Requesting Millage Levy School District of the City of Hazel Park	For LOCAL School Districts: 2020 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. \$196,229,090

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2020 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2019 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2020 Current Year "Headlee" Millage Reduction Fraction	(7) 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Non Pre	Operations	8-07-18	22.0000	21.6194	0.9803	21.1934	1.0000	21.1934	18.0000	0.0000	6-30-38
Debt	Qualified	2-26-02	unlimited	N/A	1.0000	N/A	1.0000	13.0000	13.0000	0.0000	12-31-31
Debt	Qualified	8-17-12	unlimited	N/A	1.0000	N/A	1.0000	2.0000	2.0000	0.0000	6-30-32
Extra Vot	Sinking	8-07-18	3.0000	2.9463	0.9755	2.8741	1.0000	2.8741	2.8741	0.0000	6-30-29

Prepared by Matthew Miller	Telephone Number (248) 658-5213	Title of Preparer Director of Business	Date
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CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2020 for instructions on completing this section.

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		Charles Hemple	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		Laura Adkins	

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	0
For Commercial Personal	6.0
For all Other	18.0

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

To: Hazel Park Board of Education

From: Dr. Amy Kruppe,
Superintendent

Subject: Additional High School Counselor Days

Date: May 5, 2020

We are requesting up to 10 additional work days for the high school counselors. These days will be used to help the counselors solidify and prepare schedules for the incoming Hazel Park High School students for the 2020-2021 school year.

Staffing

- 2 High School Counselors

The estimated total teacher cost for HPHS Summer School would be **\$5832**

Funding Source

→ General Funds

Book	Policy Manual
Section	Policies for the board
Title	Copy of COMPENSATION
Code	po0144.1
Status	
Adopted	May 15, 2017

0144.1 - **COMPENSATION**

Board members shall receive not more than \$25 per month as compensation for their services. Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

(X) Expenses will be reimbursed only for activities authorized by the Board

(X) Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service

(X) Attendance at Board-approved conferences should be at the location closest to the District.

(X) When attending a Board-approved conference, all fees, parking, mileage, meals, and housing will be reimbursed.

The maximum reimburseable expenses are as follows:

Housing - at a reasonable rate and approved by the Board

Meals

Breakfast - \$15.00

Lunch - \$15.00

Dinner - \$20.00

Purchase of any printed or other materials relating to Boardmanship will be reimbursed if prepurchase approval is given by the Board. If such approval is not possible or feasible, a voucher must be submitted to the Board for approval. No postpurchase voucher will be approved if it exceeds \$50.00

When the Board attends a community or school-related event as a Board function, or a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

No entertainment expenses or purchases of alcoholic beverages are reimbursable.

A voucher detailing the amount and nature of each expense must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

Board members may use District credit or debit cards only in accordance with Board Policy 6423 and the accompanying administrative guidelines.

Legal

M.C.L. 380.11a, 380.1254

Last Modified by Debbie Scott on February 19, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of CRIMINAL HISTORY RECORD CHECK
Code	po1421
Status	
Adopted	September 17, 2018

1421 - **CRIMINAL HISTORY RECORD CHECK**

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

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

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

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

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

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

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

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

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

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

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

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

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

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

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

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

Confidentiality

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

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

CHRI ~~riminal history reports~~ may be released with the written authorization of the individual.

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

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

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

Last Modified by Debbie Scott on February 17, 2020

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Title	Copy of ANTI-HARASSMENT
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1662 - **ANTI-HARASSMENT**

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as "unlawful harassment"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.

- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

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

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may

have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one (1) of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

~~Dr. Amy Kruppe~~ Mr. Edward Fisher
~~Superintendent~~ Director of Human Resources

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

~~248-658-5221~~ 248-658-5241

~~amy.kruppe@hazelparkschools.org~~ edward.fisher@hazelparkschools.org

~~Dr. Carla Postell~~ Ms Vanetta Towns

~~Dir. Of Curriculum Integration and Instruction~~ Human Resources Manager

Hazel Park School District

1620 E. Elza Avenue

Hazel Park MI 48030

~~248-658-5284~~ 248-658-5222

~~carla.postell@hazelparkschools.org~~ vanetta.towns@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually ~~on the School District's web site and in the Student Handbook.~~

(x) in the parent and staff handbooks.

(x) in the School District Annual Report to the public.

(x) on the School District's web site.

(x) on each individual school's web site.

(x) in the School District's calendar.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if

under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 1662 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one (1) of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to

bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

~~All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330)~~

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. (x) A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant Administrative Guidelines, including the Board's Anti-Harassment Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

~~A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the date of the Superintendent's final decision.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records

generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child ~~with a disability under the age of twenty one (21) or that a child~~ under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

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

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

- All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to: all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- written witness statements;
- narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
- copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]
(.) documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]
- (.) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

(.) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;

(.) copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;

(.) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
29 U.S.C. 621 et seq, Age Discrimination in Employment Act of 1967
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

Last Modified by Debbie Scott on February 19, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	May 15, 2017

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth.

As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

A. Curriculum Content

review current and proposed courses of study and textbooks to detect any bias based upon Protected Classes, ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;

B. Staff Training

develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of School Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

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

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

~~Dr. Amy Kruppe~~ Edward Fisher
~~Superintendent~~ Director of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
~~248-658-5221~~ 248-658-5241
~~amy.kruppe@hazelparkschools.org~~ edward.fisher@hazelparkschools.org

~~Dr. Michelle Krause~~ Vanetta Towns
~~Supervisor of Special Education~~ Human Resources Manager
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
~~248-658-5401~~ 248-658-5222
~~michelle.krause@hazelparkschools.org~~ vanetta.towns@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's web site.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the

general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

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

In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one (1) of the COs.

All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

- 100
- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.

- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

~~All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or student records policy. (See Policy 8310 and Policy 8330)~~

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. A principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 - Nondiscrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

~~A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.~~ The decision of the Superintendent shall be final.

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

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

Materials approved by the State Department of Education describing the benefits of instruction in Braille reading and writing shall be provided to each blind student's individualized planning committee. The District shall not deny a student the opportunity for instruction in Braille, reading, and writing solely because the student has some remaining vision.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include, but not be limited to:

1. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy.;
-
2. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy.;
-
3. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy.;
-
4. written witness statements.;
-
5. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements.;
-
6. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident).;
-
7. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents.;
-
8. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy.;
-
9. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy.;
-
10. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders.;
-
11. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.;
-
12. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct).;

13. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

14. **(X) documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
15. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
16. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
17. () copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
18. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

These investigative records and materials created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Legal

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

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

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

29 C.F.R. Part 1635

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

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

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

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

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

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

Title III of the No Child Left Behind Act of 2001

Last Modified by Debbie Scott on April 30, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of TITLE I SERVICES
Code	po2261
Status	
Adopted	May 15, 2017

2261 - TITLE I SERVICES

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

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

A. Assessment

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

B. Scope

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

C. Participation

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, administrators and other appropriate school personnel involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section ~~1118~~1116 of the Act.

D. Comparability of Services

Title I funds will be used only to augment, not to replace, State and local funds. The District will document its compliance with the supplement not supplant provisions by using a written methodology that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I

funding. The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. ~~The Superintendent shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.~~ The determination of the comparability of services may exclude, ~~in accordance with Federal regulations,~~ State and local funds expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District. ~~spent on compensatory education programs, bilingual education programs, and programs for educationally disabled students.~~

The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of the school year.

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

E. Professional Development

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

1. involve parents in the training, when appropriate;
2. ~~combine and consolidate other available Federal and District funds;~~
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. ~~allocate part of the funds to staff development.~~
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

F. ~~Simultaneous Services~~

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

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

Last Modified by Debbie Scott on March 4, 2020



Book Policy Manual
Section Policies for the board
Title Vol. 33 No. 1 - September 2018 Revised POSTSECONDARY (DUAL) ENROLLMENT OPTION PROGRAM
Code po2271
Status

2271 - **POSTSECONDARY (DUAL) ENROLLMENT OPTION PROGRAM**

The Board of Education recognizes the value to students and to the District for students to participate in courses offered by accredited and degree-granting colleges and universities ~~in Michigan~~. Eligible postsecondary institutions shall include state universities, community colleges, and independent nonprofit degree-granting colleges or universities located in Michigan and that choose to comply with the Postsecondary Enrollment Options Act and out-of-state colleges satisfying the requirements of MCL 388.513 that choose to comply with the Postsecondary Enrollment Options Act.

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

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

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

- the District shall make an additional payment to the institution from the General Fund,
- if funds are available.
- if the student is receiving high school credit for the course.

Such an additional payment may include charges for tuition, mandatory course fees, and any late fees caused by the District's failure to make the required payment on time. The student and his/her parents will be responsible for the student's transportation costs, parking fees, or any activity fees.

- the student and his/her parents are responsible for the remaining charges.

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

Superintendent is authorized to file claim against the student and/or his/her parents in Small Claims Court for collection.

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

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

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

Last Modified by Debbie Scott on March 5, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of COMBINED P.A. 25 ANNUAL REPORT AND NO CHILD LEFT BEHIND REPORT CARD
Code	po2700
Status	
Adopted	May 15, 2017

2700 - ~~COMBINED P.A. 25 ANNUAL REPORT AND NO CHILD LEFT BEHIND REPORT CARD~~

The District must prepare and publicly disseminate the ~~combined~~ P.A. 25 Annual Report and ~~NCLB Report~~ no later than the beginning of each school year to all parents of all students. ~~(If separate reports are published for P.A. 25 and for NCLB, the P.A. 25 report must be published no later than October 15, 2005.)~~ Required information for the District and each individual school building includes the following:

Assessment Data

- A. Aggregate student achievement at each proficiency level on State assessments.
- B. Student achievement at each proficiency level disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and economic status. The Federal requirement is to report this data only when it is statistically sound. The Michigan Department of Education recommends reporting on subgroups if the size is more than thirty (30) students in the school or thirty (30) students across each grade level tested.
- C. Percentage of students not tested, disaggregated by each group (if statistically sound).
- D. Most recent two (2) year trend in achievement for each subject area and grade level.
- E. Report of the school's results of locally administered student competency tests and/or nationally normed achievement tests. This should include data from the assessments for students in grades 1-5, as required by section 1280b of the School Code (P.A. 25).

~~Adequate Yearly Progress (AYP) Data~~

- ~~A. Aggregate information on other indicators (graduation rate and student attendance) used to determine AYP.~~
- ~~B. AYP information, including number, names, and percentage of Title I schools identified for improvement and how long identified.~~
- ~~C. Comparison between actual achievement of each group (excluding gender and migrant) and state's annual measurable objectives.~~
- ~~D. Proficient, meaning students scored in levels 1 or 2 (exceeds Michigan standards or meets Michigan standards) on the MEAP or rated "Surpassed the Performance Standard" or "Attained the Performance Standard" on MI Access.~~

- E. ~~Comparison of building, District, and State achievement data on State assessments and other indicators of AYP. Other indicators are attendance rates at the elementary and middle school level and graduation rates for high school.~~

School Programs

- A. Accreditation status. Public Act 25 (P.A. 25) requires schools to report on State accreditation status, accreditation by the North Central Association commission on Accreditation and School Improvement, or another specialized accreditation authority approved by the US Department of Education (P.A. 25).
- B. District student retention data, in addition to the data on graduation rate referenced earlier (P.A. 25).
- C. Number and percentage of students enrolled in postsecondary programs and/or college level equivalent courses, if the school has a high school (dual enrollment) (P.A. 25).
- D. The status of the core curriculum and the School Improvement Plan (P.A. 25).

Staff

- A. The professional qualifications of teachers, the percentage of teachers teaching with emergency or provisional credentials, and the percentage of classes not taught by highly qualified teachers (disaggregated by high-poverty compared to low-poverty schools).
- B. The annual progress toward meeting State objectives for percentage of highly qualified teachers.

Parents

- A. Information on parent-teacher conference attendance rates, a requirement of P.A. 25.
- B. Dissemination of the District's and school's parent involvement policy. ~~(While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)~~
- C. ~~Means of informing parents of the "right to know" provisions of the No Child Left Behind Act regarding teacher qualifications. (While this requirement is not a part of the NCLB report card, the Department recommends that this be done through the combined report.)~~

The school may include additional data if it chooses.

ADDITIONAL REPORT REQUIREMENTS FOR TITLE I PURPOSES

~~In any year that the District receives Title I funding, its annual report must also include the following information:~~

- A. ~~number and percentage of schools identified for school improvement and how long they have been in that category~~
- B. ~~a comparison of the achievement by the District's students on the State-wide academic assessment to the achievement of students in the State as a whole~~
- C. ~~for each school 1.) whether it has been identified for school improvement, and 2.) comparison of the school's student achievement on the statewide achievement assessments and other adequate yearly progress indicators to those students in the District and the State as a whole~~
- D. ~~aggregated achievement information on State assessments in math and reading/language arts~~

- E. ~~disaggregated achievement information by subgroups (race/ethnicity, disability, socio-economic level, gender, migrant status, English Language Learners, except in cases where numbers are too small to be statistically robust or where individual student results are identifiable)~~
- F. ~~percentage of students not tested, disaggregated with the same conditions as above~~
- G. ~~information that can be used to compare actual achievement levels with State objectives for each group~~
- H. ~~most recent two (2) year trend data in achievement by subject area and grade level in areas where assessments are required~~
- I. ~~aggregate information on State indicators used to determine adequate yearly progress~~
- J. ~~graduation rates for high school students and an elementary school indicator of the State's choice~~
- K. ~~information about performance of districts making adequate yearly progress, as well as the numbers and names of schools identified for school improvement under "Consequences for Low Performing Schools"~~
- L. ~~teacher qualifications/credentials, including percentage of teachers with emergency credentials and percentage of classes not taught by "highly qualified" teachers, both in the aggregate and disaggregated by high poverty compared to low poverty schools~~

~~This information must be disseminated annually, not later than the beginning of the school year, to all buildings and all parents, and make the information widely, publicly available through such means as posting on the Internet and distribution to local media and public agencies. Distribution to parents should be in an understandable format and in a language that parents can understand. This report to parents may be included with the student report cards at the end of the year, if all students receive report cards.~~

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Legal M.C.L. 380.1204a(1)
20 U.S.C. 6311

Last Modified by Debbie Scott on March 5, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	May 15, 2017

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel. Further, pursuant to the Administrative Rules Governing the Certification of Michigan Teachers, the Board requires that anyone employed as a professional staff member with instructional responsibilities in an elementary or secondary school in this District hold a certificate, permit, or vocational authorization valid for the positions to which s/he is assigned, and that the individual meets the established criteria to be highly qualified in his/her assignment.

The Board shall approve the employment, and also, when not covered by the terms of a negotiated, collectively-bargained agreement, fix the compensation, and establish the term of employment for each professional staff member employed by the Board.

All professional staff are subject to a criminal history record check. See Policy 3121.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

Relatives of Board members may be employed by the Board, provided the Board member does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Applications for employment will not be accepted from any current District Board member. If a Board member wishes to apply for a position, his/her resignation must be accepted by the Board prior to submitting an application.

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

The temporary employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff as a nonadministrator shall receive recommendation for such employment without having proffered visual evidence of proper certification or that application for such certification is in process, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed teachers to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a teacher without a valid teaching certificate as a substitute teacher, on a day-to-day basis, if the person has at least ~~ninety (90)~~ sixty (60) semester hours of college credit or an associate degree from a college, ~~or~~ or university or community college and, for substitute teaching in grades 9 to 12, or for a full school year if the person has ~~at least a bachelor's or higher degree from a college or university, and has~~ met all other conditions established by law and by the Superintendent.
- C. The Superintendent may hire an individual who does not hold a valid teaching certificate to serve in a counseling, social worker or speech pathologist role provided s/he meets all the requirements established by law. Policy 3120 and Policy 3121 shall apply with respect to that individual in the same manner required for employing a person with a teaching certificate.
- D. The Superintendent may employ noncertificated teachers to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

Prior to hiring an applicant, the Superintendent shall obtain from the applicant a signed Consent to Obtain Records (Form 3120 F2) and shall obtain from the applicant's current or immediately-previous employer any records, including the applicant's personnel file relating to unprofessional conduct in which the applicant engaged. Any such records are to be reviewed prior to a recommendation for employment and may be disclosed to those individuals directly involved in evaluating the applicant's qualifications.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:
 - 1. at least a bachelor's degree;
 - 2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);
- C. for secondary or middle school teachers new to the profession this also requires:
 - 1. at least a bachelor's degree, and
 - 2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
 - 3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;
- D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

All teachers hired for a Title I supported program or a core subject area must be "highly qualified."

As a condition of employment, all newly-hired teachers in a Title I supported program or in core subject areas shall be required to submit documentation that they are "highly qualified" as described above.

As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography.

The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
20 U.S.C. 6319 & 7801
R 390.1105

Last Modified by Debbie Scott on April 30, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	May 15, 2017

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

Substitute personnel are subject to a criminal history record check. See Policy 3121.

The Superintendent shall employ substitutes for assignment as services are required to replace temporarily-absent regular staff members and fill new positions. Such assignment of substitutes may be terminated when their services are no longer required. Any substitute, however, who is employed for 150 days or more during a school year of not less than 180 days shall be given, during the balance of that year as well as during the succeeding school year, the first opportunity to accept or reject a contract for which the person is certified and qualified, provided that all other District teachers have been reemployed in accordance with the negotiated, collectively-bargained agreement.

Substitutes must possess a valid Michigan professional certificate and a permit, if substitute teaching in a subject for which s/he is not certified, except under the following circumstances:

- A. The Superintendent may employ noncertificated, nonendorsed substitutes to teach, in grades 9-12, a course in computer science, foreign language, mathematics, biology, chemistry, engineering, physics, robotics, or any other course approved by the State Board, providing they meet all of the conditions established by law and by the Superintendent.
- B. The Superintendent may also employ a substitute without a valid teaching certificate if the person has at least ~~sixty (60) ninety (90)~~ semester hours of college credit or an associate degree from a college, ~~or~~ university or community college.
- C. The Superintendent may employ noncertificated, substitutes to teach in an industrial technology education program or career and technical education program providing they meet all of the conditions established by law and by the Superintendent.

In order to retain well-qualified substitutes for service in this District, the Board will offer competitive compensation at a rate set annually by the Board.

A substitute employed directly by the District in one (1) specific teaching position, shall, after ten (10) consecutive days in that assignment, be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

The Board may enter into a contract with a person or entity ¹¹⁷ (a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust, or other legal entity) to furnish

substitute teachers to the district as necessary to carry out the operations of the district. A contract entered into under this section shall include the following provisions:

- A. Assurance that the person or entity will furnish the school district with qualified teachers in accordance with the School Code and any implementing rules and regulations.
- B. Assurance that the person or entity will not furnish to the school district any teacher who, if employed directly by the school district, would be ineligible for employment by the district as a substitute teacher under the School Code.
- C. A description of the level of compensation and fringe benefits to be provided for the employees of the person or entity who are to be assigned to the district as substitute teachers.
- D. A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the School District.
- E. Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the district, will comply with and provide to the Board the criminal history record information obtained under section 1230 and with the results of the criminal record check under section 1230a of the School Code.

[X] A school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district and the person or entity against losses or liabilities incurred by the district and person or entity arising out of any claim for personal injury or property damage caused by the district, its officers, employees, or agents. A district may pay premiums for the insurance out of its operating funds.

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Legal M.C.L. 380.1229A, 380.1230, 380.1230a, 380.1230g, 380.1233,380.1233b,
380.1531
M.C.L. 380.1236, 380.1236a
A.C. Rule 390.1105(1), 390.1141(2)

Last Modified by Debbie Scott on March 5, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of CRIMINAL HISTORY RECORD CHECK
Code	po3121
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

3121 - **CRIMINAL HISTORY RECORD CHECK**

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

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

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

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

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

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

For substitute teachers or substitute bus drivers currently working in another district, public school academy or non-public school in the State, the Superintendent may use a report received from the State Police by such school to

confirm the individual has no criminal history. Absent such confirmation, a criminal history record check shall be performed.

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

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

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

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

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

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

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

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

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

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

Confidentiality

All information and records obtained from such criminal background inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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

~~CHR~~iminal history reports may be released with the written authorization of the individual.

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

1 Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.

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

Last Modified by Debbie Scott on February 17, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	
Adopted	May 15, 2017

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

~~Amy Kruppe~~ Edward Fisher
~~Superintendent~~ Director of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-~~5221~~ 5241
~~amy.kruppe~~ edward.fisher@hazelparkschools.org

~~Daniel Romzek~~ Vanetta Towns
~~Assistant Superintendent of Business and Operations~~ Human Resources Manager
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-~~5217~~ 5222
~~dan.romzek~~ vanetta.towns@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the staff handbook, on the School District's web site, ~~and in the Student Handbook.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition,

any gender- specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not

required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concern to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 3122 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

~~All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy. (See Policy 8310)~~

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a

Complainant informs a Principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provide recommendations

based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

~~A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

1. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
2. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
3. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
4. written witness statements;
5. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
6. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
7. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose

content is otherwise memorialized in other documents;

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- 8. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy.;
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- 9. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy.;
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- 10. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders.;
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- 11. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.;
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- 12. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct).;
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- 13. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.;

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

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- 14. (X) documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
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- 15. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms.;
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- 16. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy.;
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- 17. () copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing.;
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- 18. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330

for not less than three (3) years, but longer if required by the District's records retention schedule.

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Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

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

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

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

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

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

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635

Last Modified by Debbie Scott on April 30, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of ASSIGNMENT AND TRANSFER
Code	po3130
Status	
Adopted	May 15, 2017

3130 - **ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

The Superintendent shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements, State certification requirements, and Federal requirements. S/He shall establish an audit procedure to ensure that each instructional staff member's teaching certificate is currently in compliance with appropriate State certification criteria and has not been nullified or, if applicable, that the professional staff member is otherwise qualified to teach as allowed by law.

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Legal	M.C.L. 380.1231, 1233
	E.S.E.A./N.C.L.B. – 20 U.S.C. 6319

Last Modified by Debbie Scott on March 5, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of ANTI-HARASSMENT
Code	po3362
Status	
Adopted	May 15, 2017

3362 - **ANTI-HARASSMENT**

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.

- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

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

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- J. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- K. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an

individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery". The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community, which includes all staff, and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer at his/her first convenience.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the

complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

~~Amy Kruppe~~ Edward Fisher
~~Superintendent~~ Director of Human Resources

Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-~~5221~~5241
~~amy.kruppe~~edward.fisher@hazelparkschools.org

~~Daniel Romzek~~ Vanetta Towns
~~Assistant Superintendent of Business and Operations~~ Human Resources Manager

Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-~~5217~~5222
~~dan.romzek~~vanetta.towns@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the parent and staff handbooks and on the School District's website.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the School District community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate

the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 3362 F1)

Any employee or other member of the School District community or third party (e.g., visitor to the District) who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or third party who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Employees, other members of the School District community, or third parties who believe that they have been unlawfully harassed or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee, any other adult member of the School District community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options

designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

~~All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the Board's records retention policy and/or Student Records policy. (See Policy 8310 and Policy 8330)~~

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District employee. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take

whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of harassment/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. The Compliance Officer may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

The decision of the Superintendent shall be final.

~~A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

The Board reserves the right to investigate and resolve a ¹³⁸complaint or report of unlawful harassment/retaliation regardless of whether the member of the School District community or third party alleging the unlawful

harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the School Board's records retention policy. Any records that are considered student education records in accordance with the Family Educational Rights and Privacy Act or under Michigan's student records law will be maintained in a manner consistent with the provisions of the Federal and State laws.~~

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child ~~with a disability under the age of twenty one (21) or that a child~~ under the age of eighteen (18) or that a person with a disability receiving services as a student from the school regardless of age has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

Any reports made to a county children's services agency ~~or to~~ local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of

harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and harassment in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

1. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
2. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
3. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
4. written witness statements;
5. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
6. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
7. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
8. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
9. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
10. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
11. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
12. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to

communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);

13. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]

14. () documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
15. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
16. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
17. () copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
18. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Legal

Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq.
20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
29 U.S.C. 621 et seq, Age Discrimination in Employment Act of 1967
29 U.S.C. 6101, The Age Discrimination Act of 1975
42 U.S.C. 2000e et seq.
42 U.S.C. 1983
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
29 C.F.R. Part 1635
Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.
29 U.S.C. 794, Rehabilitation Act of 1973, as amended
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
The Handicappers' Civil Rights Act, M.C.L. 37.1101 et seq.
The Elliott-Larsen Civil Rights Act, M.C.L. 37.2101, et seq.
Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006
National School Boards Association Inquiry and Analysis – May 2008

Last Modified by Debbie Scott on March 5, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of CRIMINAL HISTORY RECORD CHECK
Code	po4121
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

4121 - **CRIMINAL HISTORY RECORD CHECK**

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

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

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

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

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

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

Such an inquiry shall also be made for regular substitutes ~~who~~^{which} may be employed by the District. A substitute support staff person shall be required to submit to a criminal history records check if they work in the schools, on a regular and

consistent basis, even if such work is only as needed.

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

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

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

~~All criminal history record check reports received from the State Police or produced by the State Police and received by the District from another proper source, will be maintained in the individual's confidential file, which must be maintained in compliance with Policy 8321 and AG 8321.~~

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

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

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

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

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

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

Confidentiality

All information and records obtained from such inquiries and disclosures are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications. Records involving misdemeanor convictions for sexual or physical abuse or any felony are not subject to these restrictions. Violation of confidentiality is considered a misdemeanor punishable by a fine up to \$10,000.

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

~~CHR~~iminal history reports may be released with the written authorization of the individual.

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

1 Individuals who act on behalf of the District, work on a regular or continuous basis in the District, are involved in the hiring process of District employees, and have successfully undergone a fingerprint-based criminal history record check by the District, may continue to submit and receive such criminal history record checks on behalf of the District, regardless of their status as employees, contractors, vendors or similar classification.

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

Last Modified by Debbie Scott on February 17, 2020



Book	Policy Manual
Section	Policies for the board
Title	Copy of NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	
Adopted	May 15, 2017

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinator") (hereinafter referred to as the "COs").

~~Dr. Amy Kruppe~~ Edward Fisher
~~Superintendent~~ Director of Human Resources
Hazel Park School District
1620 E. Elza Avenue
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248-658-~~5284~~5241
~~amy.kruppe~~edward.fisher@hazelparkschools.org

~~Dr. Carla Postell~~ Vanetta Towns
~~Dir. Of Curriculum Integration and Instruction~~ Human Resources Manager
Hazel Park School District
1620 E. Elza Avenue
Hazel Park MI 48030
248-658-~~5222~~5284
~~carla.postell~~vanetta.towns@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's web site and in the Staff ~~Student~~ Handbook.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975, is provided to staff members, and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition,

any gender- specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint, either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the employee within two (2) business days to advise him/her of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 4122 F2)

Any employee who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those

circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Employees who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful misconduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to one (1) of the COs; and/or (3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide employees who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one (1) or more of the following:

- A. Advising the individual about how to communicate his/her concern to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 4122 – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

~~All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy. (See Policy 8310)~~

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process shall be implemented.

An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with a Principal, the CO, Superintendent, or other District-level employee. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a Principal, Superintendent, or other District-level employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 4122 - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or

retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent shall be final.

~~A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.~~

~~In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.~~

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the misconduct pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

~~All public records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy.~~

The Board shall vigorously enforce its prohibitions against unlawful discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

1. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
2. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
3. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
4. written witness statements;
5. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
6. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
7. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

8. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
9. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
10. documentation of any interim measures offered and/or provided to complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
11. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
12. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student and/or Employee Handbooks or Codes of Conduct);
13. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

14. **(X)** documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**
15. () documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
16. () copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
17. () copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;
18. () copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the complainant or the alleged perpetrator.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

Fourteenth Amendment, U.S. Constitution

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

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

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

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

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

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

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

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

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

29 C.F.R. Part 1635

Last Modified by Debbie Scott on April 30, 2020

Book	Policy Manual
Section	Policies for the board
Title	Copy of SCHOOL CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT
Code	po5113.02
Status	
Adopted	May 15, 2017

5113.02 - **SCHOOL CHOICE OPTIONS PROVIDED BY FEDERAL LAW~~THE NO CHILD LEFT BEHIND ACT~~**

The Board of Education acknowledges that the Federal *No Child Left Behind Act of 2001* ("NCLBA") provides that the parents/guardians of students enrolled in a Title I school that has been listed for "School Improvement" for two (2) or more years, have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. If there is not a qualifying school in the District, the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer. The Superintendent shall also offer Supplemental Educational Services (SES) if a transfer within the District is not possible.

Students attending a "persistently dangerous" school, as defined by State law have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts if the parent/guardian requests a transfer.

Furthermore, a student who is a victim of a "violent crime" on school property also has the right to transfer to another school. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level if the parent/guardian requests a transfer.

The Board of Education authorizes such transfers in accordance with AG 5113.02.

Children who transfer within the District in accordance with this policy will be permitted to remain at the school of transfer until completing the highest grade at the school.

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Legal	Title I, Section 1116(b)(1)(E) of the No Child Left Behind Act of 2001
	Title I, Section 1116(e) of the No Child Left Behind Act of 2001
	Title IX, Section 9532 of the No Child Left Behind Act of 2001

Last Modified by Debbie Scott on February 13, 2020

Book	Policy Manual
Section	Policies for the board
Title	Vol. 33, No. 2 - February 2019 Revised CROWDFUNDING
Code	po6605
Status	

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” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet-based resources, funds are solicited or raised to support a specific campaign or project.~~

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

[DRAFTING NOTE: SELECT OPTION #1 or OPTION #2]

[] [OPTION #1]

The Board of Education does not permit or sanction the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities.

[END OF OPTION #1; END OF POLICY]

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.

OR

() of the Board upon the recommendation of the Superintendent.

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 FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

All crowdfunding activities are subject to AG 6605.

[END OF OPTION #2; END OF POLICY]

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Last Modified by Debbie Scott on February 13, 2020

Book	Policy Manual
Section	Policies for the board
Title	Vol. 32, No. 2 - February 2018 Replacement WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES
Code	po7540.02
Status	
Adopted	May 15, 2017

7540.02 - WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES

A. Creation of Content for Web Pages/Sites, Apps and Services

The Board of Education authorizes staff members

and students

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

[NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

Student-created content, apps and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The creation of content, apps and services by students must be done under the supervision of a professional staff member.

[END OF OPTIONS]

B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps and services:

1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the

Board's Objectives as listed in the Board's Strategic Plan.

2. Inform

Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-created content, apps and services, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances is staff member-created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app or service (e.g., _____ **[Progressbook]**) for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps and services, related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the content, apps and services contains student personally-identifiable information, Board websites, apps and web services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps and web services.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps and web services by staff () and students.

The Board retains all proprietary rights related to the design of web content, apps and web services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District’s programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District’s programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at <https://www.hazelparkschools.org/> ~~_____~~ **[insert link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium’s Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

_____ **[insert another acceptable standard selected by the District]**.

[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]

2. **Web Accessibility Coordinator**

The Board designates its Section 504/ADA Compliance Coordinator(s) Technology Director [Communications Director](#) ~~_____~~ as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[SELECT OPTION #1 OR #2]

[OPTION #1]

See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)’ contact information.

[OPTION #2]

The District’s Web Accessibility Coordinator(s) can be reached at:

[INSERT NAME or TITLE, ADDRESS, E-MAIL, PHONE]

[Mr. Brad Wilkins](#) _____

[Director of Technology](#) _____

[1620 E Elza](#) _____

[Hazel Park MI 48030](#) _____

[END OF OPTIONS]

3. Third Party Content

Links included on the Board’s website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District’s programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board’s website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District’s program, benefits, or services.

The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. Regular Audits

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[OPTION]

This audit will occur no less than once every two years.

[END OF OPTION]

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

5. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

[SELECT OPTION #1 or #2]

[] [OPTION #1]

The Board requires the Superintendent or his/her designee _____ pre-approve each app and/or web service that a teacher intends to use to supplement and enhance student learning. To be approved, the app and/or web service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the Children’s Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children’s Internet Protection Act (CIPA) and Section 504 and the ADA.

[END OF OPTION #1]

[] [OPTION #2]

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the Superintendent _____ that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children’s Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children’s Internet Protection Act (CIPA) and Section 504 and the ADA.

[END OF OPTION #2]

The Board further requires

the use of a Board-issued e-mail address in the login process.

prior written parental permission to use a student’s personal e-mail address in the login process.

E. Training

The District will provide annual periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District’s use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such “hidden public comments” on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

Book	Policy Manual
Section	Policies for the board
Title	Copy of CRIMINAL JUSTICE INFORMATION SECURITY (NON-CRIMINAL JUSTICE AGENCY)
Code	po8321
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

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. To assure the security, confidentiality, and integrity of the CHRI background check information received from the MSP/FBI, the following standards are established:

A. Sanctions for Non-Compliance

Employees who fail to comply with this policy and any guidelines issued to implement this policy will be subject to discipline for such violations. Discipline will range from counseling and retraining to discharge, based on the nature and severity of the violation. All violations will be recorded in writing, with the corrective action taken. The Superintendent shall review, approve, sign and date all such corrective actions.

B. Local Agency Security Officer (LASO)

The Superintendent shall be designated as the District's Security Officer and shall be responsible for overall implementation of this policy and for data and system security. This shall include:

1. ensuring that personnel security screening procedures are being followed as set forth in this policy;
2. ensuring that approved and appropriate security measures are in place and working as expected;
3. supporting policy compliance and instituting the incident response reporting procedures;
4. ensuring that the Michigan State Police are promptly informed of any security incidents involving the abuse or breach of the system and/or access to criminal justice information;
5. to the extent applicable, identifying and documenting how District equipment is connected to the Michigan State Police system;
6. to the extent applicable, identify who is using the Michigan State Police approved hardware, software and firmware, and ensuring that no unauthorized individuals have access to these items.

The District's LASO shall be the point of contact for the Michigan State Police and should be the person most knowledgeable about this policy. The District's LASO shall be designated on the appropriate form as prescribed and maintained by the Michigan State Police. A new form shall be submitted every time a new LASO is designated.

C. Agency User Agreements

The District shall enter into any required User Agreement for Release of CHRI ("User Agreement"), and future amendments, by the Michigan State Police necessary to access the required CHRI on applicants, volunteers, and all other statutorily required individuals, such as contractors and vendors and their employees assigned to the District. The LASO shall be responsible for the District's compliance with the terms of any such User Agreement.

D. Personnel Security

All individuals that require access to any criminal justice information shall be subject to the following standards prior to granting of access:

1. **Background Checks** - A Michigan (or state of residency if other than Michigan) and a national fingerprint-based criminal history record check shall be conducted within thirty (30) days of assignment to a position with direct access to criminal justice information or with direct responsibility to configure and maintain computer systems and networks with direct access to criminal justice information. Background re-checks should be conducted every five (5) years.
 - a. A felony conviction of any kind will disqualify an individual for access to criminal justice information.
 - b. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate. This includes, but is not limited to, any record which indicates the individual may be a fugitive or shows arrests without convictions. Such approval shall be recorded in writing, signed, dated and maintained with the individual's file.
 - c. If support personnel, contractors or custodial workers need to be in an area where CHRI is maintained or processed, they shall be escorted by or under the supervision of authorized personnel at all times while in those area. Information Technology contractors or vendors will be physically or virtually escorted by authorized personnel anytime said individual have access to facilities, areas, rooms, or an agency's CHRI information system.
2. **Subsequent Arrest/Conviction** - If an individual granted access to criminal justice information is subsequently arrested and/or convicted, access shall be suspended immediately until the matter is reviewed by the LASO to determine if continued access is appropriate. Such determination shall be recorded in writing, signed, dated and maintained with the individual's file. In the event that the LASO has the arrest/conviction, the Superintendent (if not the designated LASO) shall make the determination. If the Superintendent is also the designated LASO, the determination shall be made by the Superintendent. Except that, as noted in D(1)(a), individuals with a felony conviction of any kind will have their access indefinitely suspended.
3. **Public Interest Denial** - If the LASO determines that access to criminal justice information by any individual would not be in the public interest, access shall be denied whether that person is seeking access or has previously been granted access. Such decision and reasons shall be in writing, signed, dated and maintained in the individual's file.
4. **Approval for Access** - All requests for access to criminal justice information shall be as specified and approved by the LASO. Any such designee must be a direct employee of the District. The District must maintain a readily accessible list that includes the names of all LASO approved personnel with access to criminal justice information, as well as the reason for providing each individual access. This list shall be made available to Michigan State Police upon request.

5. **Termination of Employment/Access** – Within twenty-four (24) hours of the termination of employment, all access to criminal justice information shall be terminated immediately for that individual, such as requiring the individual to return any keys or access cards to buildings, offices, and/or files, or closing the individual's account and/or blocking access to any systems containing such information at the District.
6. **Transfer/Re-assignment** - When an individual who has been granted access to criminal justice information has been transferred or re-assigned to other duties, the LASO shall determine whether continued access is necessary and appropriate. If not, s/he shall take such steps as necessary to block further access to such information within the twenty-four (24) hour period immediately following the transfer or reassignment.
7. **Information Technology Contractors and Vendors**¹ – Prior to granting access to criminal justice information to an IT contractor or vendor, identification must be verified via a Michigan (or state of residency if other than Michigan) and national fingerprint-based criminal history record check. A felony conviction of any kind, as well as any outstanding arrest warrant, will disqualify an IT contractor or vendor for access to criminal justice information. A contractor or vendor with a criminal record of any other kind may be granted access if the LASO determines the nature or severity of the misdemeanor offense(s) does not warrant disqualification. If any other results/records are returned, the individual shall not be granted access until the LASO reviews and determines access is appropriate.

E. Media Protection

Access to 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 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. Digital media shall be stored on a District or School server. Storage on a third party server, such as cloud service, is not permitted. Storage of digital media must conform to the requirements in AG 8321.
2. **Media Transport** – Digital and physical media shall only be transported upon sufficient justification approved by the LASO. Digital and physical media + media shall be protected when being transported outside of a controlled area. Only authorized individuals shall transport the media. Physical media (e.g. printed documents, printed imagery, etc.) shall be transported using a locked container, sealed envelope, or other similarly secure measure. To the extent possible, digital media (e.g., hard drives and removable storage devices such as disks, tapes, flash drives and memory cards) shall be either encrypted and/or be password protected during the transport process. The media shall be directly delivered to the intended person or destination and shall remain in the physical control and custody of the authorized individual at all times during transport. Access shall only be allowed to an authorized individual.
3. **Media Disposal/Sanitization** – When the CHRI background check is no longer needed, the media upon which it is stored shall either be destroyed or sanitized. The LASO and the Superintendent shall approve in writing the media to be affected. This record shall be maintained by the LASO during the individual's active employment plus an additional six (6) ~~for a period of at least five (5)~~ years.
 - a. **Digital Media** - Sanitization of the media and deletion of the data shall be accomplished by either overwriting at least three (3) times or by degaussing, prior to disposal or reuse of the media. If the media is inoperable or will not be reused, it shall be destroyed by shredding, cutting, or other suitable method to assure that any data will not be retrievable.
 - b. **Physical Media** – Disposal of documents, images or other type of physical record of the criminal history information shall be cross-cut shredded or incinerated. Physical security of the documents

and their information shall be maintained during the process by authorized individuals. Documents may not be placed in a waste basket or burn bag for unauthorized individuals to later collect and dispose of.

All disposal/sanitization shall be either conducted or witnessed by authorized personnel to assure that there is no misappropriation of, or unauthorized access to, the data to be deleted. Written documentation of the steps taken to sanitize or destroy the media shall be maintained for ten (10) years, and must include the date as well as the signatures of the person(s) performing and/or witnessing the process. (See also, AG 8321.)

4. **Personal Mobile Devices** – A personally owned mobile device (mobile phone, tablet, laptop, etc.) shall not be authorized to access, process, store or transmit criminal justice information unless the District has established and documented the specific terms and conditions for personally owned mobile devices.

F. CHRI Background Check Consent and Documentation

All individuals requested to complete a fingerprint-based CHRI background check must have given written consent—properly signed and dated—at time of application and be notified fingerprints will be used to check the criminal history records of the FBI, prior to completing a fingerprint-based CHRI background check. The most current and unaltered Livescan form (RI-030) will satisfy this requirement and must be retained. Individuals subject to a fingerprint-based CHRI background check shall be provided the opportunity to complete or challenge the accuracy of the individual's criminal history record.

Some type of documentation identifying the position for which a fingerprint-based CHRI background check has been obtained must be retained for every CHRI background check conducted, such as [the "Agency User Agreement \(RI-087\)](#), an offer letter, employment agreement, new hire checklist, employment contract, volunteer background check form, etc.

G. Controlled Area/Physical Protection

All CHRI obtained from the Michigan State Police pursuant to the statutorily required background checks shall be maintained in a physically secure and controlled area, which shall be a designated office, room, or area. The following security precautions will apply to the controlled area:

1. Limited unauthorized personnel access to the area during times that criminal justice information is being processed or viewed.
2. The controlled area shall be locked at all times when not in use or attended by an authorized individual.
3. Information systems devices (e.g., computer screens) and physical documents, when in use, shall be positioned to prevent unauthorized individuals from being able to access or view them.
4. Encryption shall be used for digital storage of criminal justice information. (See AG 8321)

H. Passwords (Standard Authentication)²

All authorized individuals with access to computer or systems where processing is conducted or containing criminal justice information must have a unique password to gain access. This password shall not be used for any other account to which the individual has access and shall comply with the following attributes and standards.

1. at least eight (8) characters long on all systems
2. not be a proper name or a word found in the dictionary
3. not be the same as the user identification
4. not be displayed when entered into the system (must use feature to hide password as typed)

5. not be transmitted in the clear outside of the secure location used for criminal justice information storage and retrieval
6. must expire and be changed every ninety (90) days
7. renewed password cannot be the same as any prior ten (10) passwords used (See also, AG 8321)

I. **Security Awareness Training**

All individuals who are authorized by the District to have access to criminal justice information or to systems which store criminal justice information shall have basic security awareness training within six (6) months of initial assignment/authorization and every two (2) years thereafter. The training shall, to the extent possible, be received through a program approved by the Michigan State Police. A template of the training is provided on the Michigan State Police's website. At a minimum, the training shall comply with the standards established by 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.

J. **Secondary Dissemination of Information**

If criminal history background information received from the Michigan State Police is released to another authorized agency under the sharing provision designated by The Revised School Code, a log of such releases shall be maintained and kept current indicating:

1. the date of release;
2. record disseminated;
3. method of sharing;
4. agency personnel that shared the CHRI;
5. the agency, and name of the individual at the agency, to which the information was released;
6. whether an authorization was obtained.

A log entry need not be kept if the receiving agency/entity is part of the primary information exchange agreements between the District and the Michigan State Police. A release form consenting to the sharing of CHRI shall be maintained at all relevant times.

If CHRI is received from another District or outside agency, an Internet Criminal 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.

K. **Auditing and Accountability**

~~The District's information system shall generate audit records for the events listed below. The District shall specify which information system components shall carry out auditing activities.~~

~~The District's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. In the event the District does not use an automated system, manual recording of activities shall still take place.~~

~~The following events shall be logged:~~

1. ~~Successful and unsuccessful system log on attempts.~~

2. ~~Successful and unsuccessful attempts to:~~
 - a. ~~access permission on a user account, file, directory or other system resource;~~
 - b. ~~create permission on a user account, file, directory or other system resource;~~
 - c. ~~write permission on a user account, file, directory or other system resource;~~
 - d. ~~delete permission on a user account, file, directory or other system resource;~~
 - e. ~~change permission on a user account, file, directory or other system resource.~~
3. ~~Successful and unsuccessful attempts to change account passwords.~~
4. ~~Successful and unsuccessful actions by privileged accounts.~~
5. ~~Successful and unsuccessful attempts for users to:~~
 - a. ~~access the audit log file;~~
 - b. ~~modify the audit log file;~~
 - c. ~~destroy the audit log file.~~

~~The following content shall be included with every audited event: 1) date and time of the event; 2) the component of the information system (e.g., software component, hardware component) where the event occurred; 3) type of event; 4) user identity; and 5) outcome (success or failure) of the event.~~

~~The District's information system shall provide alerts to the appropriate District officials in the event of an audit processing failure. Audit processing failures include, for example software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.~~

~~**Audit Monitoring, Analysis and Reporting**—The District shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, to investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week, and should be increased if volume indicates an elevated need for audit review.~~

~~**Time Stamps**—The District's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records.~~

~~**Protection of Audit Information**—The District's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.~~

~~**Audit Record Retention**—The District shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the District may continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes.~~

¹Non-Information Technology contractors or vendors shall not have access to criminal justice information.

²Applicable 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.

Last Modified by Debbie Scott on February 19, 2020

Ford Administration
1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

RESOLUTION OF THE HAZEL PARK BOARD OF EDUCATION

WHEREAS, Public Act 419 of 2004 amended the election procedures for Intermediate School Districts that elect board members at a meeting of representatives from constituent district school boards, and

WHEREAS, Public Act 419 of 2004 requires a constituent school board to designate its representative and identify the Intermediate School Board candidate the board supports by a resolution adopted not earlier than 21 days prior to the date of the election, and

WHEREAS, Public act 419 of 2004 prescribes the method for passage of a resolution including the requirement to consider the resolution at not less than one public meeting before adopting the resolution, and

WHEREAS, the Board previously considered the resolution at an open meeting conducted in a manner prescribed under the Open Meetings Act on May 18, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board designates Chuck Hemple as its representatives to serve on the 2020 electoral body responsible for electing members to the Oakland Schools Intermediate School District Board of Education.
2. The Board supports candidate Mr. George Ehler for the one (1) position on the Oakland Schools Intermediate School District Board of Education for a term of six (6) years ending June 20, 2026.
3. The Board directs its representative, Chuck Hemple, to vote for candidate, George Ehler, at least on the first ballot taken at the June 1, 2020 election.

Ayes:

Nays:

Motion declared adopted

Charles E. Hemple, Secretary
Hazel Park Board of Education

Certification

The undersigned duly qualified and acting Secretary of the Board of Education of Hazel Park, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a regular meeting held on May 18, 2020, the original of which resolution is a part of the Board's minutes.

Charles E. Hemple, Secretary
Hazel Park Board of Education

ISD BUDGET RESOLUTION

_____, Michigan (the "District")
A _____ meeting of the board of education of the District was held in the _____ in the District, on the ____ day of _____, 2020 at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has reviewed the proposed intermediate school district General Fund budget and has determined that it disapproves of certain portions of the proposed intermediate school district General Fund budget which objections, along with proposed changes, if any, are set forth on Exhibit A attached hereto and incorporated herein by reference.

2. The superintendent is hereby directed to submit a certified copy of this resolution to the intermediate school board and/or to the intermediate school district superintendent with the specific objection and proposed changes that this board has to the budget.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

ISD BUDGET RESOLUTION

_____, Michigan (the "District")
A _____ meeting of the board of education of the District was held in the
_____ in the District, on the ____ day of _____, 2020
at _____ o'clock in the _____.

The meeting was called to order by _____, President.

Present: Members

Absent: Members

The following preamble and resolution were offered by Member _____
and supported by Member _____:

WHEREAS:

1. Section 624 of the Revised School Code, as amended, requires the intermediate school board to submit its proposed General Fund budget no later than May 1 of each year to the board of each constituent district for review; and

2. Not later than June 1 of each year, the board of each constituent district shall review the proposed intermediate school district General Fund budget, shall adopt a board resolution expressing its support for or disapproval of the proposed intermediate school district General Fund budget, and shall submit to the intermediate school board any specific objections and proposed changes the constituent district board has to the budget.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The board of education has received and reviewed the proposed intermediate school district General Fund budget in accordance with Section 624 of the Revised School Code, as amended, and by the adoption of this resolution, expresses its support for the proposed intermediate school district General Fund budget.

2. The secretary of the board of education or his/her designee shall forward a copy of this resolution to the intermediate school board or its superintendent no later than June 1.

3. All resolutions insofar as they conflict with this resolution be and the same are hereby rescinded.

Ayes: Members

Nays: Members

Resolution declared adoption.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of _____, Michigan, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board of Education at a _____ meeting held on _____, 2020, the original of which resolution is a part of the Board's minutes, and further certifies that notice of the meeting was given to the public under the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education



March 24, 2020

Dear Board of Education Designate:

The Oakland Schools Board of Education and I invite you to review the enclosed proposed Oakland Schools budget for FY 2020-21. As you know, Oakland Schools is primarily funded by property tax dollars, and we are projecting a growth factor in Oakland Schools' property tax revenues of 3.25%. Tax revenue projections are conservative compared to Oakland County taxable value increase projections as there is concern that a Headlee rollback of our operating millage is possible for FY 2020-21. This occurs when the annual growth on existing property is greater than the rate of inflation as measured by the Consumer Price Index. Additional information will be received by June 1 regarding taxable values and the millage reduction factor.

Some of the major features of this new budget being proposed are:

Literacy Essentials Oakland (LEO)

Oakland Schools has developed the Literacy Essentials Oakland (LEO) initiative in response to declining 3rd grade reading levels on the M-STEP assessment over the past three years. This is a four-year, \$5 million initiative; the purpose of which is to significantly raise the reading proficiency of pre-K – 3rd grade students using a collaborative program with all 28 constituent districts. The program focuses on professional learning for teachers and administrators, a literacy coach in-residence program, personalized action plans for each participating district and a viable literacy curriculum with a balanced assessment system. The program will be evaluated by an external evaluator throughout the duration of the project. More detailed information regarding the goals of each year of the program can be found in the Enterprise Wide Executive Summary.

Career and Technical Education

To help align ourselves with the Michigan Department of Education's Top 10 in 10 Years goals and strategies, we are dedicating additional resources to career and technical education. In addition to providing significant resources to our four technical campuses, we included additional funds in the 2020-21 budget for career program redesign and initial funding for a CTE mobile classroom which is intended to bring STEM activities to local districts beginning in 2020-21. In 2019-20, we increased the CTE allocation to LEA's by more than 25% and are continuing that level of funding in 2020-21. This will provide local districts with additional resources for their local CTE programs from elementary to high school.

Shared Services

Oakland Schools provides various services to Oakland County districts that go above and beyond our normal service model. These services include technology, business office, instruction, and truancy services provided on a cost recovery basis. Technology services are currently being provided to thirteen constituent districts and business office services are currently being provided on a full or part-time basis to five districts through an intergovernmental agreement (IGA) with Oakland Schools.

MiPEER Consortium

In FY 2012-13, Oakland Schools and 22 Oakland County school districts formed the Michigan Partnership for Essential Education Resources (MiPEER) to select a countywide Enterprise Resource Planning system for human resource and financial applications. Since then the Consortium has engaged in standardizing the Chart of Accounts and created many best practice business process for each

function (finance, human resources, budgeting, procurement). The Consortium members are converting to the PowerSchool BusinessPlus software in phases between 2015-16 and 2020-21.

Illuminate

Oakland Schools has contracted with Illuminate Education as our county-wide student assessment and data analysis tool vendor since the Fall of 2016 and all twenty-eight (28) districts and two (2) public school academies are included in the software license and support agreement.

Illuminate DnA provides teachers with one place to seamlessly build and administer formative assessments, capture and analyze multiple sources of data to inform instruction, and directs student to learning resources needed to support specific, targeted standards.

The Oakland Schools Board of Education has agreed to provide a 50% subsidy for the student assessment software and support again in 2020-21. Additional add-ons, called “Item Banks,” can be purchased through the contract at the districts’ cost.

Subsidies

The Illuminate DnA subsidy referenced above is just one of several subsidies provided by Oakland Schools. We provide multiple software products at no cost or a reduced cost to constituent districts in the areas of Career and Technical Education and curriculum and assessment. Additionally, a subsidy is provided on the per pupil cost of the PowerSchool BusinessPlus system for districts who are members of the MiPEER consortium. Communication tools such as news services and media monitoring/clipping services are provided to LEA’s at no cost. These are just a few of the financial subsidies provided in the 2020-21 budget and are exclusive of pass-through grant funds, other district allocations and the cost of dedicated staff who support student and finance/HR software and applications.

Personnel Costs

In addition to step increases for those employees who are eligible, an across-the-board salary increase of 1.0% has been built into the budget, subject to collective bargaining.

Regarding the State-mandated retirement rate, there are 8 rates in effect, depending on the hire date of employees and their choices for eventual retirement benefits. The most common employee choice is that for Basic/MIP with Health Care Premium Subsidy, and that rate is projected to increase from 27.5% to 28.21% beginning October 1, 2020. Oakland Schools analyzed its own employee choices and has projected an overall blended retirement rate of 28.0% for 2020-21.

The “Hard Cap” for employee health care costs remains in effect for all labor groups. The hard cap dollar limits that employers may pay are subject to annual adjustment based on the medical price index, which the school district has no jurisdiction over. Oakland Schools has projected growth in the medical price index of **3.0%**. If this projection proves to be accurate, the dollar limits that will be in effect will grow to:

	Plan year beginning after 1/1/20	Plan year beginning after 1/1/21*
Family	\$ 18,596.96	\$ 19,154.87
Individual plus one	\$ 14,260.37	\$ 14,688.18
Single	\$ 6,818.87	\$ 7,023.44

**projected, assuming growth in the Medical CPI of 3.0%*

PA-18 Special Education Funding

Oakland Schools receives property tax revenue for support of Special Education programs. In FY 2020-21 there is growth projected in taxable values of 3.25%. The base distribution of PA-18 funding to local school districts is budgeted to increase approximately ~~by~~ \$10.0 million or 7.9%. Additionally, \$3.5 million is budgeted for other LEA distributions for group home expenditures, special education program startup

and extraordinary expenditures and capital. In FY 2019-20, Oakland Schools distributed additional PA-18 funds totaling \$3.39 million above the base distribution.

Planning for the Future

Oakland Schools is dedicated to sound financial planning and preparing for the economic uncertainties in the future. In that regard, we utilize a five-year forecast that is updated with each budget amendment and incorporates projections from Oakland County Equalization for taxable values. We also maintain a five-year capital plan that is updated annually to prepare for necessary improvements and upgrades to facilities and equipment. The organization pre-funds at least three years and up to five years of the capital plan requirements.

Please be assured that we will continue to work hard to ensure that the budget reflects our continued commitment to increasing student achievement, using economies of scale to decrease operating costs for local districts, customizing and regionalizing programs and services to meet the diverse needs of our constituent school districts, and assisting schools and districts in meeting state and federal mandates.

Per the Michigan School Code, Section 380.624(2), the proposed FY 2020-21 General Fund budget is to be submitted to its constituent district Board of Education for review by May 1. Not later than June 1, the board of each constituent district shall adopt a resolution of support or non-support of the General Fund budget. A presentation of the budget to our 28 local school district business managers is scheduled to occur at their meeting of the Oakland County School Business Officials on April 17, 2020. The Oakland Schools Board of Education will then hold a Designates Meeting on April 28 at 6:00 PM in Conference Room A, providing local board designates and district administration an opportunity to review the budget prior to submitting their board's resolution to Oakland Schools on or before June 1, 2020.

The Oakland Schools Board of Education will hold a Truth in Budgeting hearing on June 1, and will consider the FY 2020-21 proposed budget documents for approval during its regular meeting that night. Should you have any questions regarding the budget, please contact my office at 248.209.2424. All questions will receive prompt replies.

Sincerely,



Dr. Wanda Cook-Robinson
Superintendent

cc: District Superintendent
District Business Manager

HAZEL PARK SCHOOL DISTRICT

**RESOLUTION AUTHORIZING CHANGES IN PUPIL-ENROLLMENT MAXIMUMS AT
MICHIGAN VIRTUAL CHARTER ACADEMY (MVCA)**

A regular meeting of the Board of Education of the School District was held in the School District, on the 18th day of May, 2020, at 7 p.m.

The meeting was called to order at 7 p.m. by _____, President.

Present: Members _____

Absent: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the Hazel Park School District is the authorizer of the Michigan Virtual Charter Academy (MVCA), a School of Excellence that is a cyber school;

WHEREAS, the charter contract between the District and MVCA permits the Board of Directors of MVCA to adjust the maximum pupil enrollment in MVCA annually or as otherwise needed to best service the students it serves; and

WHEREAS, the Board of Directors of MVCA approved a maximum pupil enrollment of 3,000 students for the 2109-20 school year, and is currently in the process of approving a maximum pupil enrollment of 3,200 students for the 2020-21 school year in light of increased demand for virtual/remote learning due to the current COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED:

1. A maximum pupil enrollment of 3,000 students in MVCA for the 2019-20 school year is approved, including the grade level and grade band caps as reflected in the attachment;
2. A maximum pupil enrollment of 3,200 students in MVCA for the 2020-21 school year is approved, including the grade level and grade band caps as reflected in the attachment;
3. The Superintendent or her designee are hereby authorized to take whatever action is necessary to effectuate this change, including an amendment to the charter contract as may be appropriate.

Ayes: Members _____

Nays: Members _____

Resolution declared adopted.

Secretary, Board of Education

The undersigned duly qualified and acting Secretary of the Board of Education of the School District of the City of Hazel Park, hereby certifies that the foregoing is a true and complete copy of a resolution adopted by the Board at a special meeting held on May 18, 2020, the original of which is a part of the Board's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Secretary, Board of Education

MICHIGAN VIRTUAL CHARTER ACADEMY ENROLLMENT GRADES/BANDS
CAP TABLE FOR 2019-2020 SCHOOL YEAR

Grade/Bands	Cap
K-2	250
K	50
1	90
2	110
3-5	465
3	120
4	165
5	180
6-8	765
6	210
7	220
8	335
9-12	1520
9	518
10	428
11	327
12	247

Martin Road Park Resolution

At a Regular meeting of the Board of Education of The School District of the City of Hazel Park, Oakland County, Michigan, held at the Ford Administration Building 1620 E Elza, Hazel Park, Michigan on the 18th day of May 2020, the following resolution was moved and supported:

The City of Ferndale, in 2015, voted in support of a Road and Park Improvement Bond to pay for, in part, an investment in the City's park infrastructure, including the update of Martin Road Park.

During a grant application through the Michigan Department of Natural Resources, the City of Ferndale discovered that the park was co-owned through a 50% undivided interest with Hazel Park Public Schools.

In the interest of moving forward with improvements to Martin Road Park, a meeting was held between city officials and school board members to agree to terms for the transfer of title, as presented in the accompanying purchase agreement.

The meeting, held on February 20, 2020, was conducted with the intent of fostering a lasting partnership between the City of Ferndale and Hazel Park Public Schools regarding future use and fair access to Martin Road Park. As a result, the following terms are agreed upon in this resolution and a second copy from Hazel Park Schools, which are to be kept along with documentation of the property transfer.

The City of Ferndale will continue to provide the property as a park for residents of Hazel Park on the same terms and conditions as offered to Ferndale's residents. Hazel Park Public Schools will be consulted with respect to future improvements to the park.

The City of Ferndale will furnish signage in the park featuring the Viking mascot/logo of Hazel Park Public Schools.

Therefore, be it resolved, consistent with the mutual terms set forth in the attached Purchase Agreement and the spirit of cooperation, the City of Ferndale shall purchase Martin Road Park from Hazel Park Public Schools with the intent to provide park improvements to be enjoyed by both parties.

AYES:

NAYS:

I, Charles E. Hemple, Hazel Park Board of Education Secretary certify that this is a true and compared copy of a Resolution duly made and passed by the Hazel Park Board of Education at a meeting held Monday, May 18, 2020.

Charles E. Hemple, Secretary
Hazel Park Board of Education

HAZEL PARK SCHOOL DISTRICT BRANDING STYLE GUIDE

WEBSITE: www.hazelparkschools.org

EMAIL: amy.kruppe@hazelparkschools.org

PHONE: 248-658-5200

ADDRESS: 1620 E. Elza, Hazel Park, MI 48030



**THE STYLE GUIDE
IS ESSENTIALLY A
SET OF RULES
EXPLAINING HOW
YOUR BRAND CAN
BE USED.**

CONTENTS

This document will be provided to the Hazel Park School District with accompanying files including:

- EPS Logo Files
- PNG Logo Files
- JPG Logo Files
- Web Icon Files
- Stationery Templates
- Style Guide PDF
- Style Guide PDF with crop and trim marks for commercial reprinting
- Five Printed and spiral bound copies of the Style Guide

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THE BRAND

1

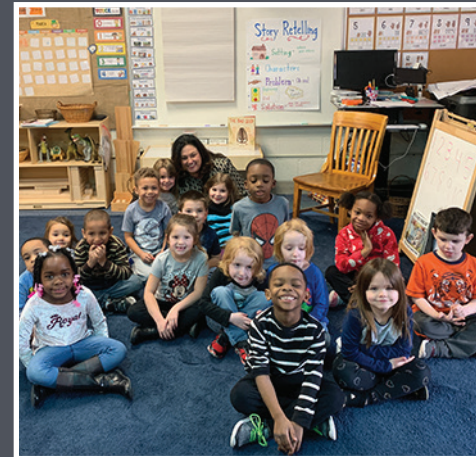
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**“PUT SIMPLY, YOUR
‘BRAND’ IS WHAT
YOUR PROSPECTS
THINK OF WHEN HE
OR SHE HEARS YOUR
BRAND NAME”**

JERRY MCLAUGHLIN

“DESIGN CREATES
CULTURE. CULTURE
SHAPES VALUES.
VALUES DETERMINE
THE FUTURE.”

ROBERT L. PETERS



Dr. Kruppe reading at Webster Early Childhood Center.

Dr. Amy Kruppe, Ed.D. Superintendent

In July 2015, Dr. Amy Kruppe began her tenure as superintendent for Hazel Park Schools with a vision: to leverage the experience and knowledge she obtained over the course of a 24-year career in Illinois as a superintendent and director of business, human resources, special education and technology, to revamp the way children in our district learn.

In the four years since Dr. Kruppe arrived, Hazel Park has added a nationally-competitive robotics team as well as a STEAM program. The K-12 curriculum has been redeveloped for consistency and rigor, and systematic changes and structures have been put into place on the administrative side. The District has also implemented Positive Behavioral Intervention Systems to support students, and the overall financial deficit has been reduced from eleven million dollars to a balanced budget as the District has moved toward financial recovery.

Dr. Kruppe has an open door policy for students, parents, teachers, staff, and is an active community member, participating in the Lions Club, the Hazel Park Community Coalition, and the Madison Heights-Hazel Park Chamber of Commerce.

She earned a Bachelor of Arts in Special Education from Elmhurst College, a Master of Arts in Educational Leadership from National Louis University, and a Doctor of Education in Social Justice/Educational Leadership from Lewis University.

“THERE ARE THREE
RESPONSES TO A
PIECE OF DESIGN —
YES, NO, AND WOW!
WOW IS THE ONE TO
AIM FOR”

MILTON GLASER

GUIDELINES DEFINED

Brand Guidelines (also commonly referred to as ‘brand standards’, ‘style guide’ or ‘brand book’) are essentially a set of rules that explain how your brand works. These guidelines typically include basic information such as:

Design layouts, Social media header images, Office stationery, Brochure/flyer layout options, Signage specifications, Advertising treatments, Merchandising, Copywriting style (a.k.a. ‘tone of voice’) and Editorial guidelines.

Brand guidelines should be flexible enough for designers to be creative, but rigid enough to keep your brand easily recognizable. Consistency is key, especially if you need the brand to extend across multiple media platforms.

RESPECTFUL

A way of treating or thinking about something or someone.

DETERMINATION

Persevering towards a difficult goal in spite of obstacles.

FIERCE

A positive mental spirit, bold words and decisive actions.

STRONG

Of great moral power, firmness or courage.

COURAGE

The ability to act rightly in the face of popular opposition.

LOYAL

Faithful to a cause, ideal, commitments, obligations or institutions.

BRAVE

Mental or moral strength to look at your biggest fear and face it in the eye.

FEARLESS

Is getting back up and fighting for what you want over and over again.

RESPECTFUL
DETERMINATION
FIERCE
STRONG
COURAGE
LOYAL
BRAVE
FEARLESS

DISTRICT VALUES

THE LOGO



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**“LOGOS AND
BRANDING ARE
SO IMPORTANT.
IN A BIG PART
OF THE WORLD,
PEOPLE CANNOT
READ FRENCH OR
ENGLISH — BUT
ARE GREAT AT
REMEMBERING
SIGNS”**

KARL LAGERFELD

PRE-2020 LOGOS

As a general rule, third parties may not use the “old” Hazel Park School District logo. Displayed on this page are the current logos for the Hazel Park School District, not to be used moving forward.



WHAT IS A LOGOTYPE?

A logotype refers to words or the name of a business that is designed in a special way. Examples include Pinterest, eBay, Yahoo, Coca-Cola or Google.

WHAT IS A LOGOMARK?

A logomark is an identifying mark or symbol that doesn't contain the business name. Think of the Nike 'swoosh', Shell, WWF, Mercedes or Adidas..

NEW PRIMARY LOGO

On this page are the new Hazel Park School District Logotype and Logomark. The logo must always be used pursuant to the specification on the following pages to identify Hazel Park School District or Hazel Park School District products or services. Any use that falls outside of these specifications is a misrepresentation and is strictly prohibited.

A formal written request from vendors is requested at the time of any order for work or services from Hazel Park School District.

The new HP Logo EPS files should be used for commercial printing, embroidery, etc. The JPG and PNG files are used for any online usage including social media, website, email marketing, etc. Some office programs can only use the JPG or PNG files as well. Hazel Park School District Director of Communications or assigned, shall have the right to proof or reject any submitted artwork where the district logo is included.



HAZEL PARK
SCHOOLS



HAZEL PARK
SCHOOLS



REVERSE LOGO

On this page are the new Hazel Park School District Logotype and Logomark. The logo must always be used pursuant to the specification on the following pages to identify Hazel Park School District or Hazel Park School District products or services. Any use that falls outside of these specifications is a misrepresentation and is strictly prohibited.

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**HAZEL PARK
SCHOOLS**



LOGO USAGE ON COLORS

Choosing the right color for your background is crucial. These colors can be used as a background on all your promotional materials, including your logo and product packaging. As much as possible, the color you choose should set you apart, work within your industry and image and tie to your brand colors. It should also take into account color psychology, which is fairly complex. Colors can mean different things depending on the culture, situation and industry.



LOGO LOCKUP

A logo lockup refers to the formalized position/relationship of the brand's logo (logomark) and its wordmark (logotype).

The logo can be locked-up in two different ways. Horizontally which works for web and print media and vertically; however, this logo is not available stacked vertically.

When using with large printed media, as long as the designer maintains the aspect ratio, will work just fine for banners to billboards.



30 px



48 px



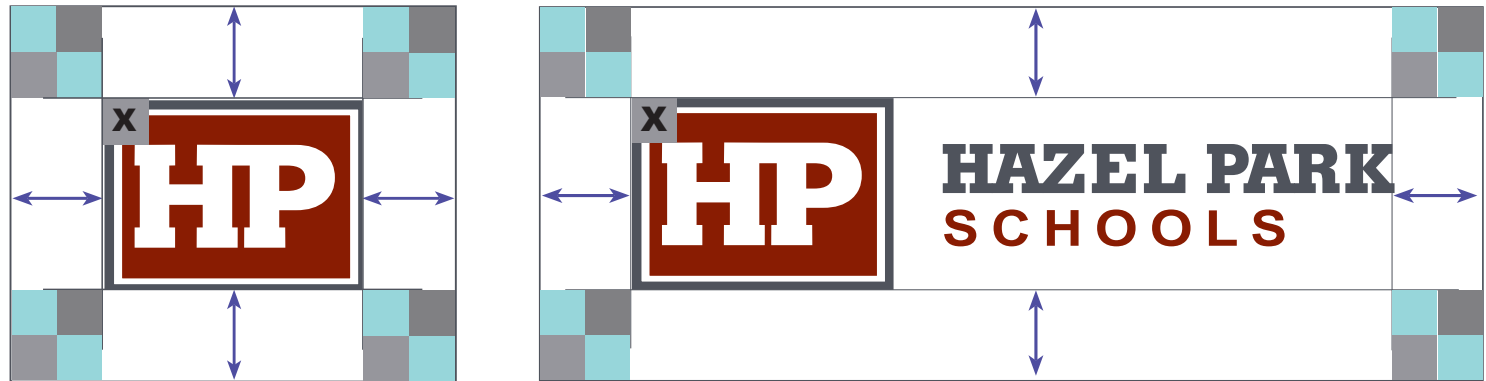
60 px



100 px

WHAT IS CLEAR SPACE?

The area that surrounds the logo is as important as the logo itself. The minimum area of 2 “x”, known as “clear space,” provides breathing room to the logo and eliminates visual clutter (text, graphic elements or other logos) that can compete with logo legibility – thereby diminishing the effectiveness of the logo.



LOGO RULES

The logo must be used as provided by Hazel Park School District with no changes, including but not limited to changes in the color, proportion, design, or removal of any words or artwork. The logo may not be animated, morphed, or otherwise distorted in perspective or appearance.



DO NOT CHANGE THE FONT



DO NOT MAKE LOGO A SINGLE COLOR



DO NOT ROTATE LOGO



DO NOT CHANGE THE SIZE RELATIONSHIP



DO NOT STRETCH THE LOGO



DO NOT COMPRESS THE LOGO

COLOR

PAGE 20

COLOR PALETTE

A large, bold, white number '3' is centered on the left side of the page. The background is split into two colors: a dark blue-grey on the top and a dark red on the bottom, separated by a diagonal line.

**“COLOR DOES NOT
ADD A PLEASANT
QUALITY TO DESIGN
- IT REINFORCES
IT.”**

PIERRE BONNARD

PRIMARY

CMYK	RGB
C0-M90-Y100-K51	R138-G31-B03
WEB	PANTONE
#891F02	PMS 201



LIGHT

CMYK	RGB
C30-M25-Y20-K20	R149-G149-B155
WEB	PANTONE
#95959B	LIGHT GRAY



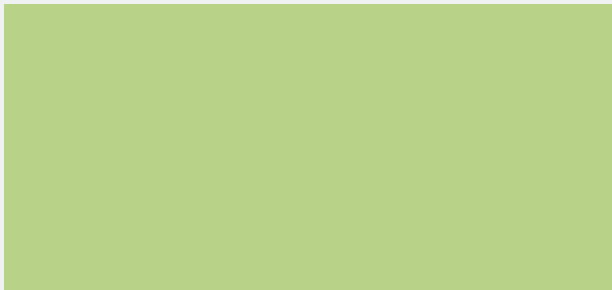
DARK

CMYK	RGB
C60-M50-Y40-K40	R80-G85-B92
WEB	PANTONE
#50555C	DARK GRAY



ACCENT

CMYK-TINT	RGB
C50-M6-Y100-K0	R182-G207-B139-0.6
TINT 60%	
WEB	PANTONE
#B6CF8B	LIME



ACCENT

CMYK-TINT	RGB
C34-M40-Y89-K7	R167-G139-B065-0.5
TINT 50%	
WEB	PANTONE
#A78B41	TAN



TYPOGRAPHY

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**“YOU CAN DO A
GOOD AD WITHOUT
GOOD TYPOGRAPHY,
BUT YOU CANNOT
DO A GREAT AD
WITHOUT GOOD
TYPOGRAPHY.”**

HERB LUBALIN

WHAT IS TYPOGRAPHY?

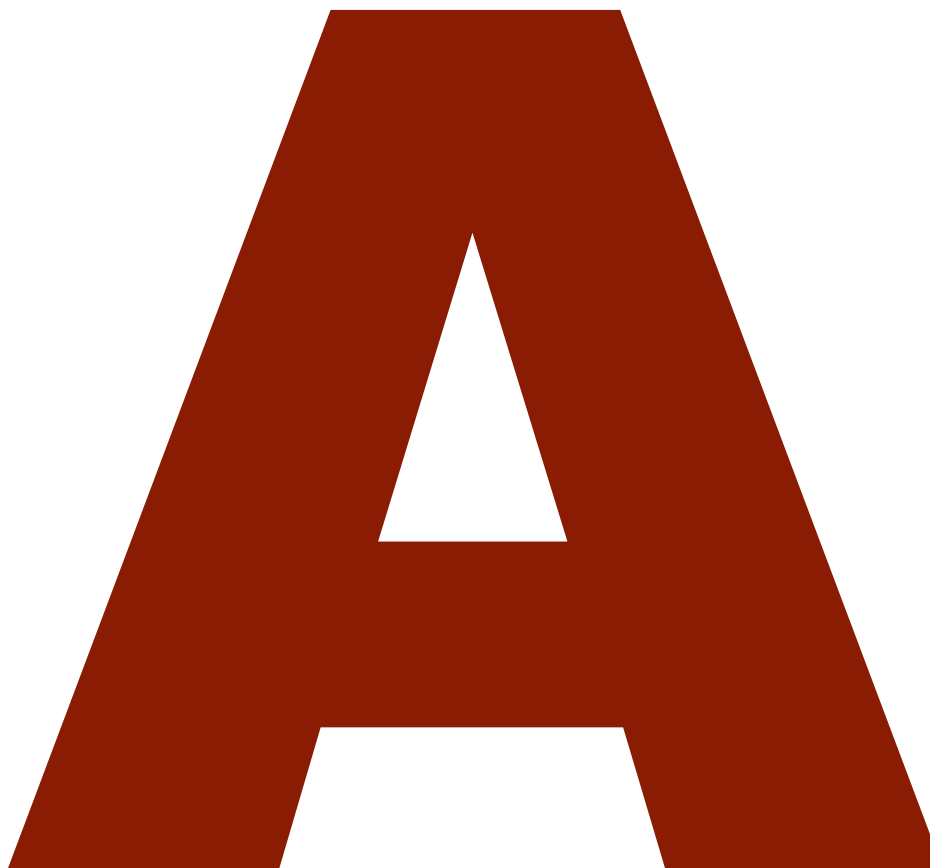
Typography is the visual component of the written word.

A text is a sequence of words. A text stays the same no matter how it is rendered. Consider the sentence “I like pizza.” I can print that text on a piece of paper, read it aloud, or save it in a file on my laptop. It will be the same text, just rendered different ways-visually, audibly, digitally.

But when “I like pizza” is printed, typography gets involved. All visually displayed text involves typography-whether it is on paper, a computer screen, or a billboard.

Is typography an art? That is like asking if photography is an art. Some photographers and typographers use techniques that raise their work to the level of art. But at their core, both photography and typography have a utilitarian function.

www.practicaltypography.com/what-is-typography.html



ARIAL BLACK/ttf
450 pt

PRIMARY TYPEFACE

Arial, sometimes marketed or displayed in software as Arial MT, is a realist sans-serif typeface and set of computer fonts. Fonts from the Arial family are packaged with all versions of Microsoft Windows from Windows 3.1 onwards, Apple's Mac OS and many PostScript 3 computer printers.

The typeface was designed in 1982, by Robin Nicholas and Patricia Saunders, for Monotype Typography. It was created to be metrically identical to the popular typeface Helvetica, with all character widths identical, so that a document designed in Helvetica could be displayed and printed correctly without having to pay for a Helvetica license.

The Arial typeface comprises many styles: Regular, Italic, Medium, Medium Italic, Bold, Bold Italic, Black, Black Italic, Extra Bold, Extra Bold Italic, Light, Light Italic, Narrow, Narrow Italic, Narrow Bold, Narrow Bold Italic, Condensed, Light Condensed, Bold Condensed, and Extra Bold Condensed.

AaBbCcDdEeFfGgHhIiJj
KkLlMmNnOoPpQqRrSs
TtUuVvWwXxYyZz
1234567890

FONT INFO

Arial.ttf
Designed by Robin Nicholas and Patricia
Saunders

TYPEFACE AVAILABILITY

Arial is available with all Windows versions and
Apple's Mac OS

PRIMARY GOOGLE TYPEFACE

Roboto has a dual nature. It has a mechanical skeleton and the forms are largely geometric. At the same time, the font features friendly and open curves. While some grotesks distort their letterforms to force a rigid rhythm, Roboto does not compromise, allowing letters to be settled into their natural width. This makes for a more natural reading rhythm more commonly found in humanist and serif types.

The Roboto typeface comprises many styles: Thin, Thin Italic, Light, Light Italic, Regular, Italic, Medium, Medium Italic, Bold, Bold Italic, Black, Black Italic, Extra Bold, Extra Bold Italic, Light, Light Italic, Narrow, Narrow Italic, Narrow Bold, Narrow Bold Italic, Black & Black Italic.

AaBbCcDdEeFfGgHhIiJj
KkLlMmNnOoPpQqRrSs
TtUuVvWwXxYyZz
1234567890

FONT INFO

Roboto.ttf
Designed by Christian Robertson, Principal Design

TYPEFACE AVAILABILITY

Roboto is a Google font available for download, for all Windows and Apple's Mac OS

SECONDARY TYPEFACE

Palatino is the name of an old style serif typeface designed by Hermann Zapf, initially released in 1949 by the Stempel foundry and later by other companies, most notably the Mergenthaler Linotype Company.

Named after the 16th-century Italian master of calligraphy Giambattista Palatino, Palatino is based on the humanist types of the Italian Renaissance, which mirror the letters formed by a broad nib pen reflecting Zapf's expertise as a calligrapher.

Unlike most Renaissance typeface revivals, which tend to have delicate proportions such as a low x-height (short lower-case letters and longer ascenders and descenders), Palatino has larger proportions, increasing legibility. Palatino was particularly intended as a design for trade use, such as headings, advertisements, and display printing when read at a distance or printed at small sizes. This guaranteed its importance in digital and desktop publishing and made it (or a variant of it) a preinstalled font on most computers.

AaBbCcDdEeFfGgHhIiJj
KkLlMmNnOoPpQqRr
SsTtUuVvWwXxYyZz
1234567890

FONT INFO

Palatino/ttf
Designed by Hermann Zapf in 1949

TYPEFACE AVAILABILITY

Palatino Linotype is available with all Windows and Apple's Mac OS

SECONDARY GOOGLE TYPEFACE

Crimson Text is a font family for book production in the tradition of beautiful old style typefaces.

There are a lot of great free fonts around, but one kind is missing: those Garamond-inspired types with all the little niceties like old style figures, small caps, fleurons, math characters, and the like. In fact, a lot of time is spent developing free knock-offs of ugly “standards” like Times and Helvetica.

Crimson Text is inspired by the fantastic work of people like Jan Tschichold, Robert Slimbach and Jonathan Hoefler. We hope that the free type community will one day be able to enjoy Crimson Text as a beautiful workhorse.

The Crimson Text typeface comprises these styles: Regular, Regular Italic, Semi-bold, Semi-bold Italic, Bold, Bold Italic.

AaBbCcDdEeFfGgHhIiJj
 KkLlMmNnOoPpQqRrSs
 TtUuVvWwXxYyZz
 1234567890

FONT INFO

Crimson Text/ttf
 Designed by Sebastian Kosch Principal Design

TYPEFACE AVAILABILITY

Crimson Text is a Google font available for all Windows and Apple's Mac OS

LOGO TYPEFACE

A little bit of background history on the Geometric Slabserif 703 typeface.

Rockwell is a slab serif typeface designed by the Monotype Corporation and released in 1934. The project was supervised by Monotype's Engineering Manager Frank Hinman Pierpont. This typeface is distinguished by a serif at the apex of the uppercase "A", while the lowercase "a" has two storeys. Because of its monoweighted stroke, Rockwell is used primarily for display or at small sizes rather than as a body text. Rockwell is based on an earlier, more condensed slab serif design cast by the Inland Type Foundry called Litho Antique.

Rockwell is a geometric slab-serif with a monoline construction, with all of its strokes appearing to be roughly the same width and its capital "O" roughly circular. Rockwell has remained popular and been digitized. Bitstream cloned a version from Rockwell, under the name Geometric Slabserif 703.

A B C D E F G H I J K L
M N O P Q R S T U V W
X Y Z
1 2 3 4 5 6 7 8 9 0

FONT INFO

Geoslab 703 XBD BT/ttf
Designed by Monotype Corporation

TYPEFACE AVAILABILITY

Used in creating the logo, not used in print

TYPE HIERARCHY

If all type was the same size, then it would be difficult to know which was the most important information on the page. In order to guide the reader, headings are usually large, sub-headings are smaller and body type even smaller.

Size is not the only way to define hierarchy – it can also be achieved with color, spacing and weight.

LEADING

For legible body text that is comfortable to read. A general rule is that your leading value should be greater than the font size; from 1.25 to 1.5 times.

—

TRACKING

The space between letters in a block of text. In CSS this is defined with the letter-spacing property.

—

WIDOWS & ORPHANS

A single word at the end of a column is a widow and if it is at the top of a new column it is an orphan. They look bad and can be hard to read.

TYPE HIERARCHY

Typeface

Footnote Copy
Arial regular
7.5pt Type / 9pt Leading

Typeface

Body Copy
Arial regular
10pt Type / 11pt Leading

Typeface

Sub-Head
Palatino Linotype Italic
12pt Type / 14pt Leading

Typeface

Page Headline
Palatino Linotype **bold**
30pt Type / 48pt Leading

Typeface

Large Page Headline
Palatino Linotype **bold**
60pt Type / 72pt Leading

Typeface

Banner Headline
Arial **black**
72pt Type / 84pt Leading

WHAT IS A FAVICON?

Back in the early days of the internet, tools such as Google Analytics were mere dreams in the minds of a few web-nerds, so as strange as this may sound, at that time, favicons were used as a way to estimate website traffic by counting the number of visitors who bookmarked the page.

But interesting facts aside, the main reason for having favicons nowadays is to improve user experience. Favicons are used in all modern browsers at the address bar, in the links bar, in the bookmarking area, and in its browsing tabs. Besides that, a few browsers also show favicons whenever you create a shortcut link for the corresponding website on your desktop and your mobile device.

A website without Favicons will show a generic browser symbol on all the points-of-interaction. Truth is that finding creative ways to improve your online branding is always a challenging task, and having a favicon is an easy and simple way of accomplishing that.

There will be 14 favicons/icons sent with the finished style guide.



APPLE-ICON 72



APPLE-ICON 57



FAVICON 32



FAVICON 16



APPLE-ICON 114



APPLE-ICON 144



ANDROID-ICON 192

#TodaysLearnersTomorrowsLeaders #AllInAllTheTime #ChooseKindness #HazelParkSchools

SOCIAL MEDIA

Social media is interactive computer-mediated technologies that facilitate the creation or sharing of information, ideas, career interests and other forms of expression via virtual communities and networks. The variety of stand-alone and built-in social media services currently available introduces challenges.

Networks formed through social media change the way groups of people interact and communicate or stand with the votes. They introduce substantial and pervasive changes to communication between organizations, communities and individuals.

The top seven biggest social media sites in 2020 are:

- 1) Facebook, 2.5 Billion users
- 2) YouTube, 2 Billion users
- 3) WhatsApp, 1.5 Billion users
- 4) Instagram, 1 Billion users
- 5) Twitter, 330 Million users
- 6) Reddit, 330 Million users
- 7) LinkedIn, 303 Million users

<https://dustinstout.com/social-media-statistics/>

SOCIAL ICON 32

SOCIAL ICON 57

SOCIAL ICON 72

SOCIAL ICON 114

Facebook cover photo 820x312px
Profile photo is 360x360px minimum
180x180px

LinkedIn cover photo 1584x396px
Profile 400x400px

Snapchat photo
1080x1920px

Instagram photo
1080x1080px
Profile 180x180px

Pinterest pinned
736x1104px
Profile pic
600x600px
Cover pic
736x736px

Twitter header photo 1500x500px

Reddit banner photo 1920x384px

BUSINESS CARDS

Everything we do in business today is digital -- sending mail, signing contracts, attending meetings, even networking. The business card is one thing that digital will not fully replace anytime soon.

Networking is about making genuine connections. Sending contact information via text or email on the spot is convenient but it is also extremely impersonal. Engaging in eye contact and actual conversation is how real relationships begin.

You can encounter a potential lead or contact at any time -- tradeshows, industry conferences, informal meetings -- and arming yourself with business cards at all times will ensure that you never miss an opportunity to make a valuable business connection.

When making a connection via your business card, you do not want the brand associated with the word "cheap".

Business Cards make a great first impression and they also act as a great icebreaker.



LETTERHEAD

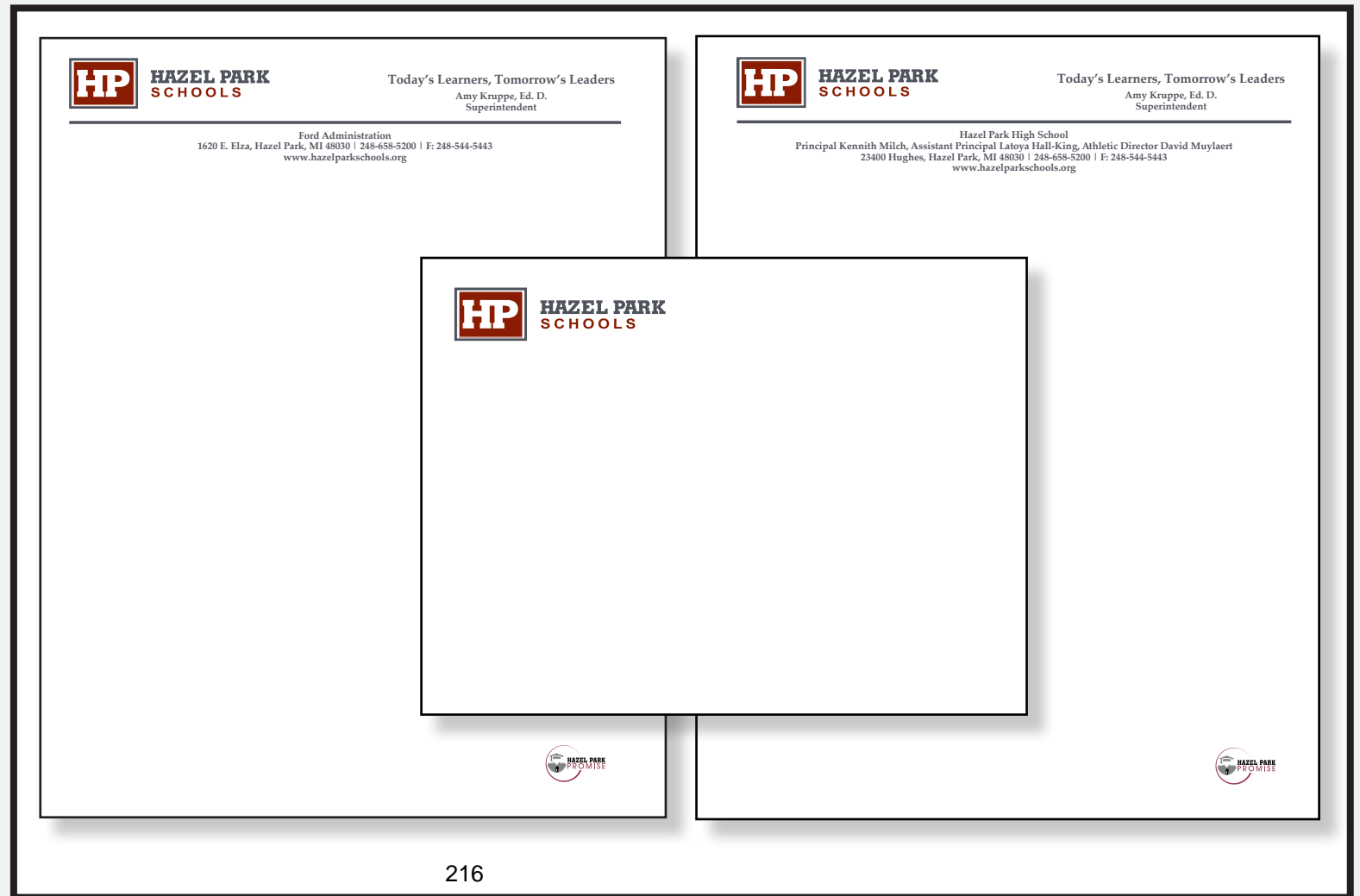
An important piece of stationery to have around your office is branded notepads and letterhead. Whether it is simply for writing down interoffice memos or for sending important messages to customers, branded notepads and letterhead are great for building your brand.

Also branded notepads make for great handouts to prospects. Everyone keeps notepads on their desk and it is great to have your logo in front of them every single day at work.

Branding your name or logo on stationery is extremely important for your business. It is what separates the more detail-orientated companies from the ones who overlook the minor aspects of the business. It is a small gesture that can significantly boost your business.

With the internet, television, and all other forms of technology, branded stationery is one aspect of marketing that many company owners forget to include in their marketing plans.

But any place your name or logo can be seen means another potential customer or client.



ENVELOPES

Direct mail might not be the coolest marketing channel, however, that does not mean it is not effective. For businesses with a local customer base, sending out letters can be a quick and easy way to keep people up-to-date on the latest news and events.

Of course, those letters need to go somewhere, which is where branded envelopes come in. Letting the receiver know who their mail is from (before they even open the envelope) builds brand awareness from right inside the mailbox.

If you want to save time putting a return address on every one of those letters, custom printed envelopes can speed up the process.

With these on hand, you can spend less time writing in your zip code and more time working on your other marketing efforts.

Creating a consistent brand identity is a key aspect to marketing your business; however, it is not an easy process!

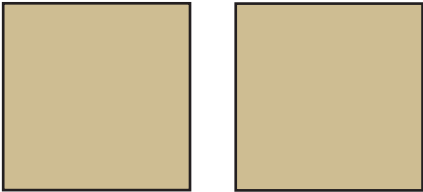


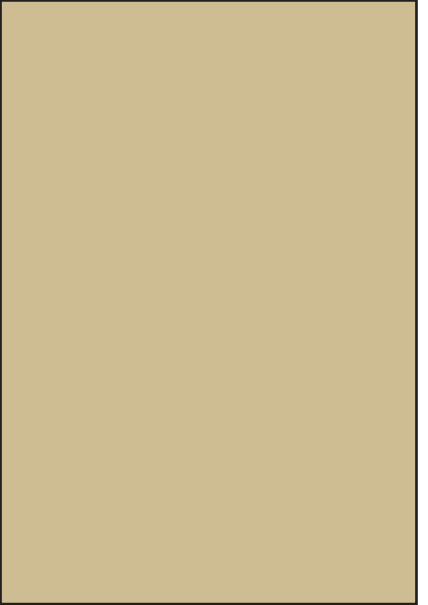


**SIX PANEL BROCHURE
OUTSIDE**

The term “marketing brochure” refers to a small document, or pamphlet, which describes and promotes various products or services to be marketed.

It is common for a company to have a marketing brochure prepared by professionals in design and printing who have experience in creating such documents. As compared to a flyer or a handbill, a printed brochure usually has higher-quality paper and more color, and is folded.

The goal of a marketing brochure is typically to assist in sales or distribution of products and services. The wording in the brochure is often very positive, with “glowing terms” to describe the features and benefits being offered. The focus is typically on persuasion, to encourage people to want to obtain the items being described in the brochure.

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SIX PANEL BROCHURE INSIDE

The term “marketing brochure” refers to a small document, or pamphlet, which describes and promotes various products or services to be marketed.

The goal of the “Inside” panels is to showcase the nuts and bolts of your product or services. Always persuade with pictures and copy to obtain a positive response or hopefully a “call to action”.

The wording on inside panels is often very positive, with “glowing terms” to describe the features and benefits being offered. The focus is typically on persuasion, to encourage people to want to obtain the items being described in the brochure.

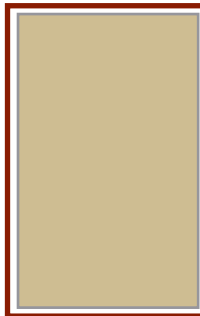


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TODAY'S LEARNERS
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SIGNAGE

Signage is the design or use of text and symbols to communicate a message to a specific group, usually for the purpose of marketing or wayfinding.

Signs are any kind of visual graphics created to display information to a particular audience. This is typically in the form of wayfinding information in places such as streets or on the inside and of outside buildings.

Signs vary in form and size based on location and intent, from more expansive banners, billboards, and murals, to smaller street signs, business name signs, sandwich boards, and lawn signs. Newer signs may also use digital or electronic displays.

The main purpose of signs is to communicate, to convey information designed to assist the viewer with decision-making based on the information provided.

Alternatively, promotional signage may be designed to persuade viewers of the merits of a given product or service.



IMAGE USE

5

PAGE 39 IMAGE DISPLAY USE
40 IMAGE ASPECT RATIO

PHOTO USAGE

Photography and illustrations are powerful and emotive tools that express our values just as strongly as colors and typefaces.

These guidelines should help you think about images, but they cannot cover every decision you have to make. You need to use your judgment and discretion.

In particular, avoid clipart or any other prefabricated images from the internet. These suggest a lack of effort and imagination, and can risk looking like a crude 'cut and paste', rather than careful selection. Most clipart and found images on the internet are usually copyright protected. Your safest bet is to purchase your images from a reliable online stock photo service.

Always purchase the largest image size available, you can always make it smaller. The quality of such images, like that of other illustrations, can also be hard to control.

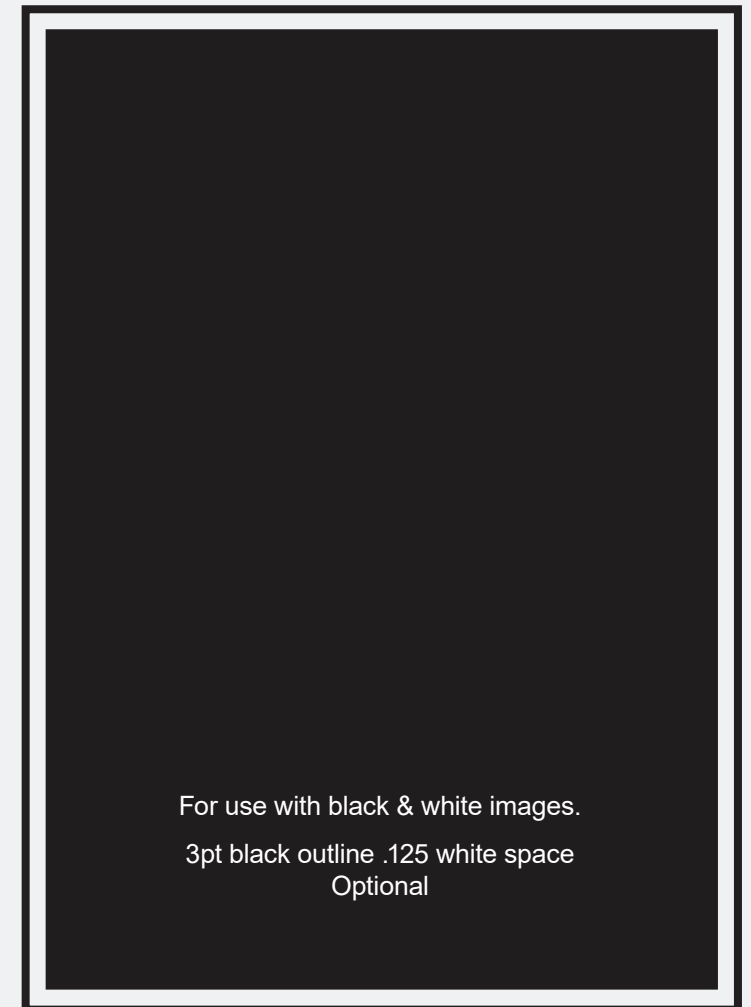
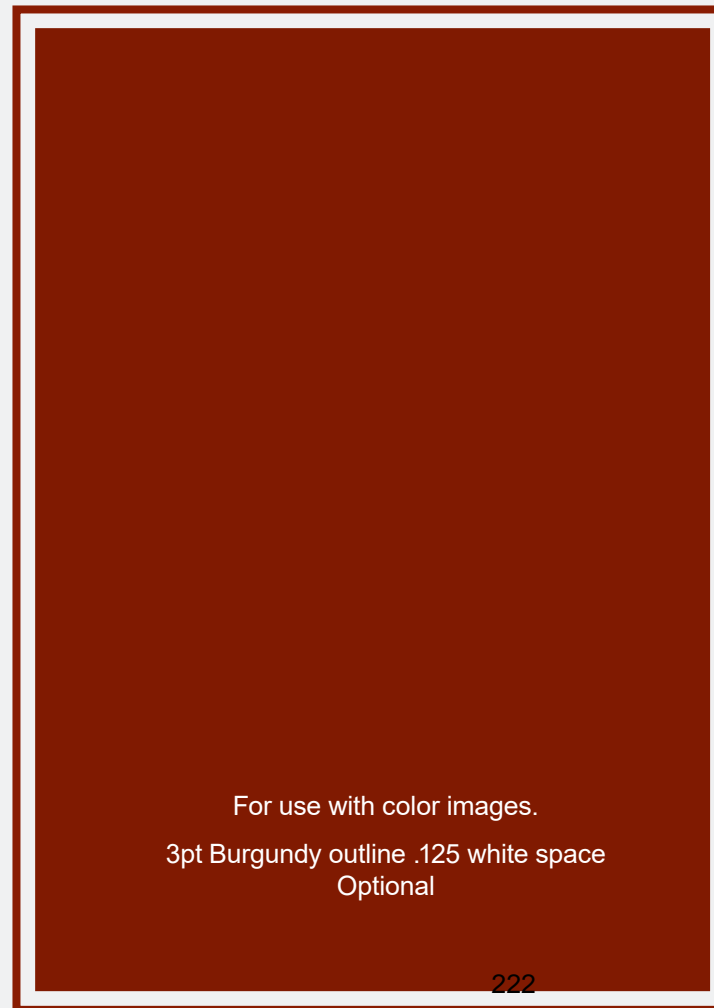
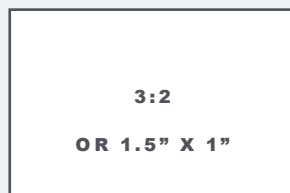


IMAGE ASPECT RATIO

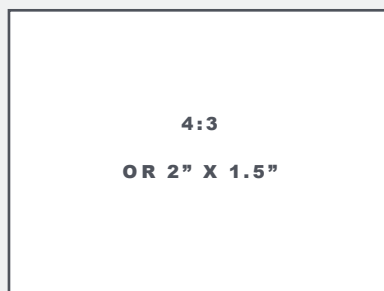
The aspect ratio of an image is the proportional relationship of the width to the height. You will recognize it as two numbers separated by a colon in an x:y format. For instance, a 6 x 4 inch image has an aspect ratio of 3:2. An aspect ratio does not have units attached – instead, it represents how large the width is in comparison to the height.

This means that an image measured in centimeters will have the same aspect ratio even if it was measured in inches. The relationship between its width and height determines the ratio and shape, but not the image's actual size.

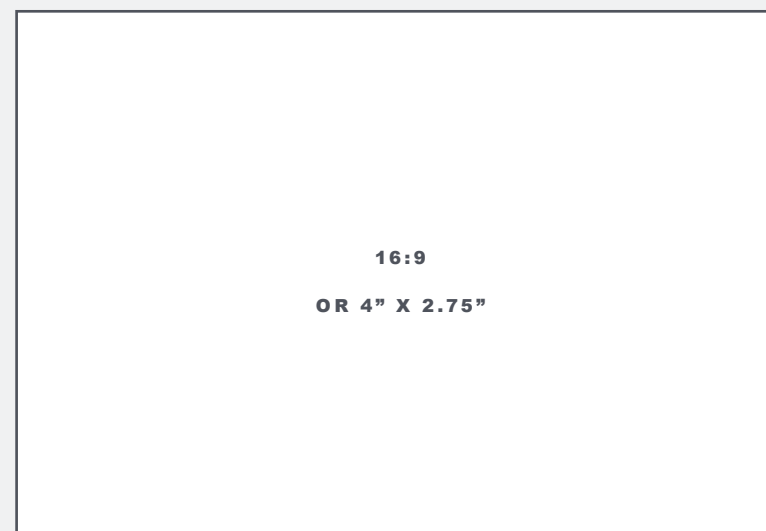
Aspect ratios are critical to web content because images need to be uploaded at different aspect ratios for different uses, like desktop vs. mobile or social media. When you use the right aspect ratios, it ensures your images are displayed as intended without stretching, compressing, or resolution loss.



THE 3:2 RATIO HAS
ROOTS IN 35MM FILM
AND PHOTOGRAPHY AND
IS STILL WIDELY USED
FOR PRINT SIZES.



A 4:3 RATIO IS
TYPICALLY USED FOR TV
DISPLAYS, COMPUTER
MONITORS, AND DIGITAL
CAMERAS.



THE 16:9 RATIO IS MOSTLY SEEN ON PRESENTATION
SLIDES, COMPUTER MONITORS, OR WIDESCREEN TVS.
THIS INTERNATIONAL STANDARD RECENTLY REPLACED
THE 4:3 RATIO FOR MONITORS AND TV SCREENS,
CREATING A SLIMMER, MORE ELONGATED RECTANGULAR
SHAPE COMPARED TO THE 4:3 FORMAT.

**“WHEN WORDS
BECOME UNCLEAR, I
SHALL FOCUS WITH
PHOTOGRAPHS. WHEN
IMAGES BECOME
INADEQUATE, I SHALL
BE CONTENT WITH
SILENCE.”**

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