Eaton RESA Board of Education Agenda
Regular Board Meeting
August 19, 2026, at 6:00 PM
Board Room
1790 East Packard Highway
Charlotte, Michigan 48813

I. **REGULAR BUSINESS**

A. **Call to Order**

1) Pledge of Allegiance

2) Roll Call

B. **Approval of Agenda**

C. **Presentations**

CRTEC- Marcee Theisen and Ben Bever, Eaton RESA Career Preparation Directors

D. **Audience Participation**

E. **Action Items**

1) Consent Agenda

a. PREVIOUS Regular Board Meeting Minutes 2

b. Personnel Report 6

c. Board Bills and Disbursement Report 8

F. **Adult Education Student Handbook** **25**

G. **Meadowview School Student Handbook** **39**

H. **A to Z Speech Therapy LLC Contract** **121**

I. **Elevate Therapy LLC Social Work Contract** **126**

J. **Ingham ISD LOU** **132**

K. **CompHealth Medical Staffing Occupational Therapist Contract** **136**

L. **Charlotte Public Schools Food Service Agreement** **141**

M. **PAC Board Appointments** **145**

N. **MASB Delegate Assembly Designation**

O. E. Information Items

P. **Board Member Reports & Requests**

Q. **Correspondence**

1) Upcoming Events

R. **Adjournment**

It is the policy of Eaton Regional Education Service Agency not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, 1790 East Packard Highway, Charlotte, MI 48813, 517.543.5500.

Eaton RESA Board of Education Minutes – for August 19, 2026
July 15, 2026 – Regular Board Meeting

A Regular Board Meeting of the Eaton Regional Education Service Agency was held on Wednesday, May 20, 2026, at 6:00 p.m. in the Board Room at 1790 East Packard Highway, Charlotte, Michigan.

I. ORGANIZATIONAL MEETING

A. **Call to Order**

1) Pledge of Allegiance
2) Roll Call

Roll Call: *Temsey, DuFort (Absent), Roberts, Gonzalez, and Rushford*

B. **Election of Board Officers for 2026-27**

1) President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of President.

Mark Rushford _____ *Elected as President of the Board of Education for 2026-27.*

2) Vice President Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Vice President.

Debbie Roberts _____ *Elected as Vice President of the Board of Education for 2026-27.*

3) Secretary Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Secretary.

Jack Temsey _____ *Elected as Secretary of the Board of Education for 2026-27.*

4) Treasurer Nominations: Superintendent, Sean Williams, is requesting nominations for the office of Treasurer.

Alex Gonzalez _____ *Elected as Treasurer of the Board of Education for 2026-27.*

C. **Board of Education Meeting Schedule for 2026-27**

1) Regular Meetings: The Regular Meetings of the Eaton RESA Board of Education for 2026-27 will be held on the third Wednesday of each month, at 6:00 p.m. at the Packard building, unless otherwise noted.
2) Public Hearing on Budget: The Public Hearing on Budget of the Eaton RESA Board of Education for 2026-27 will be held on June 9, 2027, at 6:00 p.m. at the Packard building.
3) Organizational Meeting: The Organizational Meeting of the Eaton RESA Board of Education for 2024-25 will be held on July 14, 2027, at 6:00 p.m. at the Packard building.

MOTION: *It was moved by Temsey and supported by Roberts to approve the Board of Education Meeting Schedule, as presented.*

D. **Designation of Depositories and Authorized Signatures for 2026-27**

1) Designation of 2026-27 Depositories and Authorized Signatures: Tina Monroe, Executive Director of Finance & Operations, is requesting updated Board signature cards for the following bank accounts PNC Bank, the Michigan Class Investment Pool and Michigan Liquid Asset Fund. The authorized signatures required are the Board President, Board Treasurer, and the Executive Director of Finance & Operations.

MOTION: *It was moved by Roberts and supported by Gonzalez to approve the Designation of Depositories and Authorized Signatures, as presented.*

E. **Board Committee Appointments for 2026-27:** The Board has established two committees: 1) Finance and Audit Committee and 2) Building and Grounds Committee. Each committee will be comprised of two appointed Board members.

1) Board President is requesting for two Board members to volunteer for appointment to the Finance and Audit Committee.

APPOINTMENTS: *Roberts and Gonzalez to the Finance and Audit Committee for 2026-27.*

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2) Board President is requesting for two Board members to volunteer for appointment to the Building and Grounds Committee.

APPOINTMENTS: *Dufort and Temsey to the Building and Grounds Committee for 2026-27.*

F. **Legal Counsel for 2026-27:** The Superintendent is requesting the designation of the following legal counsel for Eaton RESA for 2026-27.

1) Thrun Law Firm, 2900 West Road, Suite 400, East Lansing, MI 48823
2) Steven D. Lowe, PC, PO Box 430, Haslett, MI 48840
3) Clark Hill, PLC, 500 Woodward Avenue, Suite 3500, Detroit, MI 48226
4) Secrest, Wardle, Lynch, Hampton, Truex & Morley, 2600 Troy Center Drive, PO Box 5025, Troy, MI 48007

MOTION: *It was moved by Roberts and supported by Temsey to approve the legal counsel designation, as presented.*

II. REGULAR BUSINESS

A. **Call to Order**

1)Pledge of Allegiance
2)Roll Call

Roll Call: *Temsey, DuFort (Absent), Roberts, Gonzalez, and Rushford*

B.Approval of Agenda

MOTION: *It was moved by Roberts and supported by Temsey to approve the agenda, as presented.*

C.Presentations

1) Strategic Plan -Cabinet Team

D.**Action Items**

1)Consent Agenda

a. 6/9/2026 Regular Board Meeting Minutes
b. Personnel Report
c. Board Bills and Disbursement Report

MOTION: *It was moved by Temsey and supported by Roberts to approve the consent agenda, as presented.*

2)District Phone Purchase Agreement: Michael Partridge, Director of Technology, is requesting that the Board authorize the Superintendent to execute an agreement for the purchase and implementation of a new unified phone system for Eaton RESA. The current Mitel phone system serving the Union Street facility has reached end-of-life status and can no longer be expanded without a complete replacement. The proposed solution from Sangoma Unified Communications will provide a modern communications platform and unify phone services across all three Eaton RESA locations, including Packard Highway, Southridge, and Union Street. The total cost of the new system is $37,649.10, which is significantly less than the $61,159.52 cost to renew and replace the existing solution.

MOTION: *It was moved by Roberts and supported by Gonzalez to approve the Sangoma Unified Communications purchase agreement, as presented.*

3)Travel Request: The Assistant Superintendent for Special Education, Kelly Hager, is requesting approval for the Director of Meadowview Offsite and Related Services, Randy Cusack, to attend the National Council of Administrators of Special Education (CASE) conference on November 11-13th, 2026 in Providence, Rhode Island. Randy serves on the membership committee for CASE. Costs would be paid out of the special education administrator professional development budget.

MOTION: *It was moved by Roberts and supported by Temsey to approve the travel request, as presented.*

4) .5 FTE Early Childhood Care Coordinator: The Deputy Superintendent, Dr. Nate Leale, is requesting to add a .5 FTE Early Childhood Care Coordinator. This is a new position which will operate under

the direction of the Director of Early Childhood to support the implementation of the statewide Help Me Grow system. The additional cost will be covered by new state early childhood funding.

5) 1.0 FTE GSRP Teacher and up to 4 FTE paraprofessional staff members: The Deputy Superintendent, Dr. Nate Leale, is requesting to add 1.0 FTE GSRP Teacher and up to 4 FTE paraprofessional staff members to support additional expansion of GSRP in Eaton County.

6) 1.0 FTE Behavior Mental Health Specialist: The Deputy Superintendent, Dr. Nate Leale, is requesting the addition of 1.0 FTE Behavior Mental Health Specialist position within the Behavior & Mental Health Services department. This position will perform the same responsibilities as other Behavior Mental Health Specialists while also providing Crisis Prevention Institute (CPI) and Ukeru training and support to local school districts across the Eaton RESA service area. The addition of this position will expand Eaton RESA's capacity to meet increasing regional demand for behavioral support training while continuing to provide direct services to districts.

7) 2.0 FTE Literacy Coaches: The Deputy Superintendent, Dr. Nate Leale, is requesting the addition of 2.0 FTE Literacy Coach positions within the General Education Services team in Instructional Services. The recently approved State School Aid budget provides funding for literacy coaches under Section 35a(4), allocating $125,000 per literacy coach to each Intermediate School District, with a minimum allocation of four literacy coach positions per ISD. The addition of these two positions will allow Eaton RESA to fully utilize the state funding allocation while expanding regional capacity to support the implementation of Michigan's literacy initiatives. These literacy coaches will provide job-embedded coaching, professional learning, and technical assistance to local school districts.

MOTION: *It was moved by Roberts and supported by Temsey to approve the request to add a .5 Early Childhood Care Coordinator, 1.0 GSRP Teacher, up to 4.0 Paraprofessionals, 1.0 Behavior & Mental Health Specialist, and 2.0 Literacy Coaches, as presented.*

8) Eaton Rapids Public Schools (ERPS) Food Service Contract: The Executive Director of Finance and Operations, Tina Monroe, is requesting approval for an agreement with Eaton Rapids Public Schools (ERPS) to continue to provide meals and snacks for Post Secondary MoCI programs at Union St. The estimated amount is $37,782.50. The District will receive Federal reimbursement to offset the cost.

MOTION: *It was moved by Roberts and supported by Gonzalez to approve the agreement with Eaton Rapids Public Schools, as presented.*

9) Career Prep Center Agreements: The Assistant Superintendent for CTE, Vlad Lebedintsev, is requesting the Board authorize the Superintendent to execute the following agreements:

1. An agreement with Crosswinds Aviation for the CPC Aviation Careers Institute program for the 2026-27 school year in an amount not to exceed $62,000.
2. An agreement with Davenport University for the Business Academy, Certified Medical Clinical Assistant Academy and Game Design and Programming Academy programs for the 2026-27 school year in an amount not to exceed $215,638.
3. An agreement with The University of Olivet and Farm Bureau Insurance for the Insurance and Risk Management program for the 2026-27 school year in an amount not to exceed $36,000.
4. An agreement with Potter Park Zoological Society for the Veterinary Science and Animal Health programs for the 2026-27 school year in an amount not to exceed $116,600.

10) Career Prep Center Student Handbook: The Assistant Superintendent for CTE, Vlad Lebedintsev, is requesting that the Board approve the 2026-2027 Eaton RESA Career Preparation Center Student/Parent Handbook

MOTION: *It was moved by Temsey and supported by Roberts to approve the agreements with Crosswinds Aviation, Davenport University, the University of Olivet, and the Potter Park Zoological Society, and to approve the Career Prep Center Student Handbook, as presented. as presented.*

E. Information Items

1) MASB Call for Delegates for October 15, 2026 assembly.
2) Calhoun ISD Property Transfer Request.

F. Board Member Reports & Requests

G. Correspondence

1) Upcoming Events
   a. Eaton RESA Organizational and Regular Board Meeting, August 15, 2026, at 6:00 p.m., Eaton RESA

H. Adjournment 7:00pm

_____ _____

Alex Gonzalez, Board Secretary *Date*

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Eaton RESA Personnel Report for August 19, 2026

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HIRES	
Name	**Lynne Baker**
Title	Paraprofessional
FTE	Part-time
Department	Instructional Services
Type of Contract	ESPA
New/Replace	Replace
Prior Incumbent	Pat Baker
Supervisor	Jennifer McCaffrey
Schedule	Paraprofessional/Step 5
Wage	$18.10
Effective	8/24/2026
Name	**Kris Bellingar**
Title	Teacher – CI
FTE	1.0
Department	Special Education
Type of Contract	EIEA
New/Replace	Replace
Prior Incumbent	Vacancy
Supervisor	Liz Hicks
Schedule	Teacher/RSS/MA+15/Step 18
Wage	$85,830
Effective	8/13/2026
Name	**Nathan Chance**
Title	Career Pathways Technician
FTE	1.0
Department	CTE
Type of Contract	ESPA
New/Replace	New
Prior Incumbent	
Supervisor	Ben Bever
Schedule	Technology Asst./Step 5
Wage	$23.13
Effective	8/13/2026
Name	**Kelly Harris**
Title	Paraprofessional
FTE	1.0
Department	Special Education
Type of Contract	ESPA
New/Replace	Replace
Prior Incumbent	Vacancy
Supervisor	Randy Cusack
Schedule	Paraprofessional/Step 4
Wage	$17.58
Effective	8/13/2026
HIRES- Continued	
Name	**Anessa Martin**
Title	Teacher – ECSE
FTE	1.0
Department	Special Education
Type of Contract	EIEA
New/Replace	New
Prior Incumbent	
Supervisor	Jennifer McCaffrey
Schedule	Teacher/RSS/MA+30/Step 18
Wage	$91,629
Effective	8/13/2026
Name	**Caitlin McClure**
Title	Paraprofessional
FTE	Part-Time
Department	Instructional Services
Type of Contract	ESPA
New/Replace	Replace
Prior Incumbent	Patricia McCauley
Supervisor	Jennifer McCaffrey
Schedule	Paraprofessional/Step 3
Wage	$17.02
Effective	8/13/2026
Name	**Krystal Moore**
Title	Paraprofessional
FTE	Part-time
Department	Instructional Services
Type of Contract	ESPA
New/Replace	Replace
Prior Incumbent	Vacancy
Supervisor	Jennifer McCaffrey
Schedule	Paraprofessional/Step 3
Wage	$17.02
Effective	8/13/2026
Name	**Michael Stuart-Crane**
Title	Paraprofessional
FTE	1.0
Department	Special Education
Type of Contract	ESPA
New/Replace	New
Prior Incumbent	
Supervisor	Randy Cusack
Schedule	Paraprofessional/Step 2
Wage	$16.53

Eaton RESA Personnel Report for August 19, 2026

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Effective	8/13/2026
HIRES-Continued	
Name	**Ella Squier**
Title	Teacher
FTE	1.0
Department	Instructional Services
Type of Contract	EIEA
New/Replace	Replace
Prior Incumbent	Kylie Joles
Supervisor	Jennifer McCaffrey
Schedule	Teacher/RSS/BA/Step 4
Wage	$47,012
Effective	8/24/2026
JOB CHANGES	
Name	**Arianna Carns**
Title	Paraprofessional
Location	Charlotte Galewood
FTE	Part-time
Department	Instructional Services
Type of Contract	ESPA
Supervisor	Jennifer McCaffrey
Effective	8/13/2026
Note	Temporary to Part-time
Name	**Ashley Schaibly**
Title	School Social Worker
Location	
FTE	0.45
Department	Special Education
Type of Contract	EIEA
Supervisor	Randy Cusack
Effective	8/13/2026
Note	FTE decreased from 1.0 to .45
DEPARTURES	
Name	**Alysha DeMay**
Title	Occupational Therapist
FTE	1.0
Department	Special Education
Type of Contract	EIEA
Supervisor	Eileen Prihoda
Effective	6/22/2026
Note	Resignation

DEPARTURES-Continued	
Name	**Kylie Joles**
Title	Teacher
FTE	1.0
Department	Instructional Services
Type of Contract	EIEA
Supervisor	Jennifer McCaffrey
Effective	7/10/2026
Note	Resignation
Name	**Michael Layher**
Title	Occupational Therapist
FTE	1.0
Department	Special Education
Type of Contract	EIEA
Supervisor	Eileen Prihoda
Effective	8/13/2026
Note	Resignation
Name	**Lorin Stewart**
Title	Career Development Coordinator
FTE	1.0
Department	CTE
Type of Contract	EIEA
Supervisor	Vlad Lebedintsev
Effective	9/30/2026
Note	Retirement

Eaton Regional Education Service Agency
Monthly Disbursements Report
For Period Ending July 31, 2026

Accounts Payable Disbursements (See attached register):			
Payroll Withholdings, Employer Liabilities & Electronic Withdrawal		$	947,933.69
Check Distributions		$	659,432.70
ACH transactions		$	986,470.16
Total Electronic and Check Distributions		**$**	**2,593,836.55**
Payroll Disbursements:			
Net Pay	7/10/2026	$	365,997.73
Net Pay	7/24/2026	$	361,945.90
Total Net Pay		**$**	**727,943.63**
Total Funds Disbursed This Month		**$**	**3,321,780.18**

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
REGULAR CHECKS									
309777	07/02/26	15840	ASSOCIATION OF EDUCATIONAL	22086 C	G	11-231-7410-000-000-0000	AESA Annual Dues 7/1/626-6/30/	1,185.00	1,185.00
309778	07/02/26	13341	AT&T U-VERSE		V	61-284-3490-000-000-0000	July Services - CTE	216.87	216.87
309779	07/02/26	13906	FIDELITY SECURITY LIFE		G	12-451-0012-000-000-0000	July - EYE MED-VISION INSURANC	2,399.42	2,399.42
309780	07/02/26	14803	MASB-SEG PROPERTY/CASUALTY		G	11-259-3920-000-000-0000	GenFund Errors & Omissions Ins	40,511.00	
					G	11-261-3910-000-000-0000	S/C BUILDING INSURANCE	30,233.00	
					G	11-261-3930-000-000-0000	S/C VEHICLE INSURANCE	2,769.00	
					V	61-271-3930-000-000-0000	S/C VEHICLE INSURANCE	5,537.00	79,050.00
309781	07/02/26	90087	MSBO		G	11-252-7410-000-000-0000	FY27 Membership Dues - R.Stamb	150.00	
					G	11-252-7410-000-000-0000	FY27 Membership Dues - E.Burch	150.00	
					G	11-252-7410-000-000-0000	FY27 Membership Dues - D.Osgoo	150.00	
					G	11-252-7410-000-000-0000	FY27 Membership Dues - K.Polha	150.00	
					G	11-252-7410-000-000-0000	FY27 Membership Dues - T.Monro	150.00	
					G	11-252-7410-000-000-0000	Fy27 Membership Dues - D.Hayes	150.00	900.00
309782	07/02/26	16117	MV LEARNING LLC	22125 C	G	11-283-3190-000-000-6352	26/27 MV Liason Pro	36,994.00	36,994.00
309783	07/09/26	15273	A.D. SUTTON & SONS, INC.	22174 C	G	11-331-5990-000-000-6352	Backpacks - MV Project Connect	792.00	792.00
309784	07/09/26	16301	HANNAHS ELECTRIC LLC		G	11-261-4110-000-000-0000	7/2/26 - Service Call for A/C	350.00	
					G	11-261-4112-000-000-0000	7/2/26 - Repair fire alarm rec	233.00	583.00
309785	07/09/26	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID# 913654672 - Corson	185.06	185.06
309786	07/09/26	00697	WASTE MANAGEMENT OF		G	11-261-3842-000-000-0000	July - Waste Services	529.77	529.77
309787	07/09/26	07560	CITY OF CHARLOTTE		G	11-261-3831-000-000-0000	Water/Sewer - 04/01-06/30	1,172.43	1,172.43
309788	07/09/26	15104	REPUBLIC SERVICES, INC.		G	11-261-3840-000-000-0000	June Waste - Packard	341.86	
					G	11-261-3841-000-000-0000	June Waste - Southridge	167.02	508.88
309789	07/09/26	09260	CONSUMERS ENERGY		G	11-261-5510-000-000-0000	June - Packard Gas	350.36	
					G	11-261-5520-000-000-0000	June - Packard Electric	4,885.77	
					X	21-261-5510-000-000-0000	June - Meadowview Gas	21.00	
					X	21-261-5520-000-000-0000	June - Meadowview Electric	55.64	5,312.77
309790	07/09/26	13381	EATON RAPIDS, CITY OF		G	11-261-3832-000-000-0000	UNION ST WATER/SEWER 5/16-6/15	773.90	
					G	11-261-5522-000-000-0000	UNION ST ELECTRIC 5/16-6/15/26	1,319.45	2,093.35
309791	07/09/26	16236	JESSEL, ALYSON	22179 C	G	11-261-5990-060-000-5220	Reimb for YAC Supply - Walmart	143.19	143.19
309792	07/09/26	46477	LANSING SCHOOL DISTRICT		G	11-411-8510-020-000-2890	SEC 107a AE LANSING	2,933.41	
					G	11-411-8510-020-000-3310	ADULT ED 107 LANSING	189,229.63	192,163.04
309793	07/09/26	14083	MECOSTA-OSCEOLA	22226 C	G	11-252-7410-000-000-0000	25/26 CWMAIA Dues	200.00	200.00
309794	07/09/26	16300	MILLER, NEISHA LEIGH	22183 C	G	11-261-5990-060-000-5220	Meijer - Food for YAC Picnic	69.84	69.84
309795	07/15/26	12841	FRANKENMUTH BAVARIAN INN	22192 C	G	11-211-3220-000-000-9074	May 5-8 Prevention Conf - Lodg	675.36	
				22192 C	G	11-221-3220-000-000-6952	May 5-8 Prevention Conf - Lodg	675.50	
				22192 C	G	11-221-3220-000-000-7674	May 5-8 Prevention Conf - Lodg	1,350.72	
				22192 C	G	11-221-3220-000-000-7864	May 5-8 Prevention Conf - Lodg	675.36	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22192 C	G	11-221-3220-000-923-9304	May 5-8 Prevention Conf - Lodg	1,534.40	
				22192 C	G	11-221-3220-000-933-9304	May 5-8 Prevention Conf - Lodg	675.36	
				22192 C	G	11-221-5990-000-000-9304	May 5-8 Prevention Conf - Lodg	15,847.87	
				22192 C	G	11-226-3220-000-000-6352	May 5-8 Prevention Conf - Lodg	859.04	
				22192 C	H	91-296-7920-000-000-4315	May 5-8 Prevention Conf - Lodg	576.40	22,870.01
309796	07/15/26	16105	COMMUNITY MAGAZINE GROUP	22254 C	G	11-283-3190-000-000-0000	Digital Printing Services - Ju	550.00	550.00
309797	07/15/26	13860	EATON CO TREASURER		G	10-111-0000-000-000-0000	TR - 2025 Tax Year - Roxand Tw	5.30	
					X	20-111-0000-000-000-0000	TR - 2025 Tax Year - Roxand Tw	106.68	
					V	60-111-0000-000-000-0000	TR - 2025 Tax Year - Roxand Tw	26.58	138.56
309798	07/15/26	14881	EATON COUNTY CENTRAL		G	11-266-3190-000-000-0000	FY26 RAVE Contract services	1,023.21	1,023.21
309799	07/15/26	14551	KENT INTERMEDIATE SCHOOL		X	21-285-4140-000-000-0000	2025-26 MIPSE Billing	55,525.99	55,525.99
309800	07/15/26	46514	STATE OF MICHIGAN		G	11-257-3190-000-000-0000	June Transportation	224.00	224.00
309801	07/15/26	15705	SPARROW EATON HOSPITAL	21790 C	G	11-226-3130-000-000-5224	GLHC Salary/Wages April 2026-J	8,259.00	
				21791 C	G	11-226-3130-000-000-5228	ELHC Salary/Wages April 2026-J	69,480.00	77,739.00
309802	07/15/26	13956	WAVERLY COMMUNITY SCHOOLS	22228 C	G	11-221-8220-000-000-7674	Smoking Cessation Classes/Supp	1,063.72	1,063.72
309803	07/15/26	13899	4IMPRINT, INC	22155 C	G	11-331-5990-000-000-6352	Mini Travel Kits - 250	922.14	922.14
309804	07/15/26	12944	AMERICAN OFFICE SOLUTIONS -		G	11-252-4220-000-000-0000	July Services - Lease	3,712.03	3,712.03
309805	07/15/26	09260	CONSUMERS ENERGY		G	11-261-5511-000-000-0000	July - SOUTHRIDGE NATURAL GAS	141.28	
					G	11-261-5521-000-000-0000	July - SOUTHRIDGE ELECTRIC #2	761.62	
					G	11-261-5521-000-000-0000	July - SOUTHRIDGE ELECTRIC #1	31.70	934.60
309806	07/15/26	13777	DAVENPORT UNIVERSITY	22232 C	V	61-127-3110-000-999-9520	Summer Class SOSC201 - J.Shake	714.00	714.00
309807	07/15/26	14881	EATON COUNTY CENTRAL		G	11-266-3190-000-000-0000	FY27 RAVE contract services	1,023.21	1,023.21
309808	07/15/26	15658	FUTURE OF LEARNING COUNCIL	22265 C	G	11-252-7410-000-000-0000	26/27 FLC Membership Dues/Fees	5,000.00	5,000.00
309809	07/15/26	00746	MAASE	22241 C	X	21-226-7410-000-082-0000	2026-27 Membership Dues - R.Cu	200.00	
				22240 C	X	21-226-7410-000-082-0000	2026-27 Membership Dues - A.Ba	300.00	500.00
309810	07/15/26	14256	XELLO INC	22250 C	V	61-127-3450-000-000-0000	FY27 Xello - High & Middle Stu	18,548.45	18,548.45
309811	07/22/26	13899	4IMPRINT, INC	22197 C	G	11-131-5110-000-000-3310	Notebooks/Setup/Shipping	133.18	
				22197 C	G	11-132-5990-000-000-3310	Notebooks/Setup/Shipping	133.18	
				22197 C	G	11-212-5990-000-000-2251	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-221-5910-000-000-0000	Notebooks/Setup/Shipping	133.18	
				22197 C	G	11-221-5990-000-000-6952	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-221-5990-000-000-7674	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-221-5990-000-919-9304	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-221-5990-000-923-9304	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-221-5990-000-933-9304	Notebooks/Setup/Shipping	75.73	
				22197 C	G	11-226-5910-000-000-3430	Notebooks/Setup/Shipping	592.85	1,446.77
309812	07/22/26	13341	AT&T U-VERSE		X	21-261-3410-000-000-0000	July Services - SPED	186.28	186.28
309813	07/22/26	15020	ATTAINMENT COMPANY INC	22160 C	X	21-218-6420-000-000-0000	GoNow Case package for iPad/Sh	156.45	156.45

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
309814	07/22/26	14285	CHARLOTTE MINI STORAGE, LLC.	22147 P	X	21-261-4210-000-000-0000	August Rent	1,000.00	1,000.00
309815	07/22/26	09260	CONSUMERS ENERGY		G	11-261-5512-000-000-0000	July - UNION ST NATURAL GAS	131.71	131.71
309816	07/22/26	15610	MICHIGAN ALLIANCE FOR	22284 C	V	61-127-5210-000-000-9502	Project WILD K-12 Books - 26/2	420.00	420.00
309817	07/22/26	14148	MICHIGAN STATE DISBURSEMENT		G	12-451-0027-000-000-0000	ID#913654672 - Corson	185.06	185.06
309818	07/22/26	14541	PIPER, MICHAEL L. JR.		G	11-261-4110-000-000-0000	Installed pull handles on door	325.00	325.00
309819	07/22/26	13923	XPRESSMYSELF.COM LLC	22260 C	X	21-218-5990-000-000-0000	Metal Asset Tags - 100	297.95	297.95
309820	07/22/26	13860	EATON CO TREASURER		G	11-259-7610-000-000-0000	Foreclosure Chargebacks - GE	6.93	
					X	21-259-7610-000-000-0000	Foreclosure Chargebacks - SPED	120.86	
					V	61-259-7610-000-000-0000	Foreclosure Chargebacks - VOC	35.51	163.30
309821	07/22/26	13960	EATON RAPIDS PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	FY26 Transportation Reimb	43,804.80	43,804.80
309822	07/22/26	94187	LAKEWOOD PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	FY26 Transportation Reimb	6,910.92	6,910.92
309823	07/22/26	46514	STATE OF MICHIGAN	20263 C	G	11-257-3430-000-000-0000	June Services	306.34	306.34
309824	07/22/26	15995	POSITIVE BEHAVIOR ADVOCATES	22286 C	X	21-216-3130-000-041-0000	BCBA Contracted Svs - 6/3/26	250.00	250.00
309825	07/29/26	13960	EATON RAPIDS PUBLIC SCHOOLS	22328 C	G	11-221-8220-000-000-3650	35a Literacy Coach Reimb	50,000.00	
					G	11-411-8510-000-000-3432	GSRP TRANSP EATON RAPIDS	20,000.00	70,000.00
309826	07/29/26	16316	LENNEMAN. NICOLE KATHLEEN	22329 C	G	11-221-3120-000-000-0000	SLI Presentation 6/16/2026	125.00	125.00
309827	07/29/26	13986	NICHOLAS M THOMPSON		G	11-261-4110-000-000-0000	6/1-06/26/26 Services - Packar	1,450.00	
					G	11-261-4111-000-000-0000	6/1-06/26/26 Services - Southr	810.00	2,260.00
309828	07/29/26	09260	CONSUMERS ENERGY		G	11-261-5510-000-000-0000	July - Packard Gas	216.19	
					G	11-261-5520-000-000-0000	July - Packard Electric	5,037.34	
					X	21-261-5510-000-000-0000	July - Meadowview Gas	21.00	
					X	21-261-5520-000-000-0000	July - Meadowview Electric	60.00	5,334.53
309829	07/29/26	13960	EATON RAPIDS PUBLIC SCHOOLS	22304 C	G	11-261-4210-001-000-3310	Classroom Rent 7/2026-9/2026	1,440.00	1,440.00
309830	07/29/26	16317	LANSING SANITARY SUPPLY INC		G	11-261-5992-002-000-0000	Union St - Floor Finish/Emulsi	410.21	410.21
309831	07/29/26	15602	LAUTZ E FLIPS, LLC	22314 P	X	21-261-4210-000-000-0000	July Consumers	60.38	60.38
309832	07/29/26	15850	MICHIGAN ADULT, COMMUNITY,	22315 C	G	11-221-7410-000-000-3310	Organizational Rate for 20 and	1,200.00	
				22315 C	G	11-283-7410-000-000-3310	Organizational Rate for 20 and	800.00	2,000.00
309833	07/29/26	15337	UNITED WAY OF SOUTH CENTRAL	22333 C	G	11-212-3110-000-000-2890	CapCAN 2026-27	10,000.00	10,000.00
991605	07/24/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	CHECK # 991605 VOIDED	(47,784.11)	
					G	11-112-3110-000-000-0000	CHECK # 991605 VOIDED	(47,784.10)	
					G	11-113-3110-000-000-0000	CHECK # 991605 VOIDED	(46,841.19)	
					G	11-118-3110-530-000-3430	CHECK # 991605 VOIDED	(355.80)	
					G	11-118-3110-560-000-3430	CHECK # 991605 VOIDED	(6,967.75)	
					G	11-118-3110-565-000-3430	CHECK # 991605 VOIDED	(444.75)	
					G	11-118-3111-530-000-3430	CHECK # 991605 VOIDED	(123.05)	
					G	11-118-3111-560-000-3430	CHECK # 991605 VOIDED	(88.95)	
					G	11-118-3111-565-000-3430	CHECK # 991605 VOIDED	(1,002.17)	
					G	11-131-3110-000-000-2890	CHECK # 991605 VOIDED	(705.60)	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-131-3110-000-000-3310	CHECK # 991605 VOIDED	(1,640.07)	
					G	11-131-3110-000-000-6710	CHECK # 991605 VOIDED	(2,699.27)	
					G	11-132-3110-000-000-2890	CHECK # 991605 VOIDED	(705.60)	
					G	11-132-3110-000-000-3310	CHECK # 991605 VOIDED	(1,640.06)	
					G	11-132-3110-000-000-6710	CHECK # 991605 VOIDED	(2,134.79)	
					G	11-221-3220-000-000-3310	CHECK # 991605 VOIDED	(145.57)	
					G	11-227-3190-000-000-3310	CHECK # 991605 VOIDED	(70.56)	
					G	11-391-3110-000-933-7770	CHECK # 991605 VOIDED	(1,693.44)	
					G	11-391-3190-000-933-7770	CHECK # 991605 VOIDED	(1,539.58)	
					X	21-122-3110-000-110-0000	CHECK # 991605 VOIDED	(6,163.88)	
					X	21-122-3110-000-191-0000	CHECK # 991605 VOIDED	(1,704.67)	
					X	21-122-3110-000-194-0000	CHECK # 991605 VOIDED	(18,612.00)	
					X	21-122-3110-001-110-0000	CHECK # 991605 VOIDED	(88.95)	
					X	21-122-3110-001-130-0000	CHECK # 991605 VOIDED	(237.20)	
					X	21-122-3110-001-140-0000	CHECK # 991605 VOIDED	(2,372.00)	
					X	21-122-3110-001-193-0000	CHECK # 991605 VOIDED	(474.40)	
					X	21-122-3110-002-120-0000	CHECK # 991605 VOIDED	(3,083.60)	
					X	21-122-3111-001-110-0000	CHECK # 991605 VOIDED	(59.30)	
					X	21-122-3111-001-120-0000	CHECK # 991605 VOIDED	(1,304.60)	
					X	21-122-3111-001-130-0000	CHECK # 991605 VOIDED	(853.33)	
					X	21-122-3111-001-140-0000	CHECK # 991605 VOIDED	(355.80)	
					X	21-122-3111-002-120-0000	CHECK # 991605 VOIDED	(4,130.25)	
					X	21-219-3190-000-000-9140	CHECK # 991605 VOIDED	(10,955.62)	(214,762.01)
991665	07/07/26	13536	EDUSTAFF, LLC	809.7	G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	809.76	
				809.7	G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	809.76	
				809.7	G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	809.75	
				809.7	G	11-131-3110-000-000-2890	SEC 107a AE C/S ABE TEACHERS	35.28	
				809.7	G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	1,326.30	
				809.7	G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - ABE	811.44	
				809.7	G	11-132-3110-000-000-2890	SEC 107a AE C/S HSE TEACHERS	35.28	
				809.7	G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	1,264.56	
				809.7	G	11-132-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - HSE	705.60	
				809.7	G	11-132-3110-000-919-6750	WIOA CORR C/S CLINTON - HSE	1,076.04	
				809.7	G	11-132-3110-000-923-6750	WIOA CORR C/S EATON - HSE	564.48	
				809.7	G	11-227-3190-000-000-3310	AE 107 C/S TEST PROCTOR	176.40	
				809.7	G	11-391-3110-000-933-7770	WIOA LTE INGHAM C/S INSTRUCT	2,328.48	
				809.7	G	11-391-3190-000-933-7770	WIOA LTE INGHAM C/S (HUDA)	1,460.59	
				809.7	X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	272.78	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				809.7	X	21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	652.30	
				809.7	X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	5,659.81	
				809.7	V	61-226-3140-000-000-0000	CTE PRIN OFFC CLERICAL PUR SER	164.64	18,963.25
991666	07/08/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	711.60	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	711.60	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	711.60	2,134.80
991667	07/14/26	46259	HEALTHEQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	8,096.43	8,096.43
991668	07/14/26	28660	MPSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	19,017.84	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	134,352.15	
					G	12-451-1010-000-000-0000	H553-561 TDP	50.00	153,419.99
991669	07/14/26	28663	MPSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	20,158.00	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	8,263.14	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,543.35	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,543.35	37,507.84
991670	07/14/26	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 07/10/2026	19,562.62	19,562.62
991671	07/14/26	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	42,082.91	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,719.23	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,719.23	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,652.10	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,652.10	122,825.57
991672	07/16/26	46259	HEALTHEQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	288.46	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	288.46	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	375.26	952.18
991673	07/22/26	90436	PNC BANK - BUSINESS CARD	22217 C	G	11-118-5110-560-000-3430	Jet's - Pizza	162.80	
				22200 C	G	11-211-3220-000-000-9074	GTR/Ruby Tuesday/Hopscotch - J	1,127.50	
				22253 C	G	11-212-5990-000-000-2251	June 8-10 CMHA Conf - GTR Lodg	268.38	
					G	11-221-3220-000-000-2251	Credit - GTR Lodging for M.Bel	(75.57)	
				22274 C	G	11-221-3220-000-000-2251	Apache Grill/Aerie/GTR - 6/8-1	93.22	
				22253 C	G	11-221-3220-000-000-2251	June 8-10 CMHA Conf - GTR Lodg	586.20	
				22203 C	G	11-221-3220-000-933-9304	Meijer/GTR/Mesa/Hopscotch - CM	667.54	
				22267 C	G	11-221-4140-000-000-3430	Voyager Sopris Learning	52.50	
				22267 C	G	11-221-4141-000-000-3430	Voyager Sopris Learning	52.50	
				22187 C	G	11-221-5910-000-000-6974	Amazon - eGift Cards	75.00	
				22190 C	G	11-221-5990-000-000-0000	DT - Decorations	25.00	
				22189 C	G	11-221-5990-000-000-3291	Meijer - Soda for 3P training	16.38	
				22190 C	G	11-221-5990-000-000-3291	Eatran/PBL - Tokens/Socks/PBL	361.84	
				22191 C	G	11-221-5990-000-000-6952	Lange/Ruby Tuesday/GTR - CMH C	506.18	
				22200 C	G	11-221-5990-000-000-6952	Don's Drive In - CMH Conf Meal	34.07	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22187 C	G	11-221-5990-000-000-7674	Amazon - eGift Cards	200.00	
				22191 C	G	11-221-5990-000-000-7674	Positive Somebody/VistaPrint -	648.95	
				22185 C	G	11-221-5990-000-000-7674	Basecamp - Payment	30.00	
				22185 C	G	11-221-5990-000-000-9304	USPS - Mailing Mug left at pre	12.06	
				22187 C	G	11-221-5990-000-923-9304	Amazon - eGift Cards	100.00	
				22190 C	G	11-221-5991-000-000-3291	Walmart - Post It Notes for PD	43.68	
				22238 C	G	11-221-5993-000-000-0000	Horrocks - Caramel Corn/Cotton	10.98	
				22190 C	G	11-221-5993-000-000-0000	Bruces/Walmart/DT - SLI Presen	75.25	
				22191 C	G	11-221-5994-000-919-9304	Mancinos - Event Meal 6/10/26	251.50	
				22202 C	G	11-221-5994-000-923-9304	SS Deli - Event Meal 6/2/26	464.31	
					G	11-221-5994-000-923-9304	Credit - Missing Salad	(15.50)	
					G	11-226-3220-000-000-0000	Credit - Harbor Lights Resort	(258.05)	
				22267 C	G	11-226-3220-000-000-3430	FY26 June 23-24 ECAN Retreat -	400.68	
					G	11-226-3220-000-000-3430	Credit - Holiday Inn - ECAN Re	(135.00)	
				22223 C	G	11-226-5910-000-000-3310	Amazon/Meijer - Sheet protecto	32.17	
				22223 C	G	11-227-5110-000-000-3310	Pearson - GED Vouchers/)Practi	491.50	
				22203 C	G	11-231-3220-000-000-0000	GTR - Lodging for M.Belton for	590.42	
				22219 C	G	11-232-3220-000-000-0000	June 16-19 MAISA Conf - Meals/	729.26	
				22219 C	G	11-232-5993-000-000-0000	JJs - Interview Panel Lunch	75.61	
				22190 C	G	11-232-5993-000-000-0000	JJS/Walmart - Ad Council Meal/	244.48	
				22222 C	G	11-249-5990-000-000-0000	Meijer - Flowers for graduatio	37.03	
				22216 C	G	11-252-3190-000-000-0000	Cengage Learning - Workshop R.	143.00	
				22216 C	G	11-252-5993-000-000-0000	JJs - Medicaid QAP Meal - 6/16	109.35	
				22187 C	G	11-252-5993-000-000-0000	Walmart - Meeting snacks/refre	30.33	
				22216 C	G	11-252-7410-000-000-0000	Authorize.net - Monthly Paymen	30.40	
				22219 C	G	11-261-3450-000-000-0000	Zoom/OpenAI - Subscriptions	269.27	
					G	11-261-5990-000-000-0000	Credit - AC&E Rental - Scrubbe	(160.05)	
				22173 C	G	11-261-5990-000-000-0000	Zoro/FF/Ace - Bolts/Sprayer/Cl	363.57	
				22216 C	G	11-261-5990-000-000-0000	Mahoney - Custodian Shirts	40.28	
				22172 C	G	11-261-5990-000-000-0000	AC&E/Ace - Scrubber rental/scr	169.22	
				22172 C	G	11-261-5992-002-000-0000	SW/Menards/Lowes - Dishwasher/	1,503.69	
				22216 C	G	11-261-5992-002-000-0000	Ace - Union Street Keys	15.96	
				22173 C	G	11-261-5992-002-000-0000	Zoro - Cleaning pads floor scr	43.68	
				22172 P	G	11-266-5990-000-000-0000	EasyKeys - Building Keys	20.36	
				22205 C	G	11-283-3142-000-000-0000	Identogo - Fingerprints	67.50	
				22190 C	G	11-283-5993-000-000-0000	SS Deli - Interview panel lunc	88.80	
				22165 C	G	11-283-5993-000-000-0000	Walmart/QD/BigB - Interview pa	55.47	
				22217 C	G	11-283-7410-000-000-3430	ECSO - Fingerprints	57.00	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22201 C	G	11-331-5990-000-000-6352	Walmart - Candy for Event	34.82	
				22202 C	G	12-199-0000-000-000-0000	Uber - Accidental Purchase	21.95	
				22223 C	G	12-199-0000-000-000-0000	Amazon - Personal Use Error	31.79	
				22253 C	G	12-199-0000-000-000-0000	Culvers - Personal Use Error	18.95	
				22256 C	X	21-122-5110-001-193-0000	Walmart - Plates/Command Hooks	24.88	
				22209 C	X	21-122-5111-002-120-0000	Meijer - Pizza	13.96	
				22208 C	X	21-122-5111-002-120-0000	Walmart - Berries/Soda/Buns -	73.63	
				22193 C	X	21-122-5990-001-110-0000	Meijer/LC - Event Meal Drinks/	221.47	
				22256 C	X	21-122-5990-001-120-0000	Walmart - Broom/Dustpan	8.23	
				22207 C	X	21-122-7910-001-001-0000	Potter Park - Tickets/Food	128.00	
				22194 C	X	21-216-5990-000-041-0000	Emotional ABCs - Subscription	25.00	
				22214 C	X	21-219-5990-000-000-9142	Amazon - Stain/Stapler/Molding	474.35	
				22207 C	X	21-219-5990-000-075-0000	Walmart - Ducks/Sponges/Chalk/	96.84	
				22210 C	X	21-221-3220-000-064-0000	Educational Coaching Online Co	100.00	
				22196 C	X	21-221-3220-000-080-0000	Parent Coaching Training - Vir	39.00	
				22211 C	X	21-221-5993-000-000-0000	SS Deli - Event Meal 6/22/26	161.12	
				22256 C	X	21-221-5993-000-000-0000	Jets - Pizza for staff PD 6/10	75.68	
				22215 C	X	21-226-7910-000-082-0000	MDE - Educator Lic - CBosworth	45.00	
				22256 C	X	21-241-7910-001-000-0000	Walmart - Laundry detergent	17.94	
				22196 C	X	21-261-3430-000-000-0000	USPS - Book of Stamps	15.60	
				22256 C	X	21-261-5990-000-000-0000	Walmart - Disinfectant	30.34	
				22205 C	X	21-283-3220-000-000-0000	June 22-25 ECAN/MAASE - Lodgin	871.00	
				22262 C	V	61-127-3110-000-000-4490	QD - gift cards/Subway - Lunch	534.35	
				22261 C	V	61-127-3450-000-000-0000	SignUp Genius - Gold Pro - Pay	29.99	
				22264 C	V	61-127-3730-000-999-9515	BNC - Physics Books	90.00	
				22264 C	V	61-127-3730-000-999-9525	BNC - Imaginative Writing Book	170.00	
				22262 C	V	61-127-5110-000-000-0000	Walmart/LC/McDs/BJs - Summer C	509.17	
				22262 C	V	61-127-5993-000-000-0000	Subway - Mobile Lab Lunch 5/27	33.85	
				22263 C	V	61-226-5993-000-000-0000	BJs/Dunkin - Bagels/Cream Chee	99.68	
				22264 C	V	61-241-5910-000-000-0000	Walmart - Kitchen Supplies	13.86	
					V	61-241-5910-000-000-0000	Credit - 4Imprint - Already pa	(302.65)	
				22263 C	V	61-241-5993-000-000-0000	SQ Larry's Gridiron - Airport	14.84	
				22262 C	V	61-271-5710-000-000-0000	Speedway - Diesel for Truck	138.56	
				22191 C	H	91-296-7920-000-000-4315	SS Deli - Event Meal 6/11/26	53.82	
				22190 C	H	91-296-7920-000-000-4315	JJs/Walmart - ISAP Meal/Snacks	175.13	
				22203 C	H	91-296-7920-000-000-4315	OneNorth - CMH Meeting 6/17/26	55.45	
				22274 C	H	91-296-7920-000-000-4327	Carrabbas - Event Meal 6/5/26	131.67	
				22253 C	H	91-296-7920-000-000-4327	Hopscotch/Ruby Tuesday - Meals	50.88	15,158.85

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991674	07/22/26	90436	PNC BANK - BUSINESS CARD		G	11-221-3220-000-000-0000	MAC Building a Better Future C	380.00	
					G	11-221-3220-000-000-2251	July 14-15 Train the Trainer -	150.00	
					G	11-221-3220-000-000-2251	FY27 7/14-15 Psych First Aid &	150.00	
					G	11-221-3220-000-000-7864	FY27 Tobacco Free Conf 7/27/2	100.00	
					G	11-221-3220-000-000-9014	FY27 9/15/26-9/16/26 Fall MiSC	105.00	
					G	11-221-3220-000-000-9014	FY27 Fall MiSCHCA Conf 9/15-9/	105.00	
					G	11-221-3220-000-919-9304	FY27 Tobacco Free Conf 7/22/26	100.00	
					G	11-221-3220-000-933-9304	FY27 8/17-8/20/26 CMH SAPST Tr	70.00	
					G	11-226-5910-000-000-0000	FY27 Canva Renewal	409.99	
					G	11-232-3220-000-000-0000	FY27 MASA Fall Conference - GT	265.00	
					G	11-266-3220-000-000-0000	FY27 Zeffy - MiSHRM Conf 10/21	895.00	
					G	11-283-3220-000-000-6352	FY27 8/17-8/20/26 CMH SAPST Tr	70.00	
					V	61-241-3220-000-000-0000	FY27 EDGE MDE Fall Conf - Reg	150.00	2,949.99
991675	07/23/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	2,038.42	
					G	11-118-3110-560-000-3430	GSRP TEACHER SUBS GL	177.90	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	441.00	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - ABE	317.52	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	441.00	
					G	11-132-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - HSE	458.64	
					G	11-391-3110-000-933-7770	WIOA LTE INGHAM C/S INSTRUCT	2,328.48	
					G	11-391-3190-000-933-7770	WIOA LTE INGHAM C/S (HUDA)	1,433.54	
					X	21-122-3110-001-140-0000	SEI ERESA SUB TEACHERS	237.20	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	8,886.99	16,760.69
991676	07/23/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	198.87	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	2,989.02	3,187.89
991677	07/24/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	47,813.76	
					G	11-112-3110-000-000-0000	LEA MIDDLE SCHOOL SUB	47,813.75	
					G	11-113-3110-000-000-0000	LEA HIGH SCHOOL SUB SERVICES	46,870.84	
					G	11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	355.80	
					G	11-118-3110-560-000-3430	GSRP TEACHER SUBS GL	6,967.75	
					G	11-118-3110-565-000-3430	GSRP MVPS TEACHER SUBS	444.75	
					G	11-118-3111-530-000-3430	GSRP CPS AID SUBSTITUTES	123.05	
					G	11-118-3111-560-000-3430	GSRP GLPS AID SUBSTITUTES	88.95	
					G	11-118-3111-565-000-3430	GSRP MVPS AID SUBS	1,002.17	
					G	11-131-3110-000-000-2890	SEC 107a AE C/S ABE TEACHERS	705.60	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	1,640.07	
					G	11-131-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - ABE	2,699.27	
					G	11-132-3110-000-000-2890	SEC 107a AE C/S HSE TEACHERS	705.60	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	1,640.06	
					G	11-132-3110-000-000-6710	WIOA INSTR C/S ABE INSTR - HSE	2,134.79	
					G	11-221-3220-000-000-3310	ADULT ED 107 PROF DEVL	145.57	
					G	11-227-3190-000-000-3310	AE 107 C/S TEST PROCTOR	70.56	
					G	11-391-3110-000-933-7770	WIOA LTE INGHAM C/S INSTRUCT	1,693.44	
					G	11-391-3190-000-933-7770	WIOA LTE INGHAM C/S (HUDA)	1,539.58	
					X	21-122-3110-000-110-0000	LEA SUBS - MILD COG IMP	6,163.88	
					X	21-122-3110-000-191-0000	LEA SUBS - EARLY CHILDHOOD	1,704.67	
					X	21-122-3110-000-194-0000	LEA SUBS - RESOURCE ROOM	18,223.05	
					X	21-122-3110-001-110-0000	MICI ERESA SUB TEACHERS	88.95	
					X	21-122-3110-001-130-0000	SCI ERESA SUB TEACHERS	237.20	
					X	21-122-3110-001-140-0000	SEI ERESA SUB TEACHERS	2,372.00	
					X	21-122-3110-001-193-0000	ASD ERESA TEACHER SUB	474.40	
					X	21-122-3110-002-120-0000	MOCI SUB TEACHER ER	3,083.60	
					X	21-122-3111-001-110-0000	MICI SUB PARAPRO	59.30	
					X	21-122-3111-001-120-0000	MOCI ERESA SUB PARAPRO PPS	1,304.60	
					X	21-122-3111-001-130-0000	SCI ERESA SUB PARAPRO	853.33	
					X	21-122-3111-001-140-0000	SEI SUB PARAPRO	355.80	
					X	21-122-3111-002-120-0000	MOCI SUB PARAPRO ER	4,130.25	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	10,955.62	214,462.01
991678	07/24/26	46259	HEALTHEQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	250.00	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	288.46	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	805.03	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	770.27	
					G	12-451-0026-000-000-0000	FSA MEDICAL DEDUCTION	996.55	3,110.31
991679	07/29/26	15244	CITY OF EAST LANSING		G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 07/10/	165.42	
					G	12-451-0045-000-000-0000	EAST LANSING CITY TAX - 07/24/	160.89	326.31
991680	07/29/26	46259	HEALTHEQUITY INC		G	12-451-0041-000-000-0000	EMPLOYEE HSA CONTRIBUTION	8,096.43	8,096.43
991681	07/29/26	44843	LANSING CITY TREASURER		G	12-451-0036-000-000-0000	LANSING CITY TAX - 07/10/2026	422.39	
					G	12-451-0036-000-000-0000	LANSING CITY TAX - 07/24/2026	422.31	844.70
991682	07/29/26	28660	MPSERS		G	12-451-1000-000-000-0000	EE/Member Defined Benefit	20,498.07	
					G	12-451-1001-000-000-0000	ER Defined Bene Contrib H299	134,254.06	
					G	12-451-1010-000-000-0000	H553-561 TDP	50.00	154,802.13
991683	07/29/26	46618	MPSERS 147C		G	12-451-1040-000-000-0000	ORS 147C UAAL LIABILITY	194,231.30	194,231.30
991684	07/29/26	28663	MPSERS DC		G	12-451-1005-000-000-0000	H538 EE Defined Contribution	19,833.81	
					G	12-451-1006-000-000-0000	H539 ER Defined Contribution	7,635.36	
					G	12-451-1007-000-000-0000	H543 EE Personal Hlth Fund	4,600.83	
					G	12-451-1008-000-000-0000	H544 ER Personal Hlth Fund	4,600.83	36,670.83

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
991685	07/29/26	46409	STATE OF MICHIGAN - TREASURER		G	12-451-0004-000-000-0000	STATE WITHHOLDING - 07/24/2026	19,266.45	19,266.45
991686	07/29/26	96133	UNITED STATES TREASURY		G	12-451-0002-000-000-0000	FEDERAL WITHHOLDING	40,281.23	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,333.73	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - SOC SEC	32,333.73	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,561.90	
					G	12-451-0003-000-000-0000	FICA WITHHOLDING - MED	7,561.90	120,072.49
991687	07/31/26	13536	EDUSTAFF, LLC		G	11-111-3110-000-000-0000	LEA ELEMENTARY SUB SERVICES	924.94	
					G	11-118-3110-530-000-3430	GSRP CPS TEACH SUBS	355.80	
					G	11-131-3110-000-000-3310	AE 107 C/S INSTR SUPPORT	846.72	
					G	11-131-3110-000-919-6750	WIOA CORR C/S CLINTON - ABE	602.12	
					G	11-131-3110-000-923-6750	WIOA CORR C/S EATON - ABE	677.38	
					G	11-132-3110-000-000-3310	AE 107 C/S HSE INSTRUCTORS	846.73	
					G	11-132-3110-000-919-6750	WIOA CORR C/S CLINTON - HSE	602.12	
					G	11-132-3110-000-923-6750	WIOA CORR C/S EATON - HSE	677.38	
					G	11-227-3190-000-000-3310	AE 107 C/S TEST PROCTOR	94.08	
					G	11-391-3110-000-933-7770	WIOA LTE INGHAM C/S INSTRUCT	2,483.72	
					G	11-391-3190-000-933-7770	WIOA LTE INGHAM C/S (HUDA)	1,568.79	
					X	21-122-3110-000-140-0000	LEA SUBS - EMOTIONAL IMP	(237.20)	
					X	21-219-3190-000-000-9140	GECKO/TRANSITION CONTRACTED	9,453.67	18,896.25
991688	07/31/26	46259	HEALTHEQUITY INC		G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	576.92	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	250.00	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	830.00	
					G	12-451-0021-000-000-0000	FSA DEPENDENT DEDUCT	288.46	1,945.38
							Sub Total:	**$1,621,684.92**	
ACH CHECKS									
A16288	07/02/26	16066	A.D.N ADMINISTRATORS - ADMIN		G	12-451-0009-000-000-0000	July - A.D.N. ADMIN-DENTAL PRE	1,559.25	1,559.25
A16289	07/02/26	00341	CLINTON COUNTY RESA	22068 C	G	11-282-3511-000-000-3430	Website Support - GSRP/HeadSta	3,125.00	
				22068 C	G	11-282-8220-000-000-3430	Website Support - GSRP/HeadSta	3,125.00	6,250.00
A16290	07/02/26	00420	LANSING COMMUNITY COLLEGE	22152 C	V	61-127-3730-000-999-9504	CRTEC TUITION MECHATRONICS	1,130.00	
				22152 C	V	61-127-3730-000-999-9507	CRTEC TUITION LAW ENFORCE	1,220.00	
				22152 C	V	61-127-3730-000-999-9511	CRTEC TUITION CRIMINAL JUSTICE	6,487.00	
				22152 C	V	61-127-3730-000-999-9512	CRTEC HM/CONST TUITION	3,316.04	
				22152 C	V	61-127-3730-000-999-9515	CRTEC TUITION AUTO MECHANIC	5,758.96	
				22152 C	V	61-127-3730-000-999-9518	CRTEC TUITION CADD	4,214.51	
				22152 C	V	61-127-3730-000-999-9519	CRTEC TUITION WELD/CUT	1,776.04	
				22152 C	V	61-127-3730-000-999-9523	CRTEC TUITION SPORTS MED	1,610.00	
				22152 C	V	61-127-3730-000-999-9524	CRTEC TUITION GAME DESIGN	3,787.50	
				22152 C	V	61-127-3730-000-999-9525	CRTEC TUITION/LCC	10,001.60	39,301.65

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
A16291	07/02/26	14484	MADISON NATIONAL LIFE		G	12-451-0022-000-000-0000	July - MADISON NAT'L LIFE INS	7,050.62	7,050.62
A16292	07/02/26	94398	PEARSON	21806 C	X	21-214-5990-000-021-0000	FY27 Subscription - PSYCH	21,228.20	
				21806 C	X	21-215-5910-000-032-0000	FY27 Subscription - SLP	10,614.10	
				21806 C	X	21-216-5990-000-041-0000	FY27 Subscription - SSW	10,614.10	42,456.40
A16293	07/02/26	14859	PLANSOURCE BENEFITS		G	12-451-0023-000-000-0000	AFLAC - July	1,823.34	1,823.34
A16294	07/02/26	94062	SEG WORKERS COMPENSATION		G	11-289-2840-000-000-0000	26/27 W/C	37,206.00	37,206.00
A16295	07/02/26	15369	EDUCATION ADVANCED INC		G	11-283-3450-000-000-0000	26/27 Subscription Renewal	5,000.00	5,000.00
A16296	07/02/26	95910	TEACHING STRATEGIES, LLC	21746 C	G	11-221-4140-000-000-3430	Gold Archives & Portfolios	5,992.00	5,992.00
A16297	07/09/26	13573	ADAMS OUTDOOR ADVERTISING	22224 C	G	11-282-3510-000-000-0000	14x48 Bulletin design - Free P	1,225.00	1,225.00
A16298	07/09/26	01194	SCP WQS LOWER HOLDCO, LLC	22136 P	G	11-261-4220-000-000-0000	Cooler Rent - July	76.00	
				22136 P	G	11-261-5990-000-000-0000	Water Delivery & Salt	70.75	146.75
A16299	07/09/26	14106	ELITE AUDITING AND CONSULTING,	21975 P	G	11-285-3190-000-000-0000	July Services	7,083.33	7,083.33
A16300	07/09/26	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	7,305.26	
					G	12-451-0015-000-000-0000	TSA 403B BOE PD	2,818.12	
					G	12-451-0015-000-000-0000	TSA 403B ROTH	1,124.00	
					G	12-451-0015-000-000-0000	457	700.00	11,947.38
A16301	07/09/26	15593	FACILITIES MANAGEMENT	22169 C	G	11-261-3450-000-000-0000	FY27 Service Subscription	4,213.12	4,213.12
A16302	07/09/26	44608	FOXBRIGHT SOLUTIONS	22206 C	G	11-284-3450-000-000-0000	CMS - Hosting, maint & support	5,697.00	5,697.00
A16303	07/09/26	13905	KSS ENTERPRISES		G	11-261-5990-000-000-0000	Deep Action Cleaner - 1 Packar	68.78	
					G	11-261-5992-000-000-0000	Deep Action Cleaner - 1 Union	34.39	103.17
A16304	07/09/26	00301	NEOLA INC	22225 C	G	11-231-3150-000-000-0000	Update svs - Vol 41 no 1	1,420.00	1,420.00
A16305	07/09/26	14734	NWEA	22188 C	G	11-226-5910-000-000-0000	Reading Fluency/MAP Lic Renewa	3,875.00	3,875.00
A16306	07/09/26	46314	ZAYO NETWORK SERVICES, LLC	22168 P	G	11-284-3490-000-000-0000	July Services	10,798.00	10,798.00
A16307	07/09/26	14848	AMAZON CAPITAL SERVICES, INC	22094 P	G	11-216-5990-000-000-2890	Self-Love Workbook for Women -	18.57	
				22094 C	G	11-216-5990-000-000-2890	Keychain kits/workbooks	86.28	
				22133 C	G	11-221-5990-000-933-9304	Bracelet Kits/Colored Pencils/	172.02	
					G	11-261-5990-060-000-5220	Credit	(58.04)	
				21748 C	X	21-122-5110-001-120-0000	Rainy, Sunny, Snowy, Blowy Boo	16.55	
				20507 C	X	21-215-5910-000-032-0000	Baby Sign Language	6.55	
					X	21-218-5990-000-067-0000	Kodak dock and photo paper	28.99	
					X	21-218-5990-000-067-0000	Lego creator unicorn toy	17.44	288.36
A16308	07/09/26	02360	BARRY EATON DIST HEALTH DEPT	22177 C	G	11-221-3190-000-923-9304	ECSAAG - June	1,527.91	1,527.91
A16309	07/09/26	94390	BOSWORTH URGENT CARE	22153 C	X	21-213-3150-000-000-9310	259 RX - 06/27/26	971.25	971.25
A16310	07/09/26	16025	BROWN, RICHADA		G	11-226-3210-000-000-6351	May - June Mileage	114.99	114.99
A16311	07/09/26	07360	CHARLOTTE PUBLIC SCHOOL	22158 C	G	11-221-8220-000-000-7674	May 4 Sub Reimb	355.80	355.80
A16312	07/09/26	13859	D & D MAINTENANCE SUPPLY, INC		G	11-261-5992-002-000-0000	Hillyard 44 Clean Scrub HD	243.80	243.80
A16313	07/09/26	94460	HASSEL FREE FUELS		G	11-261-5710-000-000-0000	S/C PACK TRUCK FUEL/OIL/WASH	38.49	38.49
A16314	07/09/26	14914	DAHLGREN, MELISSA		G	11-212-3210-000-000-2251	Meijer - Ice/Napkins	29.74	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					G	11-212-3210-000-000-2251	June Mileage	10.15	39.89
A16315	07/09/26	15689	GET 'EM AND GO PLUS MORE LLC	22212 P	X	21-271-3310-000-000-9142	June 16-18 Transportation Serv	816.63	816.63
A16316	07/09/26	15958	GREGORY, MALIKAH		G	11-221-3210-000-000-0000	Jan - June Mileage	321.90	321.90
A16317	07/09/26	16195	HAYES, HUNTER		G	11-261-3210-000-000-0000	June Mileage	68.88	68.88
A16318	07/09/26	13524	HIRING SOLUTIONS, LLC		G	11-283-3142-000-000-0000	Pre-employment Assessment	750.00	750.00
A16319	07/09/26	93913	MICHIGAN VIRTUAL UNIVERSITY	22176 C	G	11-232-3190-000-000-0000	Strategic Planning 3 of 3	2,779.75	2,779.75
A16320	07/09/26	13646	MYERS PLUMBING & HEATING INC.	19863 C	G	11-261-4110-000-000-0000	HVAC PM	2,053.00	
					G	11-261-4110-000-000-0000	Packard - Room VU#402 in suppl	450.00	
					G	11-261-4110-000-000-0000	4 Units not heating	300.00	
				19823 C	G	11-261-4111-000-000-0000	HVAC PM	1,882.00	
					G	11-261-4111-000-000-0000	Southridge - RTU 3 Replace ind	1,061.66	
					G	11-261-4112-000-000-0000	Union St - Urinal Drain plugge	348.46	6,095.12
A16321	07/09/26	40545	ROSE PEST SOLUTIONS	20167 C	G	11-261-4110-000-000-0000	06/26/26 - Services	91.00	91.00
A16322	07/09/26	16186	SAVI SOLUTIONS PBC	21429 C	G	11-283-3190-000-000-0000	FY26 SLFP - June	900.00	900.00
A16323	07/09/26	14116	SMITH MCCAFFREY, JENNIFER R		G	11-226-3210-000-000-3430	March - June Mileage	748.20	748.20
A16324	07/09/26	14916	SOHN LINEN SERVICE, INC		G	11-261-5992-000-000-0000	Door Mat Rental	194.67	194.67
A16325	07/09/26	45860	THRUN, MAATSCH, AND	22171 P	G	11-231-3170-000-000-0000	Services through 6/18/2026	490.00	
				22171 C	X	21-226-3170-000-000-0000	Student Handbook	950.00	1,440.00
A16326	07/09/26	14699	LANSING GLASS COMPANY	20528 C	G	11-261-4112-000-000-0000	Aluminum Door & Frame	8,929.00	8,929.00
A16327	07/09/26	15900	WACOUSTA COOPERATIVE		G	11-445-8512-000-000-3430	GSRP - May/June	18,012.45	18,012.45
A16328	07/09/26	15879	YOU AND ME ACADEMY		G	11-445-8511-000-000-3430	GSRP - June	15,382.17	15,382.17
A16329	07/15/26	15521	CHG MEDICAL STAFFING INC	22246 C	X	21-215-3130-000-032-0000	R.Hooey 06/14-06/20/2026	774.06	774.06
A16330	07/15/26	13740	CLARK HILL PLC	22266 C	G	11-231-3170-000-000-0000	Services through 6/30/2026	103.50	103.50
A16331	07/15/26	16079	CLINICAL CONSULTING	22242 C	X	21-216-3130-000-041-0000	SSW Services - 6/1-6/5/2026	11,485.50	11,485.50
A16332	07/15/26	15689	GET 'EM AND GO PLUS MORE LLC	22212 C	X	21-271-3310-000-000-9142	6/23 Transportation Svs	1,388.21	
				22213 C	X	21-271-3310-000-000-9142	6/24 Transportation Svs	1,388.21	2,776.42
A16333	07/15/26	19060	GRAND LEDGE PUBLIC SCHOOLS		G	11-252-4220-000-000-0000	Papercut ERESA July - March	1,812.71	
					G	11-252-4220-000-000-0000	Papercut ERESA April - June	683.71	
					V	61-127-8220-000-000-0000	25/26 K-12 Career Prep	9,595.88	12,092.30
A16334	07/15/26	22260	INGHAM INTERMEDIATE SCHOOL	22249 C	G	11-282-3510-000-000-3310	3rd Qtr Communication Svs	59.25	
				22249 C	G	11-282-8290-000-000-0000	3rd Qtr Communication Svs	22,120.14	
				22249 C	V	61-282-8290-000-000-0000	3rd Qtr Communication Svs	2,014.50	24,193.89
A16335	07/15/26	15462	JOHNSON, KATIE		G	11-212-3210-000-000-2251	April - June Mileage	103.89	
					G	11-212-5990-000-000-2251	Amazon - Sound Machine	16.99	120.88
A16336	07/15/26	00420	LANSING COMMUNITY COLLEGE	22239 C	G	11-221-5993-000-000-0000	Facility Rent/Catering for Eve	3,126.90	3,126.90
A16337	07/15/26	12771	STATE OF MICHIGAN	22243 C	X	21-212-3190-000-000-0000	School Based Services 4/1-6/30	1,594.31	1,594.31
A16338	07/15/26	14440	MICHIGAN ORGANIZATION	20948 P	G	11-221-3190-000-000-7674	FY26 Service Fees	386.50	386.50
A16339	07/15/26	15662	MIDWEST AIR LLC	22237 C	V	61-127-3110-000-000-4490	June Mobile Lab - D.Hiscock	2,339.20	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22236 C	V	61-127-3110-000-000-4490	IFR Training - WH	1,242.00	
				22229 C	V	61-127-3110-000-000-9528	May Mobile Lab - D.Hiscock	3,251.20	
				22236 C	V	61-127-3110-000-000-9528	May & June Hours	6,000.00	12,832.40
A16340	07/15/26	37660	POTTERVILLE PUBLIC SCHOOL		G	11-252-3190-000-000-0000	FY26 Scanning Services	4,479.98	
					V	61-127-8220-000-000-0000	25/26 K-12 Career Prep	1,769.99	6,249.97
A16341	07/15/26	45836	PURITY CYLINDER GASES INC	22230 C	V	61-127-5110-000-000-0000	Ind Gas, Small - Rental	54.47	54.47
A16342	07/15/26	40545	ROSE PEST SOLUTIONS		G	11-261-4112-000-000-0000	6/29/26 - Wildlife Management	495.00	495.00
A16343	07/15/26	15138	ROUSH, VICKI LYNN		G	11-212-3210-000-000-2251	April Mileage	98.82	98.82
A16344	07/15/26	14116	SMITH MCCAFFREY, JENNIFER R		G	11-226-3220-000-000-3430	June 23-24 ECAN Summer - Milea	446.60	446.60
A16345	07/15/26	13355	WALDROP, CARLY R		G	11-283-3142-000-000-0000	IndentoGo - Fingerprints	67.50	67.50
A16346	07/15/26	00013	WAYNE COUNTY RESA		G	11-252-8220-000-000-0000	2025-26 Payroll Svs - 4th Qtr	3,000.00	3,000.00
A16347	07/15/26	13858	ACCUSHRED, LLC	22135 P	G	11-261-3840-000-000-0000	July Services - Packard	119.45	119.45
A16348	07/15/26	15549	ALRO STEEL CORPORATION	22251 C	V	61-127-5110-000-000-9516	Temper Flat Sheet/HR Steel	515.02	515.02
A16349	07/15/26	14848	AMAZON CAPITAL SERVICES, INC	22012 C	G	11-221-3220-500-000-3430	3-Ring Binders	1.19	
				22156 C	G	11-221-3220-500-000-3430	EC Playbook/Visible Learning i	2.53	
				22012 C	G	11-221-3220-530-000-3430	3-Ring Binders	5.79	
				22156 C	G	11-221-3220-530-000-3430	EC Playbook/Visible Learning i	10.06	
				22156 C	G	11-221-3220-560-000-3430	EC Playbook/Visible Learning i	15.08	
				22012 C	G	11-221-3220-560-000-3430	3-Ring Binders	8.88	
				22012 C	G	11-221-3220-565-000-3430	3-Ring Binders	4.24	
				22156 C	G	11-221-3220-565-000-3430	EC Playbook/Visible Learning i	7.53	
				22156 C	G	11-221-3221-000-000-3430	EC Playbook/Visible Learning i	35.22	
				22012 C	G	11-221-3221-000-000-3430	3-Ring Binders	21.14	
					G	11-252-5910-000-000-0000	Wall Calendar	11.35	
				22161 C	X	21-218-5990-000-000-0000	iPad cases/screen protectors	554.62	
				22195 C	X	21-226-5990-000-080-0000	Pencils/Folders/Legal Pads/Lap	226.30	903.93
A16350	07/15/26	16184	LOWERY CORPORATION	22137 P	G	11-252-4220-000-000-0000	July Services	150.00	150.00
A16351	07/15/26	15460	BC TECHNOLOGIES COMPANY	22231 C	X	21-226-3190-000-000-0000	Final Forms - SPED	2,667.00	2,667.00
A16352	07/15/26	15613	CAPITAL REGION AIRPORT	22255 C	V	61-261-4210-000-000-0000	July Rent & Utilities	3,565.82	3,565.82
A16353	07/15/26	15521	CHG MEDICAL STAFFING INC	22150 P	X	21-215-3130-000-032-0000	R.Hooey - 6/28-7/4/2026	933.38	933.38
A16354	07/15/26	46233	CLEAR RATE COMMUNICATIONS,		G	11-261-3410-000-000-0000	July Services	358.75	358.75
A16355	07/15/26	13817	STEVEN KOLONICH		G	11-261-4112-000-000-0000	Union St - 7/1 & 7/7/26 Mowing	340.00	340.00
A16356	07/15/26	14827	RED ROVER TECHNOLOGIES LLC		G	11-283-3450-000-000-0000	FY27 Red Rover Renewal	40,121.76	40,121.76
A16357	07/22/26	16066	A.D.N ADMINISTRATORS - ADMIN		G	12-451-0009-000-000-0000	July - A.D.N. ADMIN-DENTAL PRE	1,529.25	1,529.25
A16358	07/22/26	13889	A.D.N. ADMINISTRATORS - CLAIMS		G	12-451-0009-000-000-0000	July Replenish	20,393.14	20,393.14
A16359	07/22/26	14848	AMAZON CAPITAL SERVICES, INC	22269 C	G	11-221-5990-000-000-7674	Compound Bow/Storage Cart	424.60	
				22268 C	G	11-221-5990-000-000-7864	Crib	99.99	
				22276 C	G	11-261-5990-060-000-5220	YAC2 - Computer Desk	29.99	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22218 C	G	11-261-5990-060-000-5220	YAC2 - Bird Feeder/Baskets/Pla	104.00	
					G	11-261-5992-002-000-0000	Water Sentry 51300C Filters -	171.76	
				22278 C	G	11-284-5910-000-000-0000	Organizer Bins/Isopropyl Alcoh	37.98	
				22278 C	G	11-284-5990-000-000-0000	Mouse - 3/iPad Screen Protecto	61.60	
				22259 C	X	21-122-5110-000-130-9220	Bowls/Plastic Wrap/Foil/Parchm	29.31	
				22258 C	X	21-122-5110-001-130-0000	Craft sticks/Blue,green,yellow	170.53	
				22259 C	X	21-241-7910-001-000-0000	Tissues/Wipes/Mailers	176.71	
				22259 C	X	21-261-5990-000-000-0000	Garbage Bags/Detergent/Wipes	42.30	
				22259 C	X	21-261-5997-000-000-0000	Nitrile Gloves	52.20	
				22257 C	F	51-297-5990-000-000-0000	Food Processor	47.95	
				22272 C	V	61-127-5110-000-000-9503	Blank Notebooks - 12	191.88	
				22252 C	V	61-212-5910-000-000-0000	Label Tape	14.99	1,655.79
A16360	07/22/26	01194	SCP WQS LOWER HOLDCO, LLC	22136 P	G	11-261-5990-000-000-0000	Water & Salt Delivery	41.75	41.75
A16361	07/22/26	13859	D & D MAINTENANCE SUPPLY, INC		G	11-261-5990-000-000-0000	Glass Cleaner/Carpet Cleaner/T	390.11	390.11
A16362	07/22/26	94460	HASSEL FREE FUELS		G	11-261-5710-000-000-0000	S/C PACK TRUCK FUEL/OIL/WASH	53.75	53.75
A16363	07/22/26	15049	ELDRED, MIRANDA LYNN		G	11-283-7410-000-000-3430	ECSO - Fingerprints	57.00	57.00
A16364	07/22/26	44684	EPARS (403B)		G	12-451-0015-000-000-0000	TSA 403B	7,305.26	
					G	12-451-0015-000-000-0000	TSA 403B BOE PD	2,818.12	
					G	12-451-0015-000-000-0000	TSA 403B ROTH	1,124.00	
					G	12-451-0015-000-000-0000	457	700.00	11,947.38
A16365	07/22/26	13905	KSS ENTERPRISES		G	11-261-5990-000-000-0000	H534 Explorer 5 gal	260.97	260.97
A16366	07/22/26	12684	MEA FINANCIAL SERVICES, INC.		G	12-451-2500-000-000-0000	July Premiums	136.48	136.48
A16367	07/22/26	37660	POTTERVILLE PUBLIC SCHOOL		G	11-252-3190-000-000-0000	FY27 Adult Ed Scanning Service	2,416.68	2,416.68
A16368	07/22/26	15956	QUALITY LOGO PRODUCTS, INC.	22279 C	G	11-131-5110-000-000-3310	Sticky Notes/Highlighters/Bags	4,002.96	
				22279 C	G	11-132-5990-000-000-3310	Sticky Notes/Highlighters/Bags	4,002.96	8,005.92
A16369	07/22/26	46007	RELEVANT ACADEMY OF EATON		G	12-141-1000-000-000-0000	July State Aid	73,072.36	
					G	12-421-1902-000-000-0000	July State Aid	(1,946.67)	71,125.69
A16370	07/22/26	14718	URBAN'S PARTITION &		G	11-261-4110-000-000-0000	Preventative Maint - Quad Wall	2,390.24	2,390.24
A16371	07/22/26	91627	CELICO PARTNERSHIP		G	11-261-3410-000-000-0000	July - *S/C TELEPHONE EXPENSE	1,424.91	
					G	11-261-3490-000-000-0000	July - GE Broadband Wireless	72.02	1,496.93
A16372	07/22/26	15173	AMN ALLIED SERVICES LLC	22291 C	X	21-216-3130-000-041-0000	J.Rials - 6/1-6/4/2026	2,460.00	2,460.00
A16373	07/22/26	16278	BARBER, BRITTANY	22285 C	V	61-227-5110-000-000-0000	CPR Training - 15	750.00	750.00
A16374	07/22/26	07360	CHARLOTTE PUBLIC SCHOOL	22292 C	G	11-221-8220-000-000-7674	May 21 Sub Reimb	355.80	
					V	61-271-8220-000-000-0000	FY26 Transportation Reimb	35,997.75	36,353.55
A16375	07/22/26	15675	CHILDTIME CHILDCARE INC.		G	11-445-8510-000-343-3432	GSRP Start Up - Looking Glass	40,000.00	40,000.00
A16376	07/22/26	00341	CLINTON COUNTY RESA		G	11-282-8220-000-000-3430	25-26 Government Relation Expe	14,461.51	14,461.51
A16377	07/22/26	90023	DEAN TRANSPORTATION, INC.	22289 C	G	11-271-3310-000-000-3430	GSRP Field Trip - 5/1/2026	860.23	860.23
A16378	07/22/26	15456	FARMER, MAKENZI		G	11-283-3142-000-000-0000	ECSO - Fingerprints	57.00	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
					X	21-215-3210-000-035-0000	June Mileage	47.20	104.20
A16379	07/22/26	19060	GRAND LEDGE PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	FY26 Transportation Reimb	51,641.82	51,641.82
A16380	07/22/26	29560	MAPLE VALLEY PUBLIC SCHOOLS		V	61-271-8220-000-000-0000	FY26 Transportation Reimb	47,962.80	47,962.80
A16381	07/22/26	15587	MIDA, SARAH		X	21-219-3190-000-000-9142	OSHA.com Safety Training - Spa	534.49	
					X	21-219-3210-000-000-0000	June Mileage	194.30	
					X	21-219-5990-000-000-9142	Amazon - Work Boots for studen	111.97	840.76
A16382	07/22/26	16010	MONTAG FORWARD SOLUTIONS	22270 C	G	11-283-3220-000-000-6352	5/8/26 Prev Ethics Conf - Reg	115.00	115.00
A16383	07/22/26	37660	POTTERVILLE PUBLIC SCHOOL		G	11-221-8220-000-000-3650	25/26 35a(4) Literacy	25,000.00	
					G	11-411-8510-000-000-3430	GSRP March - June	135,447.73	
					G	11-411-8511-000-000-3432	GSRP Transportation - Pottervi	10,833.84	171,281.57
A16384	07/22/26	13908	SCHMEDLEN, MARY ANN		G	11-331-3210-000-000-9436	March - May Mileage	109.33	109.33
A16385	07/29/26	13733	BELTON, MELEA T.		G	11-221-3220-000-000-2251	June 8-10 CMHA Summer Conf - M	132.53	132.53
A16386	07/29/26	90023	DEAN TRANSPORTATION, INC.	22322 C	X	21-271-3310-001-000-0000	May Transportation Svs - Meado	3,157.93	
				22336 C	V	61-271-3310-000-000-0000	May Transportation	383.06	3,540.99
A16387	07/29/26	11550	DELAU FIRE SERVICES, INC		G	11-261-4112-000-000-0000	UNION ST - Annual Inspection -	539.00	539.00
A16388	07/29/26	14408	GREAT LAKES GRAPHICS, INC.	22337 C	V	61-241-3610-000-000-0000	Career Prep Notecards	16.15	16.15
A16389	07/29/26	13901	MANER COSTERISAN & ELLIS PC		G	11-231-3180-000-000-0000	Progress bill & single audit s	1,250.00	1,250.00
A16390	07/29/26	29560	MAPLE VALLEY PUBLIC SCHOOLS		G	11-271-8220-000-000-3432	GSRP Transportation	15,000.00	15,000.00
A16391	07/29/26	16028	MARIETTI, JAY		G	11-283-3220-000-000-3310	Nov 18-19 2025 Found of Math C	88.20	88.20
A16392	07/29/26	14309	ALARM MANAGEMENT II, LLC		B	41-452-6320-000-000-1100	Lic Upgrade/Netbox Wall Mount/	5,079.55	
					B	41-452-6320-000-000-1100	Lic Upgrade/Mercury Controller	6,888.70	
					C	41-452-6320-000-000-2200	Lic Upgrade/Mercury Controller	6,888.70	
					C	41-452-6320-000-000-2200	Lic Upgrade/Netbox Wall Mount/	5,079.55	23,936.50
A16393	07/29/26	16312	STANLEY ALARM SYSTEM		B	41-452-6320-000-000-1100	Install Fire System - Union St	681.00	
					C	41-452-6320-000-000-2200	Install Fire System - Union St	681.00	
					B	41-452-6320-002-000-1100	Install Security System - Unio	5,358.58	
					C	41-452-6320-002-000-2200	Install Security System - Unio	5,358.57	12,079.15
A16394	07/29/26	13573	ADAMS OUTDOOR ADVERTISING	22300 C	G	11-282-3510-000-000-0000	R521 HUB46694129236 7/13-8/9/2	1,650.00	
				22301 C	G	11-282-3510-000-000-0000	B8407 HUB4669419236 7/13-8/9/2	2,900.00	4,550.00
A16395	07/29/26	14848	AMAZON CAPITAL SERVICES, INC	22297 C	G	11-221-5110-000-000-3291	1" Binders - 48	103.99	
					G	11-252-5910-000-000-0000	Desk Organizer/Magnetic Labels	41.25	
					G	11-252-5910-000-000-0000	Desk File Sorter/Expanding Fil	80.39	
					G	11-261-5992-002-000-0000	WaterSentry 51300C Filter	87.88	
				22290 C	X	21-213-5990-001-015-0000	3.5V Battery for Welch Allyn P	37.20	
				22294 C	X	21-226-5910-000-000-0000	Laptop tote bag	45.99	
				22293 C	X	21-226-7910-000-082-0000	Padlocks - 2 pack	34.95	
				22271 C	V	61-127-5110-000-000-9523	Storage Bins/Wiggle Seat/Binde	593.06	
				22298 C	V	61-127-5110-000-000-9525	Welch Allyn Electronic Thermom	270.88	

CheckNo	CkDate	Vendor	Name	PO #	AFC	Account	Description	Amount	CheckAmt
				22282 C	V	61-127-5210-000-000-9523	Found of Kinesiology Textbooks	141.84	
				22283 C	V	61-127-5210-000-000-9523	P & L for Fitness & Wellbess T	598.13	
				22299 C	V	61-212-5910-000-000-0000	Copy Paper/Wall Calendar/Wipes	103.07	
				22281 C	V	61-212-5911-000-000-0000	Lanyards/Badge Holders/Rolling	472.05	
				22299 C	V	61-241-5910-000-000-0000	Wall Calendar	13.89	2,624.57
A16396	07/29/26	13733	BELTON, MELEA T.		G	11-221-3220-000-000-2251	7/14/2026 - Psych TTT Conf -	164.47	164.47
A16397	07/29/26	15521	CHG MEDICAL STAFFING INC	22150 P	X	21-215-3130-000-032-0000	R.Hooey - 7/5-7/11/2026	877.50	
				22150 P	X	21-215-3130-000-032-0000	R.Hooey - 7/12-7/18/2026	1,834.83	2,712.33
A16398	07/29/26	15845	CLARK, RACHAEL		X	21-212-3210-000-080-0000	July Mileage	201.48	201.48
A16399	07/29/26	15671	CUSACK, RANDY		G	11-283-5990-000-000-0000	BJs - Candy for CMU job fair	14.99	14.99
A16400	07/29/26	16100	AVI SYSTEMS INC	22227 C	X	21-122-5990-002-120-0000	24" Monitor - 2	166.00	
				22221 C	X	21-122-6420-000-140-0000	86" Q Ultra Series/Shipping	2,192.00	2,358.00
A16401	07/29/26	13817	STEVEN KOLONICH		G	11-261-4112-000-000-0000	Union St - 7/14-7/22/2026 Serv	1,050.00	1,050.00
A16402	07/29/26	14484	MADISON NATIONAL LIFE		G	12-451-0022-000-000-0000	August - MADISON NAT'L LIFE IN	7,046.35	7,046.35
A16403	07/29/26	93913	MICHIGAN VIRTUAL UNIVERSITY	22320 C	G	11-225-3110-000-000-9321	MVU Tuition - Jackson/Eaton Ra	2,450.00	2,450.00
A16404	07/29/26	13174	NCS PEARSON, INC	22332 C	G	11-132-5990-000-000-3310	GED Ready Practice Test - 800	3,400.00	
				22332 C	G	11-227-5110-000-000-3310	GED Tests - Online/In Person/R	14,702.50	18,102.50
A16405	07/29/26	12772	PAUL H. BROOKES PUBLISHING	22330 C	G	11-221-4140-000-000-3430	ASQ Annual Sub	424.95	
				22330 C	G	11-221-4141-000-000-3430	ASQ Annual Sub	424.95	849.90
A16406	07/29/26	15247	PEOPLE DRIVEN TECHNOLOGY,	22303 C	X	21-122-5990-002-120-0000	Docking Hub	156.27	156.27
A16407	07/29/26	40545	ROSE PEST SOLUTIONS	22140 P	G	11-261-4112-000-000-0000	7/8/2026 Wildlife Management	95.00	
				22140 P	G	11-261-4112-000-000-0000	7/9/26 Wildlife Mgmt - Union S	95.00	190.00
A16408	07/29/26	16186	SAVI SOLUTIONS PBC	22186 P	G	11-283-3190-000-000-0000	FY27 SLFP - July	900.00	900.00
A16409	07/29/26	13895	WEST MICHIGAN OFFICE	22233 C	X	21-241-6420-001-000-0000	Union St - Office Chair/Delive	524.00	524.00
							Sub Total:	**$972,151.63**	
							Register Total:	**$2,593,836.55**	

Handbook

EATON RESA
ADULT EDUCATION
SERVING CLINTON, EATON, AND INGHAM COUNTIES

Dedicated to increasing work skills, literacy levels, and high school equivalency credentials for adults in Clinton, Eaton and Ingham counties at no cost to the learner.

STUDENT HANDBOOK

**This student handbook is subject to Eaton RESA Board Approval.*

EATON RESA ADULT EDUCATION
SERVING CLINTON, EATON, AND INGHAM COUNTIES

Welcome to Eaton RESA Adult Education!

You've made an excellent choice to join Eaton RESA Adult Education, serving Clinton, Eaton, and Ingham counties with flexible options for both virtual and face-to-face classes. We are here for you every step of the way toward your success!

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Our Website: eatonresa.org/adult-education 27

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EATON RESA ADULT EDUCATION
SERVING CLINTON, EATON, AND INGHAM COUNTIES

Program Offerings

Adult Basic Education (ABE): Tailored for adults below the ninth-grade level in math and reading, focusing on foundational skills needed for success in high school equivalency preparation.

High School Equivalency (HSE) Education: Provides preparation for successful passage of the Official GED and/or HiSET tests, for the goal of attainment of a State of Michigan High School Equivalency Certificate.

Skill BrushUp: Designed for adults with existing credentials seeking to improve their reading and math skills.

Tutoring: Access personalized in-person or virtual tutoring sessions to enhance your learning experience.

Career & Training Exploration: Exploration of various career opportunities.

GED/HiSET Testing Vouchers: Vouchers cover the cost of the officially proctored GED/HiSET exams. Vouchers will only be issued for test subjects who have received a "likely to pass" on the GED Ready Test. These vouchers can be used to take official GED/HiSET exams at no cost.

High School Equivalency Graduation: Celebrate your successes and the beginning of the next chapter of your life with a High School Equivalency (HSE - re: GED/HiSET) graduation ceremony!

Classroom Locations

Thanks to our community partners, classroom locations are available across Clinton, Eaton, and Ingham counties.

- Briggs District Library (St. Johns)
- Capital Area Michigan Works!
- Holt Caterpillar Corner (Childcare Available)
- Delta Township District Library
- East Lansing Public Library
- Eaton Rapids Greyhound Central
- Mason Community Services
- Grand Ledge Area District Library
- YMCA Westside (Childcare Available)

We are also proud to offer classes in partnership with Mid-Michigan Recovery Services, the Roots program at Peckham Inc., and the Clinton and Eaton County Jails.

Enrollment Eligibility and Enrollment Process

Enrollment Eligibility

- Be 18 years of age or older. *(Interested 16 and 17-year-olds - see Appendix A.)*
- Provide a valid Michigan photo ID.

Enrollment Process

- Complete the enrollment application.
- Fill out the Adult Learning Plan (ALP).
- Attend an enrollment session to take the placement test and select a class schedule.

Records and Access Rights: Your privacy is important to us. No records, files, or data related to you as an Eaton RESA Adult Education participant will be shared without your consent, except with teachers, officials, and program partners with a legitimate educational interest.

EATON RESA
ADULT EDUCATION
SERVING CLINTON, EATON, AND INGHAM COUNTIES

Attendance and Progress Expectations

Reasonable and Measurable Progress: Students are expected to attend classes and encouraged to participate actively for at least 10 hours per week. This includes independent study outside of class. After 40 hours of attendance, students must take a TABE post-test if they have not yet passed an Official GED or HiSET test. Doing well on these tests helps you move faster toward GED/HiSET/HSE testing. It's important to always do your best, as not doing so may affect your ability to continue attending classes.

Attendance and Program Drop Policy: Your success is our priority, and consistent attendance is one of the most important keys to your success. We understand that life happens—emergencies, illness, and unexpected conflicts come up. When they do, communication is the most important tool you have. As long as you keep us in the loop, we can work together to help you stay on track.

IMPORTANT - If you will miss class, reach out to your teacher as soon as possible to let them know you will be absent and any details we should know so we can help you get to the next class.

Our teachers track all absences and note between planned/communicated absences and "no-call, no-shows." They share that information with our office team. If you miss a class, we will reach out to you afterward to check in, offer support, and help you get caught up.

Because space in our program is limited and active participation is vital, we reserve the right to drop a student from the program after two or more no-call, no-show absences. Students are always welcome to re-enroll during the next open enrollment period.

Classroom Engagement: Students are expected to arrive on time and be ready to participate in class. This includes putting away cell phones and other distractions. These guidelines are to support you and the commitment you have made to your future success. If you have any concerns about meeting these expectations, please talk to your teacher.

Support for Individual Learners' Needs

Support for Special Education: We offer support for individualized education plans (IEPs) to eligible students, and appropriate accommodations to ensure all students have equal access to our educational programs. If you require special education support, please contact our staff to discuss your needs and how we can assist you.

Support for English Language Learners: If you need help with English, please reach out to our staff. We can provide a referral to adult education English Language Learning programs in the area.

Code of Conduct, Title IX, and Anti-Harassment Policy

Code of Conduct: All students are expected to behave in a way that ensures a safe and productive learning environment. This means showing respect to peers, teachers, and staff, following all program guidelines, and not disrupting the educational process. Breaking the code of conduct may result in disciplinary action, including removal from the program.

Title IX: Eaton RESA Adult Education is committed to providing a learning environment free from discrimination based on sex, including sexual harassment. Title IX policies ensure that all students have access to education programs and activities without fear of discrimination. If you experience or witness any form of sexual harassment, report it to a teacher or program administrator immediately. All complaints will be investigated promptly and thoroughly.

Anti-Harassment Policy: Eaton RESA Adult Education is committed to providing a place free from harassment of any kind. Harassment based on race, color, national origin, sex, disability, age, religion, sexual orientation, or any other protected characteristic is not allowed. If you feel harassed, report it to a teacher or program administrator immediately. All complaints will be investigated quickly and thoroughly.

Emergency Procedures

In case of an emergency, please follow the rules and procedures of the location where your classroom is. Learn the emergency exits, evacuation routes, and emergency contact information at each site. Your safety is our priority, and we ask all students to follow these procedures to ensure a safe learning environment.

Care of Program Property and Technology Policy

Respect for program property and materials, including textbooks, computers, laptops, and other technology, is essential. According to the law, students who damage program property may face disciplinary action and be responsible for the cost of repairs. Eaton RESA Adult Education has the authority to impose fines for the loss, damage, or destruction of equipment, materials, and property.

Technology Policy: Technology is a key tool for learning at Eaton RESA Adult Education. To ensure a productive and safe learning environment, please follow these guidelines:

- **Respect Computer Equipment:** Treat all computers and related equipment with care and respect.
- **No Food or Drink:** Eating and drinking near computers is prohibited to prevent damage.
- **Respect Privacy:** Do not touch or interfere with another student's computer without permission.
- **Designated Websites:** Only visit websites assigned for educational purposes.
- **Use Designated Search Engines:** Utilize the approved search engines provided for your academic needs.
- **Seek Help Promptly:** If you encounter issues with your computer, seek assistance from staff immediately; do not attempt to fix it yourself.
- **No Personal Use:** Computers are for educational purposes only; personal use is not permitted.
- **Consequences of Misuse:** Misusing technology equipment may result in removal from the program and/or restricted access to equipment.
- **Camera and Screen Sharing:** During virtual classes, students must have their cameras on and/or be able to screen share, at the teacher's discretion.

Weapons-Free Classroom Policy

No weapons or items that could be used as weapons are allowed on school premises or during school activities. This includes firearms, knives, explosives, or any other dangerous objects. Breaking this rule may result in immediate removal from the program and possible legal action.

Drug-Free Classroom Policy

At Eaton RESA Adult Education, we are committed to maintaining a drug-free environment to ensure the safety, well-being, and success of all participants. As such, we strictly enforce the following guidelines:

- **Use and Influence:** Students are not allowed to use, distribute, or be under the influence of alcohol, illegal drugs, nicotine products (including vape products), marijuana/cannabis, or unauthorized prescription medications on school premises or during school activities. This list is not exhaustive of prohibited substances.
- **Appearance and Smell:** Students should not come to class visibly under the influence of substances or smelling of alcohol, drugs, nicotine products (including vape products), marijuana/cannabis, or other controlled substances. This list is not exhaustive of prohibited substances.
- **Consequences of Violation:** Breaking the drug-free policy may result in disciplinary action, up to and including removal from the program.
- **Support and Resources:** We understand that substance use disorders and substance misuse can be serious issues. Students who need help or resources for substance use disorders are encouraged to seek support from counselors or other professionals. We have contact information for professional support.

EATON RESA ADULT EDUCATION
SERVING CLINTON, EATON, AND INGHAM COUNTIES

Weather Closure Guidelines

In the event of hazardous weather, Eaton RESA Adult Education prioritizes the safety of our students and staff. Our weather closure policy is as follows. When in doubt about class status, or if you have an extenuating circumstance, please communicate with your teacher.

Eaton RESA Adult Education Class Weather Closure Guidelines - If Eaton RESA is closed, teachers will communicate their plans for holding classes directly with their students. If a teacher chooses to hold class virtually or in-person on a weather closure day, and a student cannot attend, the absence will not be counted against the student.

Additional Student Policies

- **Food and Beverage:** Permitted at the discretion of each teacher, with strict guidelines around computer stations.
- **Dress Code and Behavior:** Both in-person and virtual participants are expected to dress appropriately to foster a professional learning environment.
- **Hygiene and Personal Fragrance:** Students are expected to follow basic hygiene standards. This includes clean clothes and good grooming, such as hair care and oral hygiene. Students should avoid strong odors like body odor, perfume, cologne, or other scented products that may bother others.
- **Support and Resources:** To help you succeed in class, please reach out if you need support with food, clothing, or hygiene products.

Formula for Success

Achieving your goals is a step-by-step process. Keep these core habits close as you navigate your journey:

Manage Your Time & Space

- **Own Your Schedule:** Choose a class schedule that fits your life and use a planner to stay organized.
- **Invest the Hours:** Dedicate at least 10 hours per week to your studies (including class time and independent study).
- **Create Your Zone:** Set up a dedicated, distraction-free study space at home and master your learning tech (like Zoom).

Engage & Give Your Best

- **Show Up & Focus:** Stay actively focused during class and make the most of your learning time.
- **Push for the Finish Line:** Put your best effort into all assessments to speed up your progress.
- **Get Involved:** Take advantage of the different activities and opportunities we provide.

Stay Inspired

- **Remember Your "Why":** Remind yourself of your goals—and how incredibly awesome you are—every single day!

Always Communicate: We Are Here to Help!

Your success is our number one priority, and you don't have to do this alone. **When life happens, communication is key.** Whether you are struggling with attendance, need tutoring support, or just need help navigating a challenge, please reach out. We are always here to listen, problem-solve, and help you succeed!

Make This Your Year to Graduate!

Welcome to **Eaton RESA Adult Education**, where we are fully committed to supporting you on your journey toward academic achievement and career success.

Embrace these guidelines, trust your strength, and lean on our community. We are with you every step of the way. *Welcome aboard!*

Appendix A

Program Enrollment Information and State of Michigan Age Waiver Requirements for Minor Students

(ages 16 and 17, with additional information noted for ages 18–21)

Purpose and Scope

Our program is uniquely structured to serve an adult demographic. This document aims to offer insight into educational pathways that serve as alternatives for minor students considering adult education. While we maintain authorization to enroll students ages 16 and 17 under specific State of Michigan High School Equivalency (HSE) Age Waiver criteria, we strongly advise students and their families to explore traditional and alternative high school options first. If, following a careful review of our program structure and the alternative resources detailed in **Part 1: Guidance and Alternative Educational Options for Minors**, a student and their family determine that our program is the most appropriate educational option, please consult **Part 2: State Age Waiver Requirements and Program Enrollment Guidelines for Minors** for state waiver requirements and enrollment processes for minors. Those with questions are welcome to contact our office for clarity or resources on any of the information below.

Part 1: Guidance and Alternative Educational Options for Minors

Program Structure & Target Population

Our program is built around the unique needs of adult learners. The general student population ranges from ages 18 to 65+.

- **Not an Alternative High School:** Eaton RESA Adult Education is not an alternative high school program. We do not offer a traditional daily high school schedule, breakfast/lunch programs, extracurricular activities, or dedicated high school counseling staff. We do not work with high school credits, transcripts, or credit recovery.
- **High School Equivalency (HSE) credential:** Eaton RESA Adult Education does NOT provide a pathway to a traditional high school diploma. Our program exclusively prepares students to earn a High School Equivalency (HSE) credential via the GED® or HiSET® examination.
- **The Learning Environment:** Our instructional model relies heavily on independent study, flexible scheduling, and adult accountability. Because students are juggling adult lives outside of school, there are limited opportunities for important social connections or the typical support systems a high school environment provides.

Suggested Educational Pathways

Students ages 16 and 17 (*and inclusive of 18-year-olds who remain within their traditional graduation window*) are generally encouraged to first explore educational opportunities available through their resident school district or specialized alternative education programs. These

environments are specifically designed to foster academic growth and social-emotional well-being during this transitional life stage.

- **District Resources:** Families should first investigate academic support and customized learning plans available through their resident school system.
- **Alternative High School Options:** Local alternative programs are tailored for this specific demographic, offering the necessary consistency and specialized resources for young adults. These schools can often serve students until age 22, sometimes providing pathways for both traditional diplomas and high school equivalency. *Please see our website for some local alternative high school programs to explore.*

Part 2: State Age Waiver Requirements and Program Enrollment Guidelines for Minors

If, upon reviewing this information, a student and their family determine Eaton RESA Adult Education is the best educational option for their situation, the student and their parent/guardian must complete the Michigan High School Equivalency Age Waiver Request Form, per the State of Michigan Department of Labor and Economic Opportunity, following all guidelines within the form. Please note:

- **Required Signatures and Verification:** The form must be legible and fully signed by a parent/guardian and the superintendent (or official designee) of the last school district attended. The school district must explicitly state the student's last date of attendance.
- **Required ID:** All students must have a valid State of Michigan-issued ID (driver's license or state ID card) to test. If the student does not have one, they must coordinate directly with the Secretary of State to obtain it.

⚠️ **Important:** Incomplete or illegible forms may result in immediate state denial or severe processing delays.

Enrollment Process and Policy

- Contact the Eaton RESA Adult Education office to schedule an intake appointment, noting that you have completed the Michigan High School Equivalency Age Waiver Request Form.
- Bring your completed and signed Michigan High School Equivalency Age Waiver Request Form, ID copy, and testing account details to your intake appointment. Eaton RESA staff will submit the packet to the Michigan Department of Labor and Economic Opportunity for final state approval.
- No placement testing or instruction can begin until state approval is officially granted.



2026-2027 Student Handbook

Meadowview School Mission Statement

We are committed to providing a positive learning environment which will enable students to achieve and enhance self-confidence, self-esteem, independence, social acceptance, and intellectual and personal growth according to their Individualized Educational Plan and Transitional Service Plan.

We support our school community with respect and compassion through quality programs, leadership and dedicated partnerships.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

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Important Information

District Website: Meadowview Website

Board Policies: Eaton RESA Board Policies

Meadowview School: Main Campus

Meadowview-SCI Packard Program

Meadowview-ASD Packard Program

Meadowview-EI Packard Program

1790 E. Packard Hwy., Charlotte, MI 48813

Phone: 517.541.8750

Meadowview School Off-Site Programs

Creative Pulp Store

119 S. Washington St., Charlotte, MI 48813

Phone: 517.983.5161

Eaton Rapids High School

800 State St., Eaton Rapids, MI 48827

Phone: 517.663.2231

Potterville Middle School

511 E. Main St., Potterville, MI 48876

Phone: 517.645.7609

Union Street - Eaton Rapids

501 Union St., Eaton Rapids, MI 48827

Phone: 517.663.8169

Additional Contact Information

Meadowview Main Office: 517.541.8750

Eaton RESA: 517.541.8777

Meadowview Fax: 517.940.4114

Dean Transportation: 517.541.2772

Administration

Superintendent of Eaton Regional Education Service Agency

- Sean Williams

Assistant Superintendent of Special Education

- Kelly Hager

Director of Meadowview Packard Site Programs

- Elizabeth Hicks

Director of Meadowview Potterville Site Program

- Amber Baker

Director of Meadowview Eaton Rapids High School, Union St, and Storefront Programs

- Randy Cusack

Meadowview SCI Program
2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
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5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026				
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Full Day: 8:20am - 2:48pm
Half Day: 8:20am - 11:20am

Full Day of School
Half Day of School - AM Only
No School

AUGUST
August 24 - First day of school for students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
November 23-27 - No school

DECEMBER
Dec 21-Jan 1 - Holiday Break - No school

JANUARY
January 1 - Holiday Break - No school
January 14 - Half Day - AM only
January 15-18 - January Break - No school

FEBRUARY
February 12-16 - February Break - No school

MARCH
March 26-April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 4-7 - No school
June 11-14 - No school
June 16 - Half Day - AM only
June 17-30 - No school

JULY
July 5-13 - No school
July 16-27 - No school
July 30 - No school

AUGUST
August 2-4 - No School

Mon	Tues	Wed	Thurs	Fri
February 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027				
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12	13	14	15	16
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26	27	28	29	30

May 2027				
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24	25	26	27	28
31				

June 2027				
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28	29	30		

July 2027				
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2027				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview MoCI MS Program
2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
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28	29	30		

October 2026				
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November 2026				
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23	24	25	26	27
30				

December 2026				
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Full Day: 8:00am - 2:45pm
Half Day: 8:00am - 11:00am

Full Day of School
Half Day of School - AM Only
No School

SEPTEMBER
Sept 8 - First Day of School
September 11 - Half Day - AM only

OCTOBER
October 16 - Half Day - AM only

NOVEMBER
November 2 - No school
November 25 - Half Day - AM only
November 26-27 - No school

DECEMBER
Dec 23-Jan 4 - Holiday Break - No school

JANUARY
January 1-4 - Holiday Break - No school
January 18 - No school
January 21- Half Day - AM only
January 22 - Half Day - AM only

FEBRUARY
February 12-16 - Winter Break - No school

MARCH
March 5 - Half Day - AM only
March 29 -April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 10 - Half Day - AM only
June 11 - Half Day - AM only
June 11- Last Day of School

Mon	Tues	Wed	Thurs	Fri
January 2027				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027				
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22	23	24	25	26

March 2027				
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22	23	24	25	26
29	30	31		

April 2027				
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26	27	28	29	30

May 2027				
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17	18	19	20	21
24	25	26	27	28
31				

June 2027				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview Storefront 2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
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14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026				
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Full Day: 8:10am - 2:50pm
Half Day: 8:10am - 11:10am

Cohort A - Full Day of School
Cohort B - Full Day of School
Worksite Placements & Observations
Half Day of School - AM Only
No School

AUGUST
August 24 - First day for Cohort A students
August 25 - First day for Cohort B students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
November 25-27 - No school

DECEMBER
Dec 21-Jan 1 - Holiday Break - No school

JANUARY
January 1 - Holiday Break - No school
January 14 - Half Day - AM only
January 15 - Half Day - AM only
January 18 - No school

FEBRUARY
February 15-16 - Winter Break - No school

MARCH
March 26-April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 3- Half Day - AM only
June 4 - Half Day - AM only
June 4 - Last Day of School

Mon	Tues	Wed	Thurs	Fri
January 2027				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027				
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15	16	17	18	19
22	23	24	25	26

March 2027				
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027				
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027				
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17	18	19	20	21
24	25	26	27	28
31				

June 2027				
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Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview EI Program
2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
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September 2026				
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October 2026				
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November 2026				
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December 2026				
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Full Day: 8:10am - 2:55pm
Half Day: 8:10am - 11:10am

Full Day of School
Half Day of School - AM Only
No School

AUGUST
August 24 - First day of school for students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
November 25-27 - No school

DECEMBER
Dec 21-Jan 1 - Holiday Break - No school

JANUARY
January 1 - Holiday Break - No school
January 14 - Half Day - AM only
January 15 - Half Day - AM only
January 18 - No school

FEBRUARY
February 15-16 - Winter Break - No school

MARCH
March 26-April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 3 - Half Day - AM only
June 4 - Half Day - AM only
June 4 - Last Day of School

Mon	Tues	Wed	Thurs	Fri
January 2027				
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March 2027				
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April 2027				
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June 2027				
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Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview ASD Program
2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
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September 2026				
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October 2026				
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November 2026				
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December 2026				
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Full Day: 8:10am - 2:55pm
Half Day: 8:10am - 11:10am

Full Day of School
Half Day of School - AM Only
No School

AUGUST
August 24 - First day of school for students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
November 25-27 - No school

DECEMBER
Dec 21-Jan 1 - Holiday Break - No school

JANUARY
January 1 - Holiday Break - No school
January 14 - Half Day - AM only
January 15 - Half Day - AM only
January 18 - No school

FEBRUARY
February 15-16 - Winter Break - No school

MARCH
March 26-April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 3 - Half Day - AM only
June 4 - Half Day - AM only
June 4 - Last Day of School

Mon	Tues	Wed	Thurs	Fri
January 2027				
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February 2027				
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March 2027				
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April 2027				
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May 2027				
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June 2027				
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28	29	30		

Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview MoCI Adult Program
2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
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September 2026				
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October 2026				
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November 2026				
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December 2026				
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28	29	30	31	

Full Day: 8:10am - 2:55pm
Half Day: 8:10am - 11:10am

Full Day of School
Half Day of School - AM Only
No School

AUGUST
August 24 - First day of school for students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
November 25-27 - No school

DECEMBER
Dec 21-Jan 1 - Holiday Break - No school

JANUARY
January 1 - Holiday Break - No school
January 14 - Half Day - AM only
January 15 - Half Day - AM only
January 18 - No school

FEBRUARY
February 15-16 - Winter Break - No school

MARCH
March 26-April 2 - Spring Break - No school

APRIL
April 1-2 - Spring Break - No school
April 26 - No school

MAY
May 28 Half Day - AM only
May 31 - Memorial Day - No school

JUNE
June 3 - Half Day - AM only
June 4 - Half Day - AM only
June 4 - Last Day of School

Mon	Tues	Wed	Thurs	Fri
January 2027				
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February 2027				
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March 2027				
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April 2027				
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May 2027				
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June 2027				
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28	29	30		

Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

Meadowview MoCI HS Program 2026-2027 Calendar

Mon	Tues	Wed	Thurs	Fri
August 2026				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
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September 2026				
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October 2026				
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November 2026				
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December 2026				
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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Full Day: 8:00am - 2:45pm
Half Day: 8:00am - 11:00am

Full Day of School
Half Day of School - AM Only
No School

AUGUST
August 24 - First day of school for students

SEPTEMBER
Sept 4-7 - Labor Day Weekend - No school

OCTOBER
October 23 - No school

NOVEMBER
November 2 - No school
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DECEMBER
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January 2027				
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February 2027				
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March 2027				
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April 2027				
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May 2027				
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June 2027				
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14	15	16	17	18
21	22	23	24	25
28	29	30		

Dates denoted with an * students will be at the Union Street location for the entire school day.

Meadowview Office: 517.541.8750
Meadowview Fax: 517.940.4114

2026-2027 Daily Schedule

Meadowview School Main Campus Programs

SCI Program

Full Day: 8:20 a.m. to 2:48 p.m.

Half Day: 8:20 a.m to 11:20 a.m.

ASD Program

8:10 a.m. to 2:55 p.m. Full Day

8:10 a.m. to 11:10 a.m. Half Day

EI Program

8:10 a.m. to 2:55 p.m. Full Day

8:10 a.m. to 11:10 a.m. Half Day

Meadowview School Off-Site Programs

Middle School MoCI: Potterville Middle School

Full Day: 8:00 a.m. to 2:45 p.m.

Half Day: 8:00 a.m. to 11:00 a.m.

High School MoCI: Eaton Rapids High School

Full Day:8:00 a.m. to 2:45 p.m.

Half Day: 8:00 a.m. to 11:00 a.m.

Adult MiCI: Creative Pulp Store

Full Day: 8:00 a.m. to 2:45 p.m.

Half Day: 8:00 a.m. to 11:00 a.m.

Adult MoCI: Union Street - Eaton Rapids

Full Day: 7:42 a.m. to 2:42 p.m.

Half Day: 7:42 a.m. to 10:55 a.m.

School staff will not supervise students on school grounds before the school day begins or after the school day ends.

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- School Messenger System
- Announced on local news stations

Meadowview programs located in local districts will follow school closings and delays issued by the district in which the program is located The absence will not be charged against the student's attendance record.

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 2260: Nondiscrimination and access to equal educational opportunity is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 2260.01: Section 504/ADA Prohibition against discrimination based on disability is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 2266: Discrimination and harassment - student and staff attached to this handbook as Appendix A.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with a Title IX Coordinator:

Kelly Hager
Assistant Superintendent for Special Education
1790 East Packard Highway
Charlotte, MI 48813
517.541.8723
khager@eatonresa.org

Vlad Lebedintsev
Assistant Superintendent for Career & Technical Education
5708 Cornerstone Drive
Lansing, MI 48917
517.483.1341
vlebdintsev@eatonresa.org

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

Kelly Hager
Assistant Superintendent for Special Education
1790 East Packard Highway
Charlotte, MI 48813
517.541.8723
khager@eatonresa.org

Vlad Lebedintsev
Assistant Superintendent for Career & Technical Education
5708 Cornerstone Drive
Lansing, MI 48917
517.483.1341
vlebdintsev@eatonresa.org

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Kelly Hager
Assistant Superintendent for Special Education
1790 East Packard Highway
Charlotte, MI 48813
517.541.8723
khager@eatonresa.org

Vlad Lebedintsev
Assistant Superintendent for Career & Technical Education

5708 Cornerstone Drive
Lansing, MI 48917
517.483.1341
vlebdintsev@eatonresa.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5611: Due Process Rights.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive at the beginning of the school day and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the Meadowview Main Campus Office at 517.541.8750 within 24 hours (before or after) of the scheduled absence.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- illness
- recovery from accident
- required court attendance
- professional appointments
- death in the immediate family
- observation or celebration of a bonafide religious holiday
- such other good cause as may be acceptable to the Superintendent

Students who are more than 15 minutes late are considered tardy.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phones and Other Wireless Communications Devices

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a phone call. School personnel will initiate all calls on behalf of a student seeking permission to leave school. Students are NOT allowed to have personal cell phones with them at any time during the school day. Students using their cell phones during the school day will give the cell phone to his/her teacher upon arrival for storage in the office until the end of the school day at which time personal cell phones will be returned to the student.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.

- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide the CDC Heads Up Concussion Information Sheet on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the CDC concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5340.01, concussions and athletic activities, including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for

parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

The school participates in the School Breakfast Program and National School Lunch Program. Breakfast and lunch are provided daily free of charge to all students, though students may choose to bring their own lunch to school.

Education Benefit Forms are distributed to all students at the beginning of each school year or at the time of enrollment. Completion of these forms is highly encouraged. Based on the information you provide on your Education Benefits Form, your child may qualify for other programs that provide support to eligible families.

Meadowview On-Site programs receive school breakfast and lunch from Charlotte Public Schools. Meadowview programs in Eaton Rapids receive food from Eaton Rapids Public Schools. The Meadowview program in Potterville receives food from Potterville Public Schools.

If your student has any special dietary needs or restrictions due to a disability or medical issue such as a food allergy or intolerance, altered texture or consistency of food or liquids, tube feeding, etc., then a Special Diet Statement form needs to be completed and signed by the student's physician, physician assistant, nurse practitioner, or registered dietitian at the beginning of each school year prior to the student starting school and updated throughout the year as needed.

Nut-free classrooms will have visible signs posted and the allergy needs will be addressed in the student's individualized health plan.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

School staff have the authority to remove or isolate a student who has been exposed to a highly-transient pest, such as lice. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

Parents ultimately have the responsibility for their student's well-being. This includes:

- Becoming educated about head lice identification, prevention and treatment;
- Performing regular checks on all members of their home;
- Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation;
- Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Jennifer McCaffrey
311 West First Street
Charlotte, MI 48813
517.541.8761
jmccafrey@eatonresa.org

For detailed information about Homeless Children and Youth, see Policy 5111.01 - Homeless Students.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5320 - Immunization and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5540 - Interrogation of Students. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5771 - Search and Seizure, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the main office or remain with the classroom teacher. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.

- All medications must be in the original container.

For additional information and requirements, see Policy 5330 - Use of Medications.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5330.01 - Epinephrine and Auto-Injectors. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 9250 - Relations with Parents, is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground. Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice

to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 2416 - Student Privacy and Parental Access to Information for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 8330 - Student Records.

Directory Information

The District designates the following information as directory information:

- a student's name
- address (except for students participating in the address confidentiality program act)
- date of birth
- dates of attendance
- date of graduation
- school-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that

prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Transportation Services

Meadowview Programs are provided outside of students' regular attendance area; therefore, special transportation is provided to Meadowview School Programs through Dean Transportation. Contact Dean Transportation with questions about bussing or transportation changes.

Bus Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.

4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and Board Policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Board Policy, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Section II: Academics

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma or certificate of completion.

Grades and Progress Reports

Grades or IEP Progress Reports will be issued at least once each quarter.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For students who are working toward a Michigan Merit Curriculum diploma, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. The parent of a student who has completed grade 9, or a student who has reached age 18, may request a personal curriculum. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9.

Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Elizabeth Hicks, Director of Meadowview Packard Site Programs. For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 2221 - Mandatory Courses.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Elizabeth Hicks, Director of Meadowview Packard Site Programs.

Summer School

Summer school will not be offered for the 2026-2027 school year.

Work Permits

Information about work permits is available at the Meadowview Packard Site main office.

Section III: Discipline and Code of Conduct

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of detention so that parents may make transportation arrangements for the student the following day.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the

appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Except as permitted by law, and only after considering the recommendations of the District's Title IX Coordinator, the District will not expel a student or suspend a student for more than 10 days for an action the student took immediately preceding, immediately following, or that could reasonably be tied to an incident in which the student is sexually assaulted or an incident in which the student reports being sexually assaulted, an incident where another person witnesses and reports the student's sexual assault, or an incident for which school officials receive credible information that the student was sexually assaulted

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion

	• Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion

Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

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 gender 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.

Definitions:

Words used in this policy shall have those meanings defined herein: words not defined shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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 District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

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").

Kelly Hager
Assistant Superintendent for Special Education
1790 East Packard Highway
Charlotte, MI 48813
517.541.8723
khager@eatonresa.org

Vlad Lebedintsev
Assistant Superintendent for Career & Technical Education
5708 Cornerstone Drive
Lansing, MI 48917
517.483.1341
vlebdintsev@eatonresa.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 Information Guide as well as parent/student handbooks.

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, 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.

The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the Superintendent shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. 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). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and Board employees are required, 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) 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 Complainant'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 the 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 the Principal 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 reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filled with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and 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 the Complainant and the Respondent 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) 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 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/designee must contact the Complainant, if age eighteen (18) or older, or the Complainant parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual’s claims of discrimination/retaliation 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 are encouraged to file a complaint within thirty (30) 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) 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 Office of the OCR can be reached at 400 Maryland Avenue, SW, Washington, DC 20202-1100; Telephone: (800) 421-3481; Fax: (202) 453-6012; TDD: (800) 877-8339; E-mail: ocr@ed.gov; Web: http://www.ed.gov/ocr.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly 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 alleges unlawful discrimination or retaliation. 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 Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in 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 and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation 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 of the COs.

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 the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one or more of the following:

A. Advising the Complainant about how to communicate concerns to the Respondent.
B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent 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 is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint, and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

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 Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official 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 formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District official 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/designee within two (2) days.

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

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); 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 Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) 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. The Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal 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 and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) 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) 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/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 Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. 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 written 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 Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent 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) days of the party's receipt of the Superintendent's decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) 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) 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 parties may be represented, at their 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, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The 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. Additionally, the Respondent must be provided the Complainant's identity.

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 is learned or provided during the course of the investigation.

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 harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce 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 report, formal complaint, testified, assisted or participate or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, 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 and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent 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

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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:

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
D. written witness statements;
E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
F. 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);
G. 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;
H. 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;
I. 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;
J. documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent 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;
K. 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;
L. 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 Code of Conduct and/or Employee Handbooks);
M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
N. documentation of any training provided to District personnel related to this policy should be maintained by the CO/Title IX Coordinator. Documentation of training

shall include a log of all District personnel in attendance, the date, time and location of the training and a copy of the materials reviewed and/or presented during the training.

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.

2266 – DISCRIMINATION AND HARASSMENT – STUDENT AND STAFF (ds)

Student Discrimination and Harassment

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities. The District shall not retaliate against a person who reports or opposes improper discrimination or harassment. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than two Compliance Officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating complaints of non-Title IX discrimination or harassment.

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

The Superintendent shall develop and implement administrative guidelines to enforce this policy and non-Title IX discrimination or harassment complaints.

Title IX

The District shall fully comply with Title IX of the Education Amendments Act of 1972 and the accompanying regulations. The District shall not retaliate against a person who reports or opposes sex harassment or discrimination.

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

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

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

Employee Discrimination and Harassment

The District shall not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. The District shall not retaliate against a person who reports or opposes improper discrimination or harassment. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation, and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than two Compliance Officers responsible for coordinating the District’s compliance with applicable federal and state laws and regulations, and for investigating complaints of non-Title IX discrimination or harassment.

A person who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to Administration or a District Compliance Officer. A District employee who observes, has knowledge of, or learns that a person has been or is the victim of discrimination or harassment shall immediately report the situation to Administration or a District Compliance Officer. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy and non-Title IX discrimination or harassment complaints.

Appendix B: Anti-Bullying

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

The Board of Education recognizes that a school that is physically and emotionally safe and secure for all students and staff will be better able to promote good citizenship, increase attendance and engagement, and support academic achievement. The Board expects students and staff to conduct themselves in a manner that promotes positive relationships and school climate, with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions, including electronically transmitted acts, to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, or at any time or place where a child's imminent safety or over-all well-being may be at issue, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation, as well as the results of the investigation, to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

The District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with the legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above-designated individuals through email, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation, will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and the student's parent/guardian) gives written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) name(s). Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive, or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds that an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one (1) of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive, or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy,

independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training/Restorative Practices

The District shall provide a minimum of annual training for school employees and volunteers who have significant contact with students on school policies and procedures regarding bullying and harassment to help promote a positive school climate. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them. (Examples of appropriate training include, but are not limited to, age-appropriate strategies to prevent bullying; age-appropriate strategies for immediate, effective interventions to stop incidents; internet safety issues as they relate to cyberbullying; and fostering an understanding of and respect for diversity and difference).

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, the student or other individual should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also

includes forms of retaliation against individuals who report or cooperate in an investigation under this policy.

Bullying is conduct that meets all of the following criteria:

A. is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
B. is directed at one (1) or more students;
C. is conveyed through physical, verbal, technological, or emotional means;
D. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
E. adversely affects the ability of a student to participate in or benefit from the School District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
F. is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying can be physical, verbal, psychological, or a combination of all three (3). Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling, taking, and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including, but not limited to, notes, emails, social media postings, and graffiti.

"Harassment" is conduct that meets all of the following criteria:

A. repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress
B. is directed at one (1) or more students or staff;
C. is conveyed through physical, verbal, technological, or emotional means;
D. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students or staff;
E. adversely affects the ability of a student to participate in or benefit from the School District's or public school's educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and
F. is based on a student's or staff member's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/harassment, that is not initiated at a location defined above, is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one (1) or more students or staff and/or the orderly day-to-day operations of any school or school program.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517.

Hazing, see Policy 5516.

Appendix C: Parent Involvement in Education

2112 - PARENT AND FAMILY ENGAGEMENT

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.

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.

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 as applicable;[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. **Engaging Families in Decision Making and Advocacy**
1. engaging families as partners in the process of school review and continuous improvement planning;[2]
2. engaging families in the development of its District-wide parent 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 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. Each school's plan 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 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.

[1]Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

[2]Indicates Title I Section 1118 parent involvement requirements

Appendix D: Protection of Pupil Rights

5780 - STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity to participate in an educational program, the District shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of his/her own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted District authority, and compliance with its administrative guidelines.

The Board realizes that as students differ in age and maturity, they differ in ability to handle both the rights of citizens and the corresponding responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her attendance, performance, and behavior.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the Superintendent.

Parents also have rights in the school system to know about their student’s educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supercede any rights under the Family Education Rights and Privacy Act. 20 U.S.C. 1232h

Appendix E: Directory Information and Opt Out Form

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

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

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

A. observations and ratings of individual students by professional staff members acting within their sphere of competency
B. samples of student work
C. information obtained from professionally acceptable standard instruments of measurement such as:
    1. interest inventories and aptitude tests,
    2. vocational preference inventories,
    3. achievement tests,
    4. standardized intelligence tests,
D. verified reports of serious or recurrent behavior patterns
E. psychological tests

F. attendance records
G. health records
H. custodial arrangements

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

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

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

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
E. release de-identified records and information in accordance with Federal regulations;
F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;
G. Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representatives of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following

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

H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;
I. The disclosed records must be used to audit or evaluate a Federal or State-supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)
J. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

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

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

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

A. the specific information that was disclosed;
B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
C. the legitimate reason that the person, agency, or organization had in obtaining the information.

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

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

A. provision of such information to the Michigan Department of Education or CEPI
B. provision of such information to the student's parent or legal guardian
C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction
G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

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

A. a student's name;
B. address (except for students participating in the address confidentiality program act);
C. date of birth;
D. dates of attendance;
E. date of graduation.

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

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

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

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

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, District-assigned email addresses (if available) (except for students participating in the address confidentiality program act), and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

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

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

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

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

A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town, unless a parent is prohibited from doing so due to a student's participation in the address confidentiality program act), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible students, must submit a written request to the building principal at least ten (10) workdays before the scheduled date of the activity. The instrument will be provided to the parent within five (5) business days of the principal receiving the request.

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

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

A. college or other postsecondary education recruitment, or military recruitment;
B. book clubs, magazines, and programs providing access to low-cost literary products;
C. curriculum and instructional materials used by elementary and secondary schools;
D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
E. the sale by students of products or services to raise funds for school-related or education-related activities; and
F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information

about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

A. inspect and review the student's education records;
B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;
C. consent to disclosures of personally identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
E. file a complaint with the United States Department of Education;
F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;
B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

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

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use District Information and Technology Resources (as defined in Bylaw 0100) (collectively, "IT Resources"), including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent/guardian permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District IT Resources is a privilege, not a right. The Board of Education's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

The Board has the right, at any time, to access, monitor, review, and inspect any directories, files, and/or messages received by, residing on, or sent using District IT Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District IT Resources.

Please complete the following information:

Student User's Full Name (please print): _____

School:_____

Grade: _____

Parent/Guardian's Name: _____

Parent/Guardian

As the parent/guardian of this student, I have read Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety, and discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate, and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its members, officers, employees, or administrators) responsible for content my child may come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child the standards (i.e., family values) I want them to follow when using the Internet, including how they should go about selecting, sharing, and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations of the Policy and Guidelines.

[ ] If my child, as part of a class assignment, designs and/or develops a website, web page, or app/service that is hosted on Board-owned or District-affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me or my child.

Please initial each that applies:

___ I give permission for the Board to issue an email account to my child.

___ I give permission for my child's image (photograph) to be published online, provided only their first name is used.

___ I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.

___ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____

Date: _____

Student

I have read and agree to abide by Policy and Administrative Guideline 7540.03 - Student Technology Acceptable Use and Safety. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines may result in disciplinary action and/or referral to law enforcement. As a user of District IT Resources, I agree to communicate over the Internet and through the IT Resources in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

Students who are eighteen (18) years of age or older need to initial the following:

___ If, as part of a class assignment, I design and/or develop a website, web page, or app/service that is hosted on Board-owned or District-affiliated servers, I agree the Board shall be entitled to retain proprietary rights in the website, web page, or app/service such that the Board shall have a license in perpetuity to use the website, web page, or app/service without any compensation or remuneration to me.

Student's Signature: _____

Date: _____

Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The Principal may deny, revoke, or suspend access to and use of the District IT Resources to individuals who violate the Board's Student Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

9/12

5/17/23

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Appendix G: Concussion

Concussion
INFORMATION SHEET

CDC HEADS UP
SAFE BRAIN. STRONGER FUTURE.

This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just "don't feel right" after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not "feeling right," or "feeling down"

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*

cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to cdc.gov/HEADSUP

CDC HEADS UP

Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- ○ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

  Athlete's Name Printed:_____ Date:_____

  Athlete's Signature:_____

- ○ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

  Parent or Legal Guardian's Name Printed:_____ Date:_____

  Parent or Legal Guardian's Signature:_____

Revised January 2019

Appendix H: Sexual Harassment And Sexual Assault Information Guide

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act

- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who…").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** https://mcedsv.org/hotline/

Youth Resources Web Page: https://mcedsv.org/resources

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

EATON
REGIONAL EDUCATION SERVICE AGENCY

Contractor Agreement

It is agreed between Eaton Regional Education Service Agency, hereafter 'ERESA', and A to Z Speech Therapy LLC, hereinafter 'Contractor', that the following services will be provided based upon the expectations and conditions as follows:

Section 1: Description of Services

The work to be performed by Contractor includes all services generally performed by Contractor in Contractor's usual line of business as follows:

Speech Pathology Services - Virtual

Contractor is not authorized to act as an agent of ERESA for any purpose not addressed herein, and Contractor shall hold ERESA harmless for any liabilities caused by Contractor's work described in this Agreement in accordance with Section 7 of this Agreement.

Contractor will be performing all services virtually. ERESA and Contractor will work to coordinate a mutually agreeable schedule on a monthly basis. ERESA will make every effort to ensure that the work environment is free of safety hazards and is barrier free.

Section 2: Compensation and Billings:

ERESA shall pay Contractor $90.00 per hour up to, but not exceeding, 535 hours or a maximum of $48,150 for the work to be performed under this Agreement. Contractor shall work with ERESA to establish a schedule for the delivery of the prescribed services.

At the inception of this Agreement, Contractor must complete a W-9 form and provide a social security or company tax identification number and other pertinent information to establish a current and valid vendor file.

Contractor shall submit invoices for services to ERESA on a monthly basis. Invoices must include the contractor's name, address, service dates and times as well as the location where services were provided. A service log may also be required. Invoices will be paid within 14 days.

Section 3: Insurance and Taxes:

Contractor is responsible for his/her own professional liability, general liability and worker's compensation insurance. A valid certificate of insurance must be submitted to ERESA prior to the inception of this Agreement and ERESA shall be named as an additional insured party for services performed in conjunction with this Agreement. If Contractor is a sole proprietor, or is not required by law to carry workers compensation insurance, Contractor will complete an 'Independent Contractor Statement' in the form prescribed by ERESA.

Contractor shall be responsible for unemployment and any other local, state and/or federal taxes that pertain to services provided.

Section 4: Agreement Timeline/Duration:

This Agreement shall be in effect on August 20, 2026 and continue through June 4, 2027 or until such time as the services outlined in Section 2 are complete. Any extension of this Agreement must be in writing.

Either party may cancel this Agreement by providing the other party with a thirty (30) day written notice.

Section 5: Relationship of the Parties:

The parties intend that an independent Contractor-Owner relationship will be created by this Agreement. ERESA is interested only in the results to be achieved and the conduct and control of the work will lie solely with the Contractor. Contractor is not an employee of ERESA and, as such, is not entitled to any of the benefits or privileges extended to its employees. It is understood that ERESA does not agree to use Contractor exclusively, nor does the Contractor agree to exclusively provide services to ERESA.

Section 6: Contractor Responsibilities:

To perform the stated services as agreed in a competent, professional and timely manner in accordance to the time period specified in Section 4. Contractor agrees to provide all required materials and personnel needed to perform the services. ERESA reserves the right to approve the personnel and/or representatives of the Contractor. Contractor shall not assign this Agreement without the written consent of ERESA. Contractor shall also provide such documentation as may be required by ERESA or other authorities to verify credentials/licensure and/or satisfy pertinent legal requirements.

Contractor shall submit and/or facilitate completion of required criminal history and unprofessional conduct checks as may be required. No services shall be provided prior to receipt of a signed affidavit from ERESA.

Section 7: Indemnity Covenant

Contractor hereby agrees to indemnify ERESA arising from Contractor's negligence for all claims, demands, liability and causes of action arising from or related to the services provided by Contractor, including, but not limited to, any act or omission occurring on or about ERESA's premises or the premises where the services are provided, acts of omissions including the Contractor's use of data and/or equipment. Indemnification shall include any act of negligence of the Contractor and includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages to any person(s) or entity or the data or property belonging to such person(s) or entity. Contractor's agreement to indemnify ERESA covers all costs, expenses, liabilities and fees, including attorney fees, incurred by ERESA in the event an action, litigation or proceeding is initiated against ERESA solely due to Contractor's negligence. Contractor shall upon written notice from the ERESA, defend such litigation, action or proceeding.

Section 8: Modification:

Any amendment or waiver of the terms of this Agreement is not valid unless such amendment or waiver is in writing and executed by both parties to this Agreement.

Section 9: Non-Discrimination:

Contractor stipulates that it does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment oppo l tunities.

Section 10: Entire Agreement:

With respect to the services contemplated in this Agreement, this Agreement supersedes all previous understandings and agreements, written or oral between ERESA and Contractor.

****

THIS SECTION TO BE COMPLETED BY THE INDEPENDENT CONTRACTOR

Testimonial
Do you perform similar services for other clients and/or schools outside of ERESA? ☒ Yes ☐ No

Have you retired from a Michigan public school? ☒ Yes ☐ No
If so, when and from which school district? Saline Area Schools

Independent Contractor: Rachel Ammon A to Z Speech Therapy
SS# or Federal ID# 386-90-6991
Telephone #
Cell Phone # (required for School Messenger notification) 734-660-4661
Email: atozspeechandlanguage@gmail.co
Street Address: 136 Kissane Ave.
City, State, Zip: Brighton, Mi. 48116

Rachel Ammon
Contractor's Signature

7-20-26
Date

****

THIS SECTION TO BE COMPLETED PRIOR TO APPROVAL BY SUPERINTENDENT

Type of Agreement: x☐ New ☐ Continuing

Funding Source: Special Ed Fund

Account #: 21-215-3130-000-032-0000

Duration of Agreement: August 13, 2026 to June 4, 2027

ERESA Contact: Kelly Hager

Kelly Hager
Assistant Superintendent for SE
Signature

7/10/2026
Date

Tina Monroe
Executive Director of Finance & Operations
Signature

7/9/2026
Date

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Independent Contractor Agreement effective as of the agreed upon date noted in Section 4

On behalf of Contractor:

Rachel E. Ammon
Printed Name and Title of Authorized Signer

Rachel Ammon
Contractor Signature

7-20-26
Date

On behalf of Eaton Regional Education Service Agency:

_____
Dr. Sean Williams, Superintendent

_____
Date

Eaton Regional Education Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte, Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

1770 E. Rock Rd. Farwell, MI 48622
apoet@elevatetherapyco.com
(989) 429-8138

School Social Worker Contract Agreement

This Agreement is entered into as of July 2026, by and between Elevate Therapy Company, LLC ("Company") and Eaton RESA ("School") (each a "Party" and collectively the "Parties"), who agree as follows:

One (1) in-person School Social Worker employed by the Company will provide social work services to the School beginning August 20, 2026, and continuing through June 4, 2027 (the "Term"), unless earlier terminated by either Party with forty-five (45) days' prior written notice, with or without cause.

Services will be provided five (5) days per week, totaling thirty-five (35) hours per week. Billable hours shall not exceed forty (40) hours per week without prior written approval from the Director of Special Education.

The start and end dates are subject to change based on the School District's academic calendar.

In the event the Company is unable to secure or maintain a clinician for any portion of the Term, the Company shall not be subject to penalty, damages, or additional liability, provided the Company continues to use reasonable and good faith efforts to fill the position.

1. "School Social Work Services" are:

1.1 Services provided by a school social worker.

1.2 Any or all of the following services may be included:

- Screening and assessment of students' social, emotional, behavior, and mental health needs
- Conducting social, developmental, behavioral, and functional assessments as appropriate
- Individual and group counseling services
- Development and implementation of behavioral intervention strategies and social-emotional supports
- Record keeping and documentation

- Medicaid documentation and billing
- Report writing
- Writing IEP goals and objectives
- Consultation with school officials and families
- Attendance at IEP and other meetings as necessary

2. Compensation:

2.1. The Company shall be compensated at a rate of $85.00 per hour, per clinician, for all Social Work Services rendered. Total services under this Agreement shall not exceed one thousand four hundred forty (1,440) billable hours or a total compensation of one hundred twenty-two thousand four hundred dollars ($122,400.00) unless otherwise agreed to in writing by both Parties.The Company shall invoice monthly, and payment shall be payable within fifteen (15) days of submission to the School. The School will not be billed for scheduled breaks or time off, including but not limited to Christmas Break and Spring Break.

If payment has not been received within thirty (30) days, a late fee of one percent (1.0%) per month (or the maximum rate permitted by law) may be applied to the outstanding balance, though the Company will make reasonable efforts to communicate and resolve any delays prior to applying such fees.

In the event of extended delays, the Company will provide written notice and work with the School to determine an appropriate plan to bring the account current. Our goal is always to maintain consistent, uninterrupted services for students while supporting a positive partnership with the district.

2.2. All amounts payable under this Agreement shall be paid directly to the Company.

2.3. In the event the actual number of hours worked differs from the contracted Billable Hours due to illness, professional meetings, inclement weather, school closures, or additional hours approved in advance by the Director of Special Education, the Company shall adjust the invoice accordingly. The adjusted invoice shall reflect the actual hours worked at the rate of $85.00 per hour and shall be payable within fifteen (15) days of submission to the School.

2.4. In the event of half-days or snow days, the social worker may bill up to four (4) hours per snow day and up to two (2) hours extra (if not staying for entirety of the day in the building) per half-day for essential paperwork, including but not limited to:

- Individualized Education Programs (IEPs).
- Billing and logging services.
- REEDs (Review of Existing Educational Data).
- Reports and other required documentation.

3. Company Responsibilities:

3.1. The Company shall provide social work services to a standard of quality typical of professionals in the social work industry.

3.2. The Company shall perform its duties and responsibilities under this Agreement with commercially reasonable best efforts.

3.3. The Company shall obtain and maintain comprehensive professional liability insurance with limits of not less than $1 million per occurrence / $6,000,000 Annual Aggregate and general liability insurance with limits of not less than $1 million per occurrence / $2,000,000 Annual Aggregate combined single limit for bodily injury and property damage in a form mutually acceptable to both Parties to protect the Company and School against liability or claims of liability which may arise out of the Company's provision of services under this Agreement. Such general liability coverage shall include claims for sexual abuse and molestation. The Company shall provide certificates of insurance upon request. The Company shall waive all rights of subrogation against the School District to the extent permitted by law.

3.4. The Company shall be responsible for ensuring that the assigned social worker is informed of and responds to any service adjustments or requests made by the School.

3.5. The Company shall be solely responsible for all tax obligations, including but not limited to federal, state, and local taxes, payroll taxes, and any other financial liabilities associated with compensation for its employees or contractors. The School shall not be responsible for withholding, reporting, or paying any such taxes on behalf of the Company.

4. School Responsibilities:

4.1. School will use commercially reasonable efforts to assist the Company in providing Social Work Services.

4.2. School will provide a clean, quiet, and private treatment space as well as any materials or support services required by the Company.

4.3. School will communicate directly with the Company owner for any adjustments that need to be made for the position(s).

4.4. The School will keep this Agreement and any information disclosed under it confidential and only shared amongst the Parties involved, unless given written permission by the Company.

5. Caseload and Workload:

5.1. The School and the Company acknowledge the importance of maintaining a manageable workload to ensure the delivery of high-quality school social work services. The parties agree to collaborate throughout the term of this Agreement to monitor the School Social Work workload, including direct and indirect service responsibilities, evaluations, crisis response, case management, documentation, and participation in required meetings. If the workload becomes unreasonable or begins to negatively impact the quality or timeliness of services, the School and the Company agree to work together in good faith to identify appropriate solutions to support continued, effective service delivery.

6. General Terms:

6.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which taken together shall constitute one signed agreement between the Parties. Signatures may be transmitted by facsimiles or a scanned copy and shall be deemed original.

6.2. This Agreement, including all schedules and exhibits that are incorporated herein by reference, contains the entire Agreement of the Parties regarding the subject matter described herein, and all other promises, representations, understandings, arrangements, and prior agreements related to the subject matter are merged into and superseded by this Agreement. The provisions of this Agreement may not be amended, except by an agreement in writing by authorized representatives of both Parties.

6.3. The Company is an independent contractor of School and not an employee, agent, partner, representative or broker of School.

6.4. This Agreement shall be for the Term defined above and shall not automatically renew unless agreed upon in writing by both Parties.

6.5. If the School terminates this Agreement without cause, including termination due to a direct hire by the School, the School agrees to continue payment for services through the forty-five (45) business day notice period, regardless of whether services are utilized. Such payment shall be calculated at a reduced rate of sixty dollars ($60.00) per hour, billing seven (7) hours per day, in order to support clinician transition time and continuity of care.

7. Non-Solicitation and Direct Hire Clause:

7.1 The School agrees that during the term of this Agreement and for a period of **twelve (12) months** following the termination or expiration of this Agreement, it shall not directly hire, solicit, or engage (as an employee, contractor, or otherwise) any School social worker, or other employee or contractor of Elevate Therapy Company ("Company") who has provided services to the School under this Agreement, without the prior written consent of the Company.

Should the School wish to hire or contract directly with such an individual, the School agrees to notify the Company in writing and may do so only upon mutual agreement. In such cases, the School shall pay the Company a placement fee equal to **20% of the employee's anticipated annual salary**, payable within thirty (30) days of the employee's start date with the School.

This clause is intended to protect the Company's investment in recruiting, training, and developing its employees and contractors, and to ensure fair compensation for transitions resulting in the loss of Company personnel.

8. Indemnification:

8.1 To the extent permitted by law, without waiving any defense of immunity, including governmental immunity, each Party agrees to indemnify and hold harmless the other Party, its officers, employees, and agents from any and all claims, damages, liabilities, and expenses (including reasonable attorneys' fees) arising out of or related to the indemnifying Party's performance under this Agreement, except to the extent caused by the negligence or misconduct of the other Party.

9. Confidentiality:

9.1 The Company acknowledges that, during the course of providing services under this Agreement, it may have access to confidential or proprietary information, including but not limited to student records, personal information, educational data, and other non-public information relating to the School and its students. The Company agrees to maintain the confidentiality of such information in accordance with all applicable federal and state laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), and shall not disclose or

use any such information except as necessary to perform its duties under this Agreement.

The Company shall ensure that any employees, contractors, or representatives providing services on its behalf are similarly bound by confidentiality obligations and trained on the proper handling of confidential student information. This obligation shall survive the termination or expiration of this Agreement.

The School shall also maintain the confidentiality of any proprietary or sensitive business information of the Company disclosed in connection with this Agreement.

10. Equal Opportunity:

10.1 The Company is committed to equal opportunity in all aspects of employment and service provision. It is the Company's policy to provide employment, training, compensation, promotion, and all other terms and conditions of employment without regard to race, color, religion, national origin, sex, age, disability, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law. The Company will apply this policy in providing personnel under this Agreement.

The School agrees to comply with all applicable equal opportunity and nondiscrimination laws in its dealings with the Company and any personnel assigned under this Agreement.

11. Governing Law:

11.1 This Agreement, its construction, validity, effect, performance, and enforcement shall be governed by and construed under the laws of the State of Michigan. Each of the Parties agrees that any legal or equitable action or proceeding with respect to this Agreement or entered into in connection with this Agreement or transactions contemplated by this Agreement shall be brought only to a court in Eaton County in the State of Michigan.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates below.

Superintendent Eaton RESA	Date
Ashton E. Poet	Aug 05, 2026
Ashton Poet, Founder & CEO Elevate Therapy Company, LLC	Date

Ingham Intermediate School District
Student Support Services

LETTER OF UNDERSTANDING

This Agreement is entered into for the 2026-2027 school year, between the Eaton RESA (referred to hereafter as local school district), and the Ingham Intermediate School District (referred to hereafter as the Ingham ISD).

Background Information

Section 1751 of the Revised Michigan School Code of 1976 (MCL 380.1751) provides that a local school district may fulfill its obligation to provide special education programs and services to its resident students by contracting with another local school district or an intermediate school district. Each program or service contracted for shall be in compliance with the Ingham ISD Special Education Plan, the Revised Michigan School Code Act 451 of 1976 as amended, related Federal legislation and state administrative rules. Thus, the Ingham ISD agrees to provide the special education ancillary and/or related services as described herein, on behalf of the local school district for the 2026-2027 school year.

The local school district agrees to reimburse the Ingham ISD for these services for the period of this Agreement using the current tuition billback formula. Itinerant staff are billed back based on the average cost per 1.0 FTE for a given job category (i.e. SSW, Psych). The average cost is determined by adding all revised budget costs for salaries, benefits, instructional equipment, and contracted services for a category plus an 8.5% indirect cost rate. The indirect rate covers such things as long-term subs, teaching supplies, operations and maintenance. Any state aid revenue that the ISD receives for employing these staff is deducted. This net amount is divided by the total number of FTE assigned to the category and the resulting total would be the cost per 1.0 FTE. Districts are billed back based upon the amount of FTE assigned to their district multiplied by the cost per 1.0 FTE in a given job category.

Ingham ISD Services Rendered (projected as of June 2026)

Service	Staff FTE Assigned	Projected Cost*
Occupational Therapist	.60	64,474
Technical Assistance Provider	.10	12,957
Audiologists	.13	18,126
Totals	**.83**	**95,557**

*Costs are estimates

NOW THEREFORE, in consideration of payments by the local school district as described in this agreement and of the covenants contained in this Agreement, the Ingham ISD and local school district agree as follows:

1. Ingham ISD Obligations: The Ingham ISD shall:

    a. Employ qualified personnel to render the services identified and provide appropriate salary and benefits articulated within the Ingham Intermediate Professional Staff Association and the Ingham ISD Master Agreement.

    b. Reserve the right to designate which of its employees shall be assigned to perform educational services under this Agreement.

    c. Entitle staff to all rights under the Tenure Act and allow them to accrue contractual rights created with the Ingham Intermediate Professional Staff Association and Ingham ISD Master Agreement.

    d. Provide the local district with periodic tuition billback claims seeking remuneration for the cost of services identified herein.

    e. Not change or add to the services agreed upon herein without the approval of an appropriate local school district designee. Service FTE changes/adjustments, less than a .05, based on actual FTE provided to the local district will not result in notification to the local district nor require approval from the local district.

2. Local School District Obligations: The local school district shall:

    a. Reimburse the Ingham ISD for services identified herein during the period of this Agreement.

    b. Notify Ingham ISD by the last Friday in February –if the local district will NOT continue contracting for any special education ancillary and/or related services for the forthcoming school year.

    Notify Ingham ISD by the first Friday in April of their needs for special education ancillary and/or related services for the forthcoming school year.

    c. Provide Ingham ISD personnel with appropriate designated workspace for the delivery of services within local school district buildings as assigned.

    d. Notify the assigned Ingham ISD staff if they are not providing contracted services that meet the service delivery expectations as identified.

3. Mutual Agreements

a. Purpose. This Agreement is being entered into for the purpose of providing required special education ancillary and/or related services to local school district students.

b. Professional Standard. All Ingham ISD staff shall perform their duties at an acceptable standard that ensure success for students. If an Ingham ISD staff member fails to perform at this standard he/she subjects him/herself to a program of improvement, removal from the local district, and /or discipline up to and including discharge.
The Ingham ISD staff is entitled to the following due process before any of the above can take place:
    1. Timely notice of the action and/or misfeasance that the local school district believes falls below the quality of performance necessary to ensure student success.
    2. Explanation and examples of such action or misfeasance the local school district believes violates the standard expected.
    3. An opportunity to be heard and give his/her side of the story before any action is taken (by themselves or with a union representative and/or with their Ingham ISD supervisor)
    4. Completion of an investigation by their supervisor.

    Once the above four steps have been met and the local school district and Ingham ISD believe the actions/misfeasance warrant it, remedial action will take place. The Ingham ISD supervisor will work directly with the staff members to remedy the outlined deficiencies or take other such actions necessitated by the staff member's action or misfeasance.

c. Issue Resolution. The Ingham ISD and local school district agree to work together to resolve any service provision concerns.

d. Entire Agreement Amendment. This Agreement constitutes the entire understanding between parties and supersedes any prior or concurrent Agreement, oral or written, of the Ingham ISD and the local school district concerning its subject matter. Any modification to this Agreement shall be effective only if in writing and signed by both parties.

e. Compliance with Law. The Ingham ISD and local school district agree they will comply with all Federal, State and local laws applicable to them in the performance of this Agreement.

f. Headings. The headings used in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.

g. Agreement Term. The term of this agreement commences on the third Monday of August and continues through the first Friday of June, at which time this Agreement shall need to be renewed.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

**

On Behalf of the **Ingham Intermediate School District**

Date: _____ _____
Crystal Cutler
Assistant Superintendent, Student Support Services

Date: _____ _____
Rebecca Hills
Assistant Superintendent, Finance and Business

On Behalf of the **Schools**

Date: 8/10/2026 _____
Special Education Administrator

Date: 8/10/2026 _____
Business Official

Date: _____ _____
Superintendent

EATON
REGIONAL EDUCATION SERVICE AGENCY

Independent Contractor Agreement

It is agreed between Eaton Regional Education Service Agency, hereafter 'ERESA', and CompHealth Medical Staffing, hereinafter 'Contractor', that the following services will be provided based upon the expectations and conditions as follows:

Section 1: Description of Services: Contractor is a temporary allied healthcare professional staffing company. By this 'Agreement' the parties intend that Contractor may present healthcare professionals ('Provider(s)') to provide clinical services to ERESA and those worksites as directed by ERESA on a temporary basis ('Provider Coverage') for the time periods requested by ERESA ('Assignment'). Therefore, this Agreement describes the relationship between the parties with respect to Provider Coverage.

Occupational Therapy Services

Contractor is not authorized to act as an agent of ERESA for any purpose not addressed herein, and Contractor shall hold ERESA harmless for any liabilities that may occur to the extent directly arising from the execution of the work described in this Agreement in accordance with Section 7 of this Agreement.

ERESA will make space available for the Providers to conduct business related to the services provided under this Agreement. ERESA will make every effort to ensure that the work environment is free of safety hazards and is barrier free.

Section 2: Compensation and Billings: ERESA shall pay Contractor the total sum of $86.00 per hour, not to exceed 1,472 hours or a maximum of $126,592 for the Provider Coverage to be performed under this Agreement. Contractor shall work with ERESA to establish a schedule for the delivery of the prescribed services.

At the inception of this Agreement, Contractor must complete a W-9 form and provide a social security or company tax identification number and other pertinent information to establish a current and valid vendor file.

Contractor shall submit invoices for services to ERESA on a weekly basis. Invoices must include the Contractor's name, address, service dates and times as well as the location where services were provided. A service log may also be required. Payment is due within fifteen (15) days after the date of invoice.

Section 3: Insurance and Taxes: Contractor shall provide professional liability insurance coverage for each Provider while on Assignment with ERESA to cover all incidents which may occur during an Assignment, regardless of when a claim is made, in limits of $1,000,000 per incident and $3,000,000 in the annual aggregate or such limits as may be required by law. Insurance coverage is subject to the terms of the policy and covers medical malpractice only. ERESA agrees that it will not request Provider to furnish administrative services under this Agreement. Administrative services are defined as anything that is outside the scope of actual delivery of healthcare services directly to a patient (including, but not limited to, planning, organizing, directing and controlling business operations).

Contractor shall provide general liability insurance to cover each Provider while on Assignment with ERESA in limits of $1,000,000 per incident and $3,000,000 per annual aggregate. Insurance coverage is subject to the terms of the policy.

Each Provider is an employee of Contractor and Contractor shall therefore be responsible for compensating Providers directly. Contractor's obligation to compensate Providers includes the obligation to pay employment taxes and furnish Worker's Compensation coverage and other insurance as required by law. Providers are required to notify Contractor in the event they are injured while on an Assignment.

Section 4: Agreement Timeline/Duration: This Agreement shall be in effect on August 20, 2026 to June 4, 2027 or until such time as the services outlined in Section 2 are complete. Any extension of this Agreement must be in writing and signed by both parties.

Either party may cancel this Agreement by providing the other party with a thirty (30) day written notice.

For all Assignments for which verbal acceptance of a Provider has been given by ERESA, ERESA must provide to Contractor written and verbal notice of cancellation of an Assignment at least thirty (30) days in advance.

Section 5: Relationship of the Parties: The parties intend that an independent Contractor-Owner relationship will be created by this Agreement. ERESA is interested only in the results to be achieved and the conduct and control of the staffing services will lie solely with the Contractor. Contractor is not an employee of ERESA and, as such, is not entitled to any of the benefits or privileges extended to its employees. It is understood that ERESA does not agree to use Contractor exclusively, nor does the Contractor agree to exclusively provide services to ERESA.

Section 6: Contractor Responsibilities: To perform the stated services as agreed in a competent, professional and timely manner in accordance to the time period specified in Section 4.

For each Assignment, ERESA shall provide each Provider with a reasonable work schedule. ERESA acknowledges and agrees that it is responsible for its facilities, equipment, practice methods and environment, protocols, staffing levels, privileging and related matters and that Contractor does not direct, control nor have any responsibility for such matters. ERESA shall be responsible to provide each Provider with reasonably maintained and usual and customary equipment and supplies, and a suitable practice environment in compliance with acceptable ethical, medical and legal standards. ERESA agrees to be responsible for payment of the costs associated with obtaining privileges, if any, for each Provider that furnishes Provider Coverage hereunder.

ERESA reserves the right to approve the Provider(s) of the Contractor. Contractor shall provide such documentation as may be required by ERESA or other authorities to verify credentials/licensure and/or satisfy pertinent legal requirements. Contractor shall submit and/or facilitate completion of required criminal history and unprofessional conduct checks as may be required. No services shall be provided prior to execution of this Agreement and verification/acceptance of Provider(s) assigned to perform services.

Contractor is responsible for claims directly arising from an error or acts of omission by the Contractor. Contractor shall not assign this Agreement without the written consent of ERESA.

Section 7: Indemnity Covenant To the fullest extent permitted by law, each party hereby agrees to indemnify the other party for all claims, suits, actions and causes of action to the extent directly arising from the services provided while in the performance of its obligations under this Agreement, including, but not limited to, any negligent act, error or omission occurring on or about ERESA's premises or the premises where the services are provided, and acts of omissions including the Provider's use of data and/or equipment. Indemnification shall include, but is not limited to, any act of negligence of either party and/or also includes, but is not limited to, claims suits, actions and causes of action involving bodily injury or damages to any person(s) or entity or the data or property belonging to such person(s) or entity. Notwithstanding anything in this Agreement to the contrary, in no event shall either party be liable for any incidental, consequential, exemplary, special or punitive damages or expenses or lost profits (regardless of how characterized and even if such party has been advised of the possibility of such damages) under or in connection with this Agreement, regardless of the form or action (whether in contract, tort, negligence, strict liability, statutory liability or otherwise).

Section 8: Modification: Any amendment or waiver of the terms of this Agreement is not valid unless such amendment or waiver is in writing and executed by both parties to this Agreement.

Section 9: Non-Discrimination: Each party stipulates that it does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities.

Section 10: Entire Agreement: With respect to the services contemplated in this Agreement, this Agreement supersedes all previous understandings and agreements, written or oral between ERESA and Contractor.

****

THIS SECTION TO BE COMPLETED BY THE INDEPENDENT CONTRACTOR

Testimonial

Do you perform similar services for other clients and/or schools outside of ERESA? [X] Yes [ ] No

Have any personnel assigned to this work under this Agreement worked in, or retired from, a Michigan public school? [ ] Yes [X] No

If so, when and from which school district? _____

Independent Contractor: CompHealth Medical Staffing

SS# or Federal ID# 87-0502658

Telephone #

Cell Phone # (required for School Messenger notification)

Email: maria.gardner@comphealth.com

Street Address: 7259 South Bingham Junction Blvd

City, State, Zip: Midvale UT 84047

DocuSigned by:
Maria Gardner
46CF9A55550F46D...
Contractor's Signature

11-Aug-2026
Date

****

THIS SECTION TO BE COMPLETED PRIOR TO APPROVAL BY SUPERINTENDENT

Type of Agreement: X☐ New ☐ Continuing

Funding Source: Special Ed

Account #: 21-213-3130-000-013-0000

Duration of Agreement: 8/20/2026 – 6/04/2027

ERESA Contact: Kelly Hager

Kelly Hager
Assistant Superintendent for Special Ed
Signature

8/7/2026
Date

Gina Monaco
Executive Director of Finance & Operations
Signature

8/7/2026
Date

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Independent Contractor Agreement effective as of the agreed upon date noted in Section 4.

On behalf of Contractor: CompHealth Medical Staffing

Maria Gardner Contract Lead

Printed Name and Title of Authorized Signer

DocuSigned by:
Maria Gardner
46CF9455550E4CD...

Independent Contractor Signature

11-Aug-2026

Date

On behalf of Eaton Regional Education Service Agency:

Dr. Sean Williams, Superintendent

Date

Eaton Regional Education Service Agency does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identify), disability, age, religion, height, weight, marital or family status, military status, genetic information, or any other legally protected category (collectively "Protected Classes"), in its programs and activities, including employment opportunities. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation. Civil Rights Coordinators are located at 1790 E. Packard Hwy, Charlotte, Michigan to handle inquiries regarding the nondiscrimination policies and grievance procedures. Telephone (517) 543-5500.

SHARED SERVICES AGREEMENT

This Shared Services Agreement ("Agreement") is by and between Charlotte Public Schools ("CPS") and Eaton Regional Education Service Agency ("ERESA"), each a party and collectively the "Parties".

PREAMBLES

A. The Revised School Code Section intermediate and local school districts to provide to constituent districts services that can be accomplished more cost effectively by an another school district, and to charge a fee for such services.
B. The Parties, after careful consideration, have concluded that CPS can furnish ERESA certain food and nutrition services on a cost-effective basis.
C. CPS is willing to furnish, and ERESA desires to receive such services as outlined below for the consideration and on the terms and conditions stated in this Agreement.

NOW THEREFORE, in consideration of the mutual promises and benefits contained herein, the Parties agree as follows:

ARTICLE I
DESCRIPTION OF SERVICES

1.1 Scope of Services.

CPS shall provide to ERESA the food and nutrition services set forth below, including but not limited to the employment and supervision of all incidental food and nutrition supervision staff necessary to render such services. This will include but is not limited to:

- Menu planning
- Meal preparation and delivery
- Ordering of necessary meal service supplies (non-food) including but not limited to: serving trays, serving utensils, student utensils, etc. These items are billed under section 3.4.

ERESA shall provide a point of contact to CPS for all food and nutrition services. This point of contact will:

- Ensure that all food service related equipment such as pots, pans, and utensils are cleaned and sanitized before they are returned to CPS. Failure to clean aforementioned items may result in an additional cleaning fee of 2% assessed.
- Supply ERESA students with monthly menus.
- Distribute, collect, review and process Application for Free and Reduced Price School Meals to ERESA students.
- Submit required monthly/annual state/federal food service related reports.
- Accept delivery of daily meals and supplies.

- Have proper training in safe food handling.
- Strict health and sanitation requirements will be met at all times by all staff.
- Collect orders and place collective meal order to CPS before 8:30 a.m. daily.
- Fill out order request forms for non-food meal service supplies with notice of at least five (5) business days.
- Unused items must be returned prior to expiration date in order to receive any consideration for bill credit. Return of items does not guarantee bill credit.
- Maintain own student meal counts as required for reporting purposes.
- Equipment necessary to store food is the responsibility of ERESA. This includes items like: refrigerator, stove, hot box, cold box, etc.

1.2 Services Personnel.
CPS & ERESA shall furnish to each other the names of all primary personnel to be utilized by one another in connection with the performance of the Services. Personnel assigned to perform Services shall be experienced, fully qualified and certified or licensed as or when legally necessary to perform the Services pursuant to and in conformance with the provisions of the Michigan Revised School Code. CPS & ERESA represent that it has secured any necessary licenses, approvals and regulatory authorizations to provide the Services.

1.3 Standard of Services. CPS & ERESA shall assure that the individuals which one another assigns to perform Services for each other adhere to professional standards and perform all Services in a manner consistent with generally accepted proficiency and competency for the type and nature of Services rendered.

1.4 Compliance with Policies. The individuals which CPS & ERESA assigns for Services to one another under this Agreement shall abide by those policies of both districts which are applicable to performance of Services under this Agreement. ERESA & CPS shall, at the inception of this Agreement, provide a copy of all its policies and administrative regulations to the other party upon request. Additionally, they shall provide all policy and administrative regulation changes made subsequent to the inception of this Agreement upon request. Interpretation of District policies and administrative interpretations shall be the responsibility of the District and the District shall provide written interpretation to the other district upon request.

ARTICLE II
TERM OF CONTRACT AND EARLY TERMINATION

2.1 Term. This Agreement shall commence on August 17, 2026 and continue until June 30, 2027, or that last day for students at CPS, whichever is sooner. This agreement may be terminated by either party with at least 30 days written notice. This agreement may be extended as agreed upon by both parties in writing.

2.2 Breach of Agreement. This Agreement is subject to termination at any time for material breach of either party with written notice. In the event of breach of Agreement, fees shall be prorated for the portion of the fiscal year that services were provided. Any amount owed to

either Party to the other shall be paid within thirty (30) days of the date of termination of the Agreement.

ARTICLE III
INVOICE AND PAYMENT

3.1 Compensation and Payment. In consideration of the Services provided under this Agreement, CPS shall invoice ERESA for the number of meals served and non-food supplies provided on a monthly basis. A 5% delivery charge will be applied to the invoice total (Meadowview location only). Should the daily meal count fall below twenty (20), ERESA agrees to be invoiced for a minimum of twenty (20) meals per day.

3.2 Invoice Procedure. CPS shall invoice on or before the 15th of each month for the month prior. ERESA agrees to make payment in full on or before the 30th of each month for said invoice.

3.3 Meal Pricing. Breakfast $3.00; Lunch $4.80; Snack $2.50
These prices do not include the 5% delivery charge.

3.4 Direct Sales. In the event that Eaton RESA requests that equipment or supplies, not provided in the contract as a responsibility of CPS, be purchased by CPS and invoiced to ERESA a 10% surcharge will be applied.

ARTICE IV
MISCELLANEOUS

4.1 Problem Resolution. Should either party to this Agreement have a concern, problem, suggested improvement, or other matter arising out of the implementation of this Agreement, the party may request a meeting to discuss and address the issue. In addition, it is the intention of these persons to hopefully meet not less than once a year to evaluate implementation of the Agreement and related matters.

4.2 Audit. Both ERESA and CPS agree to retain the services of an independent accountant firm(s) to conduct annual audits of the district's financial records as required under OMB Circular A-133. Expenses associated with auditing services shall be the responsibility of each district and are not included in the agreed upon fee.

4.3 Compliance with laws/regulations. ERESA and CPS agree to comply with all Federal, State, and local laws/regulations applicable to them in the performance of this Agreement.

4.4 Amendments. None of the terms and provisions of this Agreement or Appendices may be modified or amended in any way except by an instrument in writing executed by authorized representatives of CPS and ERESA.

4.5 Non-Assignment. Neither Party may assign this Agreement, nor its rights and duties hereunder, not any interest herein without prior written consent from the other Party.

4.6 Entire Agreement. This Agreement constitutes the entire Agreement between the Parties regarding its subject matter and supercedes any prior or contemporaneous understandings or agreements with respect to the Services.

ARTICLE V
AUTHORIZATION

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed on the dates indicated below. This agreement is effective July 1, 2026.

On behalf of
Eaton Regional Education Service Agency

_____
Superintendent

Date: _____

On behalf of
Charlotte Public Schools

_____
Dr. Mandy Stewart, Superintendent

Date: _____

To be completed by customer:
Note the building address and initial the boxes that represent the requested services.

Building/Location	Breakfast	Lunch	Snack

MAPLE VALLEY SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
APRIL 20, 2026
MINUTES

OPENING

Vice President Wiliams opened the meeting at 7:00 PM in the Administration Office Boardroom.
Present: Jacob Williams, Chelsea Campbell, Kimberlee Kenyon, Craig Lackscheide, Rob Franks, Dr. Bertolini,
Absent: Justin Keiffer, Kelly Dunham, Student Representative Athena Morehouse
The Pledge of Allegiance was recited by all in attendance.

ADMINISTRATIVE DEPARTMENT REPORTS

Reports were heard from Trent Harvey, Elementary Principal and Tim Goggins, Jr/Sr Principal.

AGENDA ADDITIONS/DELETIONS

None.

CONSENT AGENDA

Kimberlee Kenyon moved to accept the Consent Agenda, noting a welcome to new Assistant Superintendent, Keith Carpenter. Rob Franks supported the motion. There were no objections, motion carried. The Consent Agenda consisted of the following:

1. Approval of Minutes (Minutes 03.16.26, Closed Session Minutes 03.16.26)
2. Approval of Bills (GF Paid 03.14.2026-04.17.26.pdf, FD SV Paid 03.14.26-04.17.26.pdf)
    a. General fund paid 03.14.26-04.17.26 - $206,964.55
    b. General fund payable - $4562.17
    c. Food Service fund paid 03.14.26-04.17.26 - $117,300.35
    d. Food Service fund payable - $0.00
3. Approval of Payroll
    a. 03.27.26 payroll - $90,790.40 (27L Employee Compensation)
    b. 04.03.26 payroll - $194,178.08
    c. 04.17.26 payroll - $208,611.57
4. ACH Transactions (March ACH totals)
5. Monthly Journal Entries (March JE's)
6. Personnel Matters
    a. New Hires: Allie Ashworth, Title Para; Darice Cheney, Title Para; Robert Betancourt, Girl's Soccer Coach; Ryan Gates, Boys Soccer coach; Keith Carpenter, Assistant Superintendent (7.1.26).
    b. Transfers: None
    c. Terminations/Resignations: Brittney Kirby-Wagner, Title Parapro
    d. Vacancies:
        1. Coaching: JV Volleyball Coach, Varsity Volleyball Coach, Substitute Bus Drivers
    e. FMLA:
    f. Retirement: End of 2025-26 School Year, Angela Caise and Maggie Catchick-Houghton
    g. Pending Considerations:
    h. Leave of Absence: 2025-26 M. Savage

COMMUNICATIONS

Dr. Bertolini announced that the high school band has received a Barry County Community Foundation Grant of $3,000 for a new bass trombone. The Barry Community Foundation Education Matters group has awarded the high school choir a grant for $313.14, which will cover the cost of the choir's transportation to Thornapple Manor, where they will host a "Senior Prom" event.

Communications were shared with the Board through their April, 2026 Board Packet.

Dr. Bertolini announced that Technology Director, Josh Leatherman, had been presented with the Staff of the Month award earlier in the day, as he was headed off to a conference this evening.

Dr. Bertolini presented the Lion Pride Award to the Charlotte Optimist Club for their work to recognize and celebrate MV Students at their annual Optimist Award event.

Mrs. Nora Mann, sixth grade teacher, presented a proposal to hold sixth grade camp locally, as a day camp.

Ms. Hailey Bennett and Mrs. Chayla Robles-Taylor presented an update on the Sex Education Curriculum.

Dr. Bertolini presented an Operational Millage Renewal Proposal to the Board.

Dr. Bertolini gave an explanation of the Eaton RESA Special Education Parent Advisory Committee Representative position to the Board. A new representative will be approved later in the meeting.

Mrs. Angela Remsing and Ms. Hailey Bennett, Kaitlyn Garlinger and Madison Trowbridge gave a Senior Trip presentation with photos from this year's trip.

Mrs. Maggie Catchick-Houghton and students Jolina Steury, Grady Wilkes, and Mercedes Mitchell gave a Spain/France Trip presentation with photos from their recent trip.

PUBLIC COMMENT

Public Comment was heard from Mr. Gary White, and Mrs. Kaylin Rhoades.

REPORTS

Dr. Bertolini gave the Superintendent's Report
Craig Lackscheide gave the Labor & Finance/Physical Facilities Committee Report.
Rob Franks gave the School & Community/Activities Committee Report.
There was no ERESA update.
Dr. Bertolini gave highlights of the Student Representative Report.

OLD BUSINESS

None

NEW BUSINESS

Kimberlee Kenyon moved to approve Tiffany Boss as the Maple Valley ERESA Special Education Parent Representative. Chelsea Campbell supported the motion. There were no objections. Motion carried.

Rob Franks moved to approve the Operational Millage Proposal being placed on the ballot for August, 2026. Kimberlee Kenyon supported the motion. There were no objections. Motion carried.

Rob Franks moved to approve changing the June, July, and August committee meetings to one Committee of the Whole meeting each month, to be held on the 2nd Monday of the month. Chelsea Campbell supported the motion. There were no objections. Motion carried.

Chelsea Campbell moved to approve the Sixth Grade Camp proposal, as presented. Craig Lackscheide supported the motion. There were no objections. Motion carried

OTHER BUSINESS

Kimberlee Kenyon moved to go into Closed Session under MCL 215.68(b) Student Disciplinary Hearing, as requested by the parent. Rob Franks supported the motion.
Roll Call Vote:

Jake Williams: Yes
Chelsea Campbell: Yes
Craig Lackscheide: Yes
Rob Franks: Yes
Kimberlee Kenyon: Yes
Time Out of Open Session: 8:37 p.m.
Time Returned to Open Session: 9:15 p.m.

Kimberlee Kenyon moved to permanently expel Student A due to failure to follow readmission guidelines from previous expulsion re-admittance earlier this school year. Chelsea Campbell supported the motion. There were no objections. Motion Carried.

A motion was made to go into Closed Session under MCL 215.68(b) Student Disciplinary Hearing, as requested by the parent. The motion was supported.
Roll Call Vote:

Jake Williams: Yes
Chelsea Campbell: Yes
Craig Lackscheide: Yes
Rob Franks: Yes
Kimberlee Kenyon: Yes
Time Out of Open Session: 9:24p.m.
Time Returned to Open Session: 9:32 p.m.

Rob Franks moved to permanently expel Student B due to multiple serial violence episodes this school year. Student B will not be allowed on any Maple Valley Schools property at any time, for any reason. Chelsea Campbell supported the motion. There were no objections. Motion Carried.

ADJOURNMENT

Vice President Williams adjourned the meeting at 9:33 p.m.

Island City Academy
Board of Directors
Regular Board Meeting
Minutes

Date:	April 22, 2026
Time:	4:00 p.m.
Place:	Island City Academy 6421 S. Clinton Trail Eaton Rapids, MI 48827
Board Members Present:	Dave Sysum – President Cathy Sayer – Vice President Meghann Barnett – Treasurer
Board Members not present:	Barbara Gruesbeck - Secretary

i. Call to Order

President Sysum called the meeting to order at 4:02 p.m.

ii. Roll Call - see above

iii. Pledge of Allegiance

iv. Audience Recognition for Agenda Items Only (limited to three minutes)

- CMU Update: Speech link was emailed to everyone. Let Craig know if you have any questions.
- P.T.O. Family dance is set for Saturday, April 25th from 6:00 to 8:00. Applebee's fundraiser is Wednesday, May 13th from 4:00 to 9:00. 20% of all sales go to the P.T.O. Elections will take place May 11th. The P.T.O. is asking the board for ideas to donate money for an upcoming project from the P.T.O.

Action Section

v. Approval of Agenda

- Sayer moved to approve the agenda as amended, Barnett seconded, motion passed 3-0.

vi. Approval of Minutes

- Sayer moved to approve March 24, 2026, minutes as written, Sysum seconded, motion passed 3-0.

vii. Treasurer's Report

a. Monthly Statements and Invoices (March)

- Sayer moved to approve the February financial statements and invoices, Barnett seconded, motion passed 3-0.

viii. Motions prepared for old business

ix. Motions prepared for new business

1. Approval of the following: Indemnification of Certain Individuals, Indemnification of the University, Amended Bylaws, Charter Contract, 2026-27 Calendar, 2026-27 Board of Directors Meeting Schedule, and PAC Parent, Miss Lucus.

- Barnett moved to approve the above motions, Sysum seconded, motion passed 3-0.

x. **Administrator's Report**

- Administrator's monthly review: Vision for learning and achievement-goals and expectations. High quality and reliability instructional programs: Standards based assessment. The shift in report cards and curriculum changes is allowing the school to work towards these goals.
- Music concert is on April 30th
- Detention policy has been changed to after school from 3:30 to 4:30 for grades 2nd to 8th.

xi. **President's Report**

xii. **Committee Reports**

1. **Building:**
2. **Professional Development:**. REMC13 came to speak to teachers today about the services they have for the school
3. **Supplemental Materials:**

xiii. **Audience Recognition for Non-Agenda Items (limited to three minutes)**

xiv. **Other discussion matters**

- The Dragons in the Woods has been renewed and trophies have been ordered.

xv. **Adjournment (not later than 6:00 p.m.)**

- Sysum moved to adjourn the meeting at 5:15 p.m., Sayer seconded, motion passed 3-0.

Approved by the Island City Academy Board of Directors at the May 27, 2026, meeting.

Barb Gruesbeck

Barb Gruesbeck, Secretary