

C.O.O.R. ISD Board of Education Meeting

Wednesday, August 12, 2026 6:00 PM

C.O.O.R. ISD Central Office, 11051 N Cut Road, Roscommon, MI 48653

1. Call to order & Roll Call

2. Opening Ceremonies

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- Pledge of Allegiance

- Mission Statement: *To deliver expert services, impactful programs, and responsive leadership to our schools and communities*



MISSION STATEMENT

The Mission of C.O.O.R. ISD is to deliver expert services, impactful programs, and responsive leadership to our schools and communities.

3. Adopt the Agenda

4. Employee Presentation

- Kimberly Young, Early On Coordinator

5. Department Updates (reviewed in advance of the meeting)

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- Career & Technical Education Department
- Early Childhood Department
- Instructional Services Department (no report this month)
- Special Education Department
- R.O.O.C., Inc.
- K12 ETA (Educational Technology Association)

BOARD OF EDUCATION

Dr. James Mangutz,
Board President

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Anthony Bair
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Kara Mularz

ADMINISTRATION

Shawn Petri,
Superintendent

Melisa Akers, Director
of Special Education

Mike Evans, Director
of Career and Technical
Education

Dr. Katie Harris, Director
of Instructional Services

Katie Keith, Director of
Early Childhood

Kurt Loll,
Finance Director

Somer Quinlan,
Director of ROOC, Inc.

Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Katie Keith, Director of Early Childhood

Date: August 2026

Subject: Early Childhood Update

COOR Community and Family Connection (formerly Great Start Collaborative)

FY27 Budget & Help Me Grow Update

We are pleased to share that Michigan's FY27 State School Aid Budget has been signed into law, providing greater certainty for early childhood systems across the state. The enacted budget restores and invests in **Section 32p Early Learning Partnerships** (formerly Great Start Collaborative and Parent Coalition), recognizing the importance of coordinated early childhood services and community partnerships that help children and families thrive.

The FY27 budget continues Michigan's commitment to the **Help Me Grow** model by supporting local early childhood collaboration, developmental screening, family navigation, care coordination, and connections to community resources. Legislative language emphasizes the importance of maintaining local Help Me Grow collaboratives, increasing access to developmental screenings for children birth through age five, strengthening referral and follow-up systems, and ensuring families receive the support they need to successfully connect with services.

For our community, this means we can continue building a coordinated early childhood system that makes it easier for families to find resources, access developmental supports, and connect with high-quality programs. We are grateful to our legislators, community partners, providers, and families who advocated for these investments and demonstrated the value of local collaboration.

As implementation guidance becomes available from MiLEAP, we will continue working with our partners to strengthen Help Me Grow services, expand community awareness, and ensure every child has the opportunity for a healthy start and a successful future.

Great Start to Quality

Last week, we submitted the RFP that we have to do every 5 years. It is a competitive grant, so we are hoping we will again be awarded this work that we have been doing for around 16 years. We are sitting in the best position we have ever been with staff retention, child care provider participation, and some of our programs are at quality levels within our system that they have never attained. A year ago from January, we had 7 programs at Demonstrating Quality (The highest level of quality). That was 4% of the programs in our region. Now, we have 21 programs at the Demonstrating Quality level. That is 10% of our programs. This is the highest jump in quality in the history of our work.

Helen has been partnering with new entities in our region. One partner that reached out is out of Alpena. The Small Business Association of Michigan (SBAM). They will be supporting child care providers with the business end of things. They reached out to Helen to present the idea of \$5,000.00 grants for child care providers in our 11-county region. Helen pushed out the opportunity through email and Facebook, and within a week, over half of our 201 programs had applied. Now they are seeking approval for more grant money for the rest of the applications coming in. They were very surprised at the response rate.

Helen has also been a part of the ECE Farm to Table statewide initiative and is on the planning committee for the NE Food Summit that will be held next month in Onaway. This initiative is to support families to eat local food from farm markets and local farm stands. Helen is working with 2 representatives from this group to write a Blue Cross Blue Shield [Nourishing Communities: Nutrition Access, Education, and Impact grant](#). They wanted to take this grant opportunity to bring fresh, local food to the children and families within our child care programs in the Northeast counties we serve. This grant is due by August 14th and would be for a year going from November 2026 to November 2027. There would be an online feature for ordering fruits and veggies through Meijer with deliveries to the programs in the months that farmers don't have fresh produce to purchase. We are excited to see where this partnership goes.

Great Start Readiness Program

[Enrollment](#): We have 267/388 spots filled for GSRP.

2026-27 State Budget: GSRP is receiving a per-pupil increase. We are waiting on MiLEAP to share our projected allocation for the upcoming school year. We are also waiting on our projected transportation allocation for the year.

EC PBIS: We will bring on another GSRP program to fully implement Early Childhood Positive Behavioral Interventions and Supports this year to continue with our scale-up. We are hoping to have every program fully implemented within the next 2 years.

R.O.O.C. Inc.
11018 North Cut Road, Roscommon, MI 48653
www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: August 6, 2026

ROOC has enjoyed an active and successful summer filled with opportunities for community engagement and client participation. As we move toward fall, several exciting events remain on the calendar.

Many of the individuals we support are looking forward to attending the upcoming **Ogemaw County Fair**, which continues to be a favorite annual tradition. Following the fair, we will participate in the **COOR ISD Open House**, providing an opportunity for community members, partners, and families to learn more about our programs and services.

This month, ROOC also launched a **Funds2Orgs Shoe Drive Fundraiser**. Staff have been actively engaging community members to encourage donations of gently worn, used, and new shoes. Funds raised through this initiative are based on the total weight of shoes collected.

In addition to supporting ROOC's mission, this fundraiser creates a broader global impact. The collected shoes are redistributed through Funds2Orgs' network of microenterprise partners in developing nations, providing entrepreneurs with affordable inventory to build sustainable small businesses while extending the life of reusable footwear. We are grateful for the community's support and look forward to a successful collection.

Program Spotlight: Spencer's Candy



Submitted by Melinda Nagy, Director of Employment Services

Summer has been both busy and rewarding at Spencer's Candy. Most importantly, the program has continued to provide meaningful, hands-on employment opportunities for the individuals we support while helping them develop valuable vocational skills.

Participants are involved in a variety of production activities, including weighing and packaging bulk candy, labeling products, preparing displays, and completing other tasks that align with their interests and abilities. Through these experiences, they strengthen workplace competencies such as accuracy, teamwork, communication, independence, confidence, and an understanding of employer expectations.

Our primary seasonal customer, **The Store at South Higgins Lake State Park**, generated consistent orders throughout the summer, keeping participants actively engaged in production while helping the store remain stocked during the busy tourist season.

We are also excited to report the addition of a new customer, **The Northern Center** in Houghton Lake. Since becoming a customer just a few months ago, they have already placed several orders, representing a promising new partnership and continued growth for the program.

As we transition into fall, Employment Services will focus on expanding Spencer's Candy's customer base by reaching out to local schools, athletic programs, and booster clubs regarding concession stand candy and snack supplies. Board members with connections to these

organizations or other potential customers are encouraged to help introduce Spencer's Candy to new opportunities. Referrals and community connections are greatly appreciated as we continue to grow this important vocational training program.

We look forward to another successful season at Spencer's Candy, where we are not only packaging quality products but also creating meaningful employment experiences and building confidence, independence, and smiles, one bag at a time.





Educational Technology Association

Technology for Learning

August 2026 ETA Report

Any questions please contact Josh Hayes, jhayes@k12eta.org

Tickets (ETA Wide):

- Current Open: 481
- Created this month: 882
- Closed this month: 903

Trainings Provided:

- Data Tracking
- PowerSchool Rollover

Updates:

- Summer is winding down, the ETA staff have been hard at work preparing devices, putting rooms back together in preparation for staff to return. Our primary focus is on critical infrastructure maintenance and large-scale deployments to ensure every district is ready for the first day of school. This includes significant hardware refreshes, such as replacing older Chromebooks with newer models and performing desktop swap outs. We do have some districts with some large renovations so some ETA staff will be working in other districts to help them be ready for the start of school.
- We are still awaiting E-rate funding approval for network equipment across the majority of our ETA districts. If this funding is not secured in the near future, it will be necessary to postpone the scheduled summer installations to a period during the school year when network downtime can be accommodated.
- Skyward had a pretty decent outage this month. Everything was on their end but still caused some minor disruptions for schools
- We continue attending cyber partner meetings (virtually) to stay informed of the newest threats. We then share this information with all the districts within the four ISD support regions of the ETA.
- This month, our external vulnerability scan identified 113 threats across 1056 locations. One open vulnerability was noted and patched.

Proudly Serving the districts within the Clare-Gladwin RESD, COOR ISD, Manistee ISD, West Shore ESD, and Wexford-Missaukee ISD

- All backups have been verified. Google backups were checked at Roscommon, Onkama, Baldwin, and Pine River. Veeam (server) backups have been checked for Crawford AuSable, Mason County Central, Mesick, KND, Marion, and Baldwin.

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Jared Socia,
Director of Operations

To: Shawn Petri, Superintendent

From: Melisa Akers, Director of Special Education

Date: August 6, 2026

Subject: Special Education Update

A Message from our Director, Melisa Akers:

It's hard to believe it's already August! Our department has been busy preparing for the upcoming school year. We're updating guidance documents for our districts, finalizing a wide variety of professional learning opportunities for district staff, and continuing our efforts to fill therapist vacancies. While we've made great progress, we still have a few positions to fill and may need to provide some services virtually until we're able to hire in-person staff.

We'd also love to invite you to the COOR Educational Center Open House on Wednesday, August 26, from 1:00–3:00 p.m. If you're available, we hope you'll stop by! Guests will have the opportunity to tour the building, connect with community organizations that will be sharing valuable resources and information in the cafeteria, and enjoy a sweet treat from the ice cream truck after the tour. We hope to see you there!

A Message from our Principal, Joseph Moore:

It was a busy and rewarding summer at the CEC as we recently concluded our Extended School Year (ESY) and Summer SCI programs. Students and staff enjoyed a successful balance of continued learning, skill development, and summer activities. Highlights included field trips to South Higgins Lake State Park and the Roscommon Zoo, providing students with

meaningful opportunities to build social skills, explore their community, and enjoy Michigan's summer season.

Students qualify for ESY services when the nature or severity of their disability requires continued instruction beyond the traditional school year. Eligibility may also be based on documented regression of critical skills, difficulty recouping those skills after extended breaks, or participation during a critical stage of learning where interruption could significantly impact educational progress.

Students enrolled in our SCI programs are required by law to receive 200 instructional days each year. The instructional time provided through our summer programming, combined with the regular school calendar, ensures this requirement is met while supporting consistent academic, behavioral, and functional growth throughout the year.

We appreciate the dedication of our staff and the support of our families in making these summer programs a success. Their commitment helps ensure our students continue to learn, grow, and thrive year-round.



We are pleased to welcome Victoria Klumpp to the CEC team. Victoria has joined us as the instructor for the ATC classroom at our CRAF Center campus, replacing Angie Stern. She most recently taught at Charlton Heston Academy and brings valuable experience to this important role from working as a job coach through the MRS (Michigan Rehabilitation Services) Summer Work program. We are excited to have Victoria on our team and look forward to the positive impact she will have on our students and the continued success of the ATC program.

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Director of Operations

To: Shawn Petri, Superintendent

From: Mike Evans, Director

Date: August 6, 2026

Subject: CTE Update

Program Updates

In July, the most impactful program updates came from Construction and Welding. In the construction shop, the dust collection system has been fully repaired. Students can now utilize the planer, jointer, and table saw without losing valuable instructional time to cleanup. While it may seem like a small detail, this fix will keep the shop cleaner, safer, and significantly more productive.

Following the addition of new welding booths last spring, we recognized the need to upgrade our equipment. The start of the new fiscal year provided an opportunity to replace several worn-out welders. With four new units now in place, students and instructors will spend less time troubleshooting aging machinery and more time on hands-on training.

Planning for the Future

As our programs continue to grow, we are focused on creating more opportunities for local community members to visit the CATIC facility. With that goal in mind, we are in the early stages of planning open house and parent-teacher-conference events for both the fall and spring semesters. Further details will follow as plans develop.

TRAC Audit

In late July, we received notice regarding which programs will be reviewed by the Office of CTE (OCTE) during the upcoming TRAC audit. This regional audit will cover Perkins Region 6 CTE programs across CGRES, IRESA, and COOR ISD. Selected CTE programs at CATIC, CHA, OHHS, and Mio High School will be evaluated on course planning, student outcomes, financial compliance, and facility standards.

All local CTE directors and instructors impacted by the audit have been notified of the required documentation. In mid-August, these materials will be submitted to the OCTE for review. Following the initial submission, the OCTE will identify any missing files and offer guidance on any necessary program adjustments.

6. Public Participation

- Any person attending the meeting may raise his/her hand during this session of the meeting. Individuals may speak for a maximum of 5 minutes. Groups may speak for a maximum of 15 minutes.

- Gatlyn Dunham, Prevention Coordinator for Northern Michigan Children's Assessment Center (NMCAC).

7. Consent Agenda

(A single member's request shall cause an item on the Consent Agenda to be relocated as an Action Item, eligible for discussion and vote that evening.)

A. Approve minutes of previous meeting on July 8, 2026

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1. Call to order & Roll Call

Time: 6:00

Present: Ian Faulkner, Jim Gendernalik, Nancy Persing, and James Mangutz, DDS.
Absent: Anthony Bair, Alyssa Faulkner, and Kara Mularz. Present: 4, Absent: 3.

2. Opening Ceremonies

- Pledge of Allegiance
- Mission Statement: *To deliver expert services, impactful programs, and responsive leadership to our schools and communities*

3. Adopt the Agenda

Adopt the agenda as presented. This motion, made by Jim Gendernalik and seconded by Nancy Persing, Carried 4-0.

4. Department Updates were reviewed in advance of the meeting.

- Career & Technical Education Department
- Early Childhood Department
- Instructional Services Department
- Special Education Department
- R.O.O.C., Inc.
- K12 ETA (Educational Technology Association)

The administration is celebrating the reinstatement of funding for early childhood programming that was formerly named Great Start Collaborative. Our staff members have continued to support local families this past school year and we won't be scrambling to hire new staff.

The board is concerned with the low scores of special education students on standardized tests throughout the ISD.

5. Public Participation- None.

- Any person attending the meeting may raise his/her hand during this session of the meeting. Individuals may speak for a maximum of 5 minutes. Groups may speak for a maximum of 15 minutes.

6. Consent Agenda

(A single member's request shall cause an item on the Consent Agenda to be relocated as an Action Item, eligible for discussion and vote that evening.)

Approve all items on the Consent Agenda. This motion, made by Ian Faulkner and seconded by Nancy Persing, Carried.

Anthony Bair: Absent, Alyssa Faulkner: Absent, Kara Mularz: Absent, Ian Faulkner: Yes, Jim Gendernalik: Yes, James Mangutz DDS: Yes, Nancy Persing: Yes -- Yes: 4, No: 0, Absent: 3

6.A. Approve minutes of previous meeting on June 24th

6.B. Approval of Bills for June 2026 totaling \$1,558,896.38

6.C. Approve Revenue & Expenditure Reports and MILAF statement for June 2026

6.D. Approve the use of the COOR ISD lawn as a rest stop for Black Bear Grand Fondo biking event on July 11, 2026. Grayling Rotary will provide a certificate of insurance.

7. Action Items - None

8. Information Items

-Social Media Report (reach of 10,365) Featured posts included graduation and field day.

9. Superintendent's Report

- Superintendent Petri reported that the state school aid budget was approved with an increase of \$250 per pupil. He still has some concerns in funding, but he is happy that Early Childhood 32p was reinstated. "Help Me Grow" (Family & Community Connections) They expect the same allocation as 24-25, but the expectations have changed dramatically. The team wants to continue doing the work that was effective for our local families.

Section 81 funding increased. Special Ed categoricals changed in format but increased about 2%.

- 31aa Legislation

31aa funding for mass casualty situations now has a section of funding focused on mental health supports that the ISD can apply for.

- Policy 3304- Use of Facilities
- Policy updates in review

The policy committee will be reviewing policy updates at the end of the month to bring suggestions to the board for adoption in August.

- Central Office future planning

Administrators have started looking at options for a potential architect/general contractor for a new central office. They will bring ideas to the facilities committee.

- Discussion on Board Goals

Board goal for MASB training: There are opportunities to take CBA classes in Kalamazoo on Aug 7-9th or in Lansing Oct 15-18th.

- Process for selling old buses: The superintendent established a procedure to sell company vehicles by sealed bid. The ISD is in the process of posting old buses for closed bid to sell now and get off the ISD property. In the future, as soon as the bus is out of service, it will go up for bid. The oldest buses might go to a scrap yard.

- NMSLA Legislative Dinner in Traverse City on Aug 6th - let Becky know by July 16th

10. Communications

- Thank you card from Pat Niemcyk

11. Adjournment

Adjourn the meeting. This motion, made by Ian Faulkner and seconded by Jim Gendernalik, Carried. (4-0). Time: 6:37 pm

Respectfully submitted,



Ian Faulkner,
Board Secretary



Rebecca Socia,
Recording Secretary

B. Approval of Bills for July 2026
totaling \$2,039,094.92

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A/P Check Register

Printed: 08/05/2026 1:46:07PM
COOR ISD
Check Date: 7/1/2026 to 7/31/2026

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	729	07/01/2026	108725	1,737.27	0.00	1,737.27
142107	AXIUM SERVICES INC	729	07/01/2026	108726	10,880.42	0.00	10,880.42
4400	CRAF CENTER	729	07/01/2026	108727	2,500.00	0.00	2,500.00
142191	HIGGINS LAKE STORAGE LLC	729	07/01/2026	108728	100.00	0.00	100.00
8780	HOUGHTON LAKE CHAMBER OF COMMERCE	729	07/01/2026	108729	50.00	0.00	50.00
141673	ISCORP	729	07/01/2026	108730	7,606.00	0.00	7,606.00
142129	JTC TECHNOLOGIES LLC	729	07/01/2026	108731	6,678.00	0.00	6,678.00
5155	LI'L WILLIES	729	07/01/2026	108732	115.00	0.00	115.00
12420	MAISA	729	07/01/2026	108733	5,096.76	0.00	5,096.76
12340	MASB	729	07/01/2026	108734	4,003.58	0.00	4,003.58
12880	MESSA	729	07/01/2026	108735	93,847.25	0.00	93,847.25
13073	MPAAA	729	07/01/2026	108739	125.00	0.00	125.00
13160	MSBO	729	07/01/2026	108740	600.00	0.00	600.00
21278	NICOLE GRACE	729	07/01/2026	108741	1,251.62	0.00	1,251.62
142168	RED ROVER TECHNOLOGIES	729	07/01/2026	108742	9,526.62	0.00	9,526.62
17870	SEG WORKERS COMPENSATION FUND	729	07/01/2026	108743	23,642.00	0.00	23,642.00
18154	SKYWARD ACCOUNTING DEPT	729	07/01/2026	108744	51,946.24	0.00	51,946.24
142440	STAY HUMAN	729	07/01/2026	108745	7,000.00	0.00	7,000.00
141200	AMAZON CAPITAL SERVICES INC	732	07/02/2026	108754	129.98	0.00	129.98
141731	AMBER AKIN	732	07/02/2026	108755	522.00	0.00	522.00
8392	CHARLTON HESTON ACADEMY	732	07/02/2026	108756	83,683.88	0.00	83,683.88
4100	CONSUMERS ENERGY PAYMENT CENTER	732	07/02/2026	108757	3,600.71	0.00	3,600.71
8420	EAST HIGGINS LAKE TRUE VALUE	732	07/02/2026	108758	117.30	0.00	117.30
6830	FUN AND FUNCTION	732	07/02/2026	108759	6,346.00	0.00	6,346.00
141697	FUN FIRST THERAPY PLLC	732	07/02/2026	108760	3,700.90	0.00	3,700.90
142113	GOOGLE VOICE INC	732	07/02/2026	108761	96.72	0.00	96.72
142025	HOUGHTON LAKE COOPERATIVE PRESCHOOL INC	732	07/02/2026	108762	51,171.85	0.00	51,171.85
71225	JOSEPH MOORE	732	07/02/2026	108763	216.63	0.00	216.63
19892	KATHRYN TOONSTRA	732	07/02/2026	108764	53.65	0.00	53.65
141488	KATIE HARRIS	732	07/02/2026	108765	50.75	0.00	50.75
10030	KATIE KEITH	732	07/02/2026	108766	190.26	0.00	190.26
10020	KEENAN THERAPEUTICS PC	732	07/02/2026	108767	2,527.97	0.00	2,527.97
141972	LILLIE MEADOWS	732	07/02/2026	108768	332.27	0.00	332.27
141775	MICHELLE EWALD	732	07/02/2026	108769	485.30	0.00	485.30
141186	MONICA'S DAYCARE	732	07/02/2026	108770	360.00	0.00	360.00
141711	PURITY CYLINDER GASES INC	732	07/02/2026	108771	2,007.96	0.00	2,007.96
7160	ROSCOMMON AREA PUBLIC SCHOOLS	732	07/02/2026	108772	109,241.02	0.00	109,241.02
141893	SCHOOL PSYCHOLOGICAL SERVICES PLLC	732	07/02/2026	108773	1,270.00	0.00	1,270.00
141992	SHARON MCMILLAN	732	07/02/2026	108774	29.00	0.00	29.00
15685	SHAWN PETRI	732	07/02/2026	108775	179.35	0.00	179.35
18555	SPARTAN STORES LLC	732	07/02/2026	108776	209.31	0.00	209.31
141994	STACY SHAFTO	732	07/02/2026	108777	78.85	0.00	78.85
1415	TAMMY BAUDOUX	732	07/02/2026	108778	339.30	0.00	339.30
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	732	07/02/2026	108779	181,919.44	0.00	181,919.44
19631	CHRISTINA TAPPAN	734	07/09/2026	108780	208.05	0.00	208.05
4100	CONSUMERS ENERGY PAYMENT CENTER	734	07/09/2026	108781	167.76	0.00	167.76
3270	CWMAIA	734	07/09/2026	108782	200.00	0.00	200.00
141308	EMS EDUCATION	734	07/09/2026	108783	690.93	0.00	690.93
6110	FAIRVIEW AREA SCH DIST	734	07/09/2026	108784	25,326.89	0.00	25,326.89

A/P Check Register

Printed: 08/05/2026 1:46:07PM
COOR ISD
Check Date: 7/1/2026 to 7/31/2026

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141941	HELEN SHASTAL	734	07/09/2026	108785	333.05	0.00	333.05
20457	KATHRYN VANWORMER WALDIE	734	07/09/2026	108786	178.13	0.00	178.13
10250	KIRTLAND COMMUNITY COLLEGE	734	07/09/2026	108787	322.00	0.00	322.00
142036	KYM NARAYANA	734	07/09/2026	108788	436.08	0.00	436.08
11598	MELISSA MAEDER	734	07/09/2026	108789	211.25	0.00	211.25
14545	NEMCSA	734	07/09/2026	108790	67,356.10	0.00	67,356.10
14631	NMCAA	734	07/09/2026	108791	3,507.47	0.00	3,507.47
2445	PAUL H BROOKES PUBLISHING CO INC	734	07/09/2026	108792	170.50	0.00	170.50
142326	PLAY ON WORDS LLC	734	07/09/2026	108793	1,507.50	0.00	1,507.50
7160	ROSCOMMON AREA PUBLIC SCHOOLS	734	07/09/2026	108794	29,927.38	0.00	29,927.38
17030	ROSCOMMON COUNTY TRANSPORTATION AU	734	07/09/2026	108795	3,654.00	0.00	3,654.00
142299	SALENA LASKOWSKI	734	07/09/2026	108796	32.40	0.00	32.40
18782	STATE OF MICHIGAN	734	07/09/2026	108797	876.11	0.00	876.11
20152	TAMMY TYLER	734	07/09/2026	108798	278.68	0.00	278.68
141944	TRACEY STEIN	734	07/09/2026	108799	221.40	0.00	221.40
141884	TRUGREEN COMMERCIAL	734	07/09/2026	108800	262.02	0.00	262.02
141976	UP NORTH SECURITY&TECHNOLOGY	734	07/09/2026	108801	5,950.00	0.00	5,950.00
142216	ACD.NET	735	07/09/2026	108802	534.75	0.00	534.75
141200	AMAZON CAPITAL SERVICES INC	735	07/09/2026	108803	396.65	0.00	396.65
141145	AUSABLE MEDIA GROUP LLC	735	07/09/2026	108804	246.00	0.00	246.00
6598	FOXBRIGHT SOLUTIONS LLC	735	07/09/2026	108805	2,498.00	0.00	2,498.00
6781	FRONTIER	735	07/09/2026	108806	133.29	0.00	133.29
71225	JOSEPH MOORE	735	07/09/2026	108807	300.00	0.00	300.00
141429	KIMBERLY MURPHY	735	07/09/2026	108808	44.81	0.00	44.81
12280	MAASE	735	07/09/2026	108809	700.00	0.00	700.00
12341	MASB-SEG PROPERTY CASUALTY POOL INC	735	07/09/2026	108810	80,984.00	0.00	80,984.00
13651	MIO AUSABLE SCHOOL DISTRICT	735	07/09/2026	108811	4,702.20	0.00	4,702.20
141418	NORTHERN SEAL COATING LLC	735	07/09/2026	108812	4,880.00	0.00	4,880.00
142346	ODP BUSINESS SOLUTIONS LLC	735	07/09/2026	108813	499.75	0.00	499.75
15585	PELION BENEFITS, INC.	735	07/09/2026	108814	15,285.60	0.00	15,285.60
142326	PLAY ON WORDS LLC	735	07/09/2026	108815	1,387.50	0.00	1,387.50
141263	PRESENCE LEARNING, INC.	735	07/09/2026	108816	800.00	0.00	800.00
141875	RADIO NORTH LLC	735	07/09/2026	108817	1,500.00	0.00	1,500.00
142441	SCO LSR M LLC	735	07/09/2026	108818	250.00	0.00	250.00
20970	WM CORPORATE SERVICES INC	735	07/09/2026	108819	184.89	0.00	184.89
142447	ORBIT LEASING	93	07/17/2026	108820	116.60	0.00	116.60
12880	MESSA	99	07/13/2026	108821	12,790.98	0.00	12,790.98
8791	HOUGHTON LAKE COMMUNITY SCHOOL	737	07/14/2026	108822	3,447.48	0.00	3,447.48
13651	MIO AUSABLE SCHOOL DISTRICT	737	07/14/2026	108823	85,860.17	0.00	85,860.17
14205	NCS PEARSON, INC.	737	07/14/2026	108824	90.16	0.00	90.16
16430	REGION 7B CONSORTIUM	737	07/14/2026	108825	12,500.00	0.00	12,500.00
21180	AIMEE MASTEJ	739	07/15/2026	108826	200.00	0.00	200.00
142450	LITTLE SPROUTS CHILDCARE CENTER LLC	739	07/15/2026	108827	400.00	0.00	400.00
142328	SARAH KRYSTYNIK	739	07/15/2026	108828	200.00	0.00	200.00
142423	SHARI PETERSON	739	07/15/2026	108829	200.00	0.00	200.00
142425	TAMYRA BOBER	739	07/15/2026	108830	200.00	0.00	200.00
21181	WEST BRANCH ROSE CITY SCHOOL DISTRICT	739	07/15/2026	108831	250,871.78	0.00	250,871.78
142235	AT&T MOBILITY	740	07/21/2026	108832	38.73	0.00	38.73
141894	CULLIGAN WATER CONDITIONING	740	07/21/2026	108833	61.00	0.00	61.00
141697	FUN FIRST THERAPY PLLC	740	07/21/2026	108834	531.05	0.00	531.05

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A/P Check Register

Printed: 08/05/2026 1:46:07PM

COOR ISD

Check Date: 7/1/2026 to 7/31/2026

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
15078	ORKIN PEST	740	07/21/2026	108835	608.80	0.00	608.80
16155	PUBLIC CONSULTING GROUP LLC	740	07/21/2026	108836	37,841.20	0.00	37,841.20
142437	STATE OF MICHIGAN	740	07/21/2026	108837	60.00	0.00	60.00
225	AFLAC	99	07/22/2026	108838	1,769.94	0.00	1,769.94
8392	CHARLTON HESTON ACADEMY	741	07/22/2026	108839	49,935.26	0.00	49,935.26
141619	ALLEGRA	738	07/23/2026	108840	43.61	0.00	43.61
141200	AMAZON CAPITAL SERVICES INC	738	07/23/2026	108841	2,542.45	0.00	2,542.45
142107	AXIUM SERVICES INC	738	07/23/2026	108843	10,880.42	0.00	10,880.42
1600	BEAVER CREEK TOWNSHIP	738	07/23/2026	108844	684.00	0.00	684.00
142448	BENCHLEY'S AMISH FURNITURE & GIFTS	738	07/23/2026	108845	448.00	0.00	448.00
4400	CRAF CENTER	738	07/23/2026	108846	2,500.00	0.00	2,500.00
141894	CULLIGAN WATER CONDITIONING	738	07/23/2026	108847	17.00	0.00	17.00
141892	DEALERS SUPPLY COMPANY	738	07/23/2026	108848	896.32	0.00	896.32
5385	DTE ENERGY	738	07/23/2026	108849	228.94	0.00	228.94
142218	ELEVATE THERAPY COMPANY	738	07/23/2026	108850	1,840.00	0.00	1,840.00
142308	EMILY QUINLAN	738	07/23/2026	108851	154.00	0.00	154.00
6650	FREDERIC TOWNSHIP	738	07/23/2026	108852	497.58	0.00	497.58
141738	GILL-ROY'S HARDWARE	738	07/23/2026	108853	34.53	0.00	34.53
142306	HOCK PAINTING INC	738	07/23/2026	108854	2,140.00	0.00	2,140.00
8791	HOUGHTON LAKE COMMUNITY SCHOOL	738	07/23/2026	108855	4,029.50	0.00	4,029.50
6195	IAN FAULKNER	738	07/23/2026	108856	33.80	0.00	33.80
9385	IOSCO RESA	738	07/23/2026	108857	125,459.38	0.00	125,459.38
9025	JIM GENDERNALIK	738	07/23/2026	108858	72.56	0.00	72.56
10020	KEENAN THERAPEUTICS PC	738	07/23/2026	108859	2,242.04	0.00	2,242.04
141429	KIMBERLY MURPHY	738	07/23/2026	108860	64.75	0.00	64.75
12880	MESSA	738	07/23/2026	108861	91,850.34	0.00	91,850.34
142449	MG FINE PHOTO LLC	738	07/23/2026	108865	300.00	0.00	300.00
15652	NANCY PERSING	738	07/23/2026	108866	58.88	0.00	58.88
141847	NORTHWEST EDUCATION SERVICES	738	07/23/2026	108867	0.00	0.00	0.00
Void by KLM on 8/4/2026							
15149	OTSEGO COUNTY TREASURER	738	07/23/2026	108868	1.61	0.00	1.61
15585	PELION BENEFITS, INC.	738	07/23/2026	108869	250.00	0.00	250.00
142326	PLAY ON WORDS LLC	738	07/23/2026	108870	1,977.50	0.00	1,977.50
16250	QUILL CORP	738	07/23/2026	108871	57.58	0.00	57.58
19081	ROBERT J GORDON DOFAA-INS PLLC	738	07/23/2026	108872	60.00	0.00	60.00
142299	SALENA LASKOWSKI	738	07/23/2026	108873	120.00	0.00	120.00
17880	SEHI COMPUTER PRODUCTS INC	738	07/23/2026	108874	588.00	0.00	588.00
20571	VERIZON WIRELESS	738	07/23/2026	108875	606.02	0.00	606.02
20970	WM CORPORATE SERVICES INC	738	07/23/2026	108876	183.38	0.00	183.38
142447	ORBIT LEASING	93	07/31/2026	108877	215.36	0.00	215.36
19978	TSA CONSULTING GROUP INC	93	07/31/2026	108878	7,230.00	0.00	7,230.00
142174	CHASIN' CARS WASH N STORE	742	07/27/2026	108879	129.25	0.00	129.25
14890	OGEMAW COUNTY PUBLIC TRANSIT	742	07/27/2026	108880	210.00	0.00	210.00
141720	AMERICAN UNITED LIFE INSURANCE COMPANY	99	07/27/2026	108881	408.66	0.00	408.66
141196	ROSCOMMON ZOO	743	07/28/2026	108882	0.00	0.00	0.00
Void by KLM on 7/29/2026							
141196	ROSCOMMON ZOO	745	07/30/2026	108883	277.00	0.00	277.00
141105	HEALTH EQUITY	94	07/02/2026	201705638	0.00	2,568.43	2,568.43
20245	US TREASURY	94	07/02/2026	201705639	0.00	47,689.20	47,689.20
142166	JPMORGAN CHASE BANK NA	733	07/01/2026	201705640	0.00	913.50	913.50
141103	ORS	94	07/10/2026	201705641	0.00	71,004.78	71,004.78
141105	HEALTH EQUITY	94	07/17/2026	201705642	0.00	2,668.43	2,668.43
20245	US TREASURY	94	07/17/2026	201705643	0.00	45,307.39	45,307.39
141103	ORS	94	07/24/2026	201705644	0.00	70,970.87	70,970.87

A/P Check Register

Printed: 08/05/2026 1:46:07PM

COOR ISD

Check Date: 7/1/2026 to 7/31/2026

Vendor #	Vendor Name	Batch #	Check Date	Check #	Checks	Direct Deposit	Total
141785	ORS UAAL	94	07/24/2026	201705645	0.00	65,046.23	65,046.23
20245	US TREASURY	96	07/24/2026	201705646	0.00	4,263.80	4,263.80
141105	HEALTH EQUITY	94	07/31/2026	201705647	0.00	2,668.43	2,668.43
141106	MICHIGAN DEPT OF TREASURY	94	07/31/2026	201705648	0.00	23,498.23	23,498.23
20245	US TREASURY	94	07/31/2026	201705649	0.00	47,346.19	47,346.19
141106	MICHIGAN DEPT OF TREASURY	94	07/31/2026	201705650	0.00	28.80	28.80
20245	US TREASURY	94	07/31/2026	201705651	0.00	126.36	126.36
142167	BMO	736	07/05/2026	201705652	0.00	5,227.37	5,227.37
Report Totals					<u>\$1,649,766.91</u>	<u>\$389,328.01</u>	<u>\$2,039,094.92</u>

C. Approve Revenue & Expenditure
Reports and MILAF statement for July
2026

24

Account Statement

 For the Month Ending **July 31, 2026**

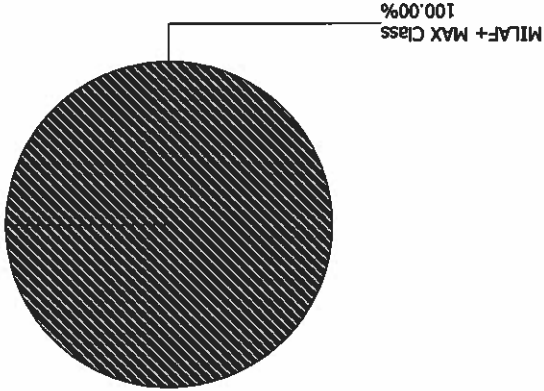
C.O.O.R. INTERMEDIATE SCHOOL DISTRICT - General Fund - 203740

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MILAF+ MAX Class					
Opening Balance					4,291,540.37
07/31/26	08/03/26	Accrual Income Div Reinvestment - Distributions	1.00	13,368.06	4,304,908.43
Closing Balance					4,304,908.43

	Month of July	Fiscal YTD July-July		
Opening Balance	4,291,540.37	4,291,540.37	Closing Balance	4,304,908.43
Purchases	13,368.06	13,368.06	Average Monthly Balance	4,291,971.60
Redemptions (Excl. Checks)	0.00	0.00	Monthly Distribution Yield	3.67%
Check Disbursements	0.00	0.00		
Closing Balance	4,304,908.43	4,304,908.43		
Cash Dividends and Income	13,368.06	13,368.06		

Account Statement - Transaction Summary

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT - General Fund - 203740			
MILAF+ MAX Class			
Opening Market Value			
	4,291,540.37		
Purchases			
	13,368.06		
Redemptions			
	0.00		
Unsettled Trades			
	0.00		
Change in Value			
	0.00		
Closing Market Value			
	\$4,304,908.43		
Cash Dividends and Income			
	13,368.06		



Asset Summary			
	July 31, 2026		
MILAF+ MAX Class			
	4,304,908.43		
	4,291,540.37		
Total			
	\$4,304,908.43		
	\$4,291,540.37		
Asset Allocation			

Revenue and Expenditure Report
SPECIAL EDUCATION FUND
7/31/2026

Revenue		JULY Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	82,649	-	82,649	4,419,223
300	Revenue from State Sources	325,304	-	325,304	3,735,268
400	Revenues from Federal Sources	-	-	-	2,873,424
500	Incoming Transfers and Other Transactions	94,840	-	94,840	1,057,075
600	Fund Modifications (Other Operating Transfers In)	-	-	-	-
	Total Revenue	502,793	-	502,793	12,084,990

Expense

122	Instruction	90,397	17,969	90,397	2,476,936
212	Early On	7,001	189	7,001	595,077
213	Health Services	23,523	1,026	23,523	889,190
214	Psychological Services	8,136	-	8,136	420,074
215	Speech Pathology and Audiology Services	16,477	-	16,477	1,431,814
216	Social Work Services	5,163	-	5,163	441,825
217	Visual Aid Services	-	-	-	23,000
218	Teacher Consultant-Special Education Programs	173	-	173	3,550
221	Improvement of Instruction	-	49	-	11,250
226	Supervision and Direction of Instructional Staff	69,923	867	69,923	643,049
231, 232, 252	Board of Education, Fiscal, Executive	33,008	-	33,008	274,452
241	Office of the Principal	17,082	172	17,082	228,593
249	Graduation Supplies and Materials	-	293	-	1,000
259	Other Business Services	6,909	-	6,909	12,324
261	Operations Buildings Services	45,629	-	45,629	353,545
271	Pupil Transportation Services	26,605	-	26,605	1,179,911
281	Planning, Research, Development, and Evaluation	13,979	-	13,979	193,420
284	Information Management Services	629	6,593	629	20,000
299	Staff Appreciation	-	-	-	2,000
371	Non-Public School Pupils	-	-	-	30,000
411	Payments to LEAs	-	-	-	2,292,045
441	Payments to Other Govern. Entities	-	-	-	47,000
456	Building Improvements Services	2,140	7,268	2,140	70,000
511	Debt Services	-	-	-	422,368
	Total Expense	366,775	34,426	366,775	12,062,422

Revenues over Expenses

136,017

8/3/2026
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Revenue and Expenditure Report
GENERAL FUND
7/31/2026

Revenue		JULY Activity	Open Encumbrance	Year to Date	Adopted Budget
100	Revenue from Local Sources	12,287	-	12,287	1,546,242
300	Revenue from State Sources	568,697	-	568,697	6,934,794
400	Revenues from Federal Sources	-	-	-	729,540
500	LEAs	-	-	-	355,714
600	Fund Modifications (Transfers In)	-	-	-	-
	Total Revenue	580,984	-	580,984	9,566,290

Expense		JULY Activity	Open Encumbrance	Year to Date	Adopted Budget
125	Compensatory Education	-	-	-	3,750
211	Truancy	-	-	-	-
212	Guidance Services	-	-	-	30,000
213	Behavioral Services	21,528	-	21,528	321,324
216	Social Work Services	20,609	-	20,609	768,318
221	Improvement of Instruction	41,281	3,965	41,281	992,622
226	Supervision of Instructional Staff	22,343	-	22,343	451,791
231	Board of Education	4,539	-	4,539	38,701
232	Executive Administration	56,105	1,267	56,105	548,119
252	Fiscal Services	20,700	-	20,700	333,199
259	Other Business Services	1,955	-	1,955	4,066
261	Operations Buildings Services	11,536	-	11,536	163,590
266	Security Services	-	-	-	1,500
283	Staff/Personnel Services	13,794	1,941	13,794	194,184
284	Information Management Services	62,618	2,879	62,618	326,250
285	Pupil Accounting	7,740	-	7,740	105,875
299	Other Support Services	-	-	-	2,500
311	Community Services Direction	7,455	-	7,455	45,138
331	Community Activities	-	-	-	28,500
351	Custody and Care of Children	50,634	8,742	50,634	695,398
411	Payments to LEAs GSRP	-	-	-	3,850,697
445	TRAILS GRANT SEC 31 P	-	-	-	-
456	Building Improvements Services	4,880	-	4,880	22,500
626	Fund Modifications (Transfers Out)	-	4,541	-	530,000
	Total Expense	347,717	23,335	347,717	9,458,025

Revenues over Expenses

233,268

8/3/2026
12:26 PM

Revenue and Expenditure Report
CAREER TECH FUND
7/31/2026

Revenue		July Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	-	-	-	160,000
3440	61 A	31,420.00	-	31,420.00	345,655
3550	61 B	28,485.40	-	28,485.40	313,308
3790	61 C	-	-	-	-
0000	CTE	5,765.16	-	5,765.16	902,920
	Total Revenue	65,670.56	-	65,670.56	1,721,883

Expense		July Activity	Open Encumbrance	Year to Date	Adopted Budget
4000	PERKINS	2,103	-	2,103	163,011
3440	61 A	246	23,122	246	345,655
3550	61 B	-	-	-	313,308
3790	61 C	-	-	-	-
0000	CTE	37,906	-	37,906	1,074,429
	Total Expense	40,255	23,122	40,255	1,896,403

Revenues over Expenses

25,416

8/4/2026
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Revenue and Expenditure Report
ROOC FUND
7/31/2026

Revenue

	JULY Activity	Open Encumbrance	Year to Date	Adopted Budget
INTEREST	16	-	16	125
PRODUCTION	2,345	-	2,345	30,800
DONATIONS	-	-	-	7,500
GRANTS	-	-	-	4,000
SERVICES	-	-	-	1,189,425
STATE	5,203	-	5,203	63,104
Total Revenue	7,564	-	7,564	1,294,954

Expense

232	Program Administration	21,649	1,411	21,649	203,898
252	Fiscal Services	1,171	-	1,171	20,473
259	Other Business Services	3,425	-	3,425	3,675
261	Operations Buildings Services	29,627	213	29,627	113,008
271	Transportation	18	-	18	91,800
284	Technology	-	-	-	3,000
289	Consumers	3,900	49	3,900	85,260
290	Staff Retention	-	-	-	500
321	Summer Work Program	33,876	-	33,876	69,925
391	Direct Care Workers and Supervision	33,208	-	33,208	526,934
	Total Expense	126,873	1,674	126,873	1,118,473

Revenues over Expenses

(119,309)

8/4/2024
8:04 AM

D. Approve 2026-27 CATIC calendar
and student handbook as presented

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2026-2027



C.O.O.R.

Advanced Technical Innovation Center

Roscommon Middle School(RMS) Location:
Automotive Technology, Business & Entrepreneurship /Marketing &
Social Media, Construction, Cosmetology, Education General, Medical
Occupations, Public Safety, Welding.

July '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August '26

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '26

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '27

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Aug 24 Teacher PD (8am-3pm)
Aug 25 Teacher PD (8am-3pm)
Aug 31 First Day of CTE @ RMS

Sep 04 No CTE
Sep 07 No CTE

Oct 16 No CTE
Oct 23 End of 1st Marking Period

Nov 02 No CTE- PD Day
Nov 26- 27 Thanksgiving Break

Dec 23- Jan 01 Winter Break

Jan 04 Return to CATIC
Jan 15 End of Semester
Jan 18 No CTE -Teacher Records Day/PD

Feb 12 No CTE- President's Weekend
Feb 15 No CTE- President's Weekend

Mar 19 End of 3rd Marking Period
Mar 26- Apr 05 Spring Break

Apr 06 Return to CATIC
Apr 14 No CTE -Teacher PD (8am-3pm)
Apr 15 No CTE -Teacher PD (8am-3pm)

May 31 No CTE- Memorial Day

Jun 11 Last Day of School

CATIC: 177/2 Student Days/Hours Per Day
(989) 275-9580 www.coorisd.net/cte





C.O.O.R.
Advanced Technical
Innovation Center

CATC STUDENT HANDBOOK

For Parents and Students



**Keep In Touch
With Us**

989-275-9580 

<https://www.coorisd.net/educational-services/career-technical-education/> 

299h W. Sunset Drive, Roscommon MI 48653 

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An Equal Opportunity Program / Employer
Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities.
Michigan Relay Center 1-844-578-6563 (Voice and TTY)

The C.O.O.R. Intermediate School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to your supervisor or the Title IX Coordinator/Director of Special Education, 989-275-9555.

COOR ISD MISSION STATEMENT

COOR ISD provides programs and services with our partners to support the current and emerging teaching and learning needs of our schools and communities.

C.O.O.R. INTERMEDIATE SCHOOL DISTRICT BOARD MEMBERS

James Mangutz	President
Nancy Persing	Vice President
Ian Faulkner	Secretary
Jim Gendernalik	Treasurer
Alyssa Faulkner	Trustee
Anthony Blair	Trustee
Kara Mularz	Trustee
Shawn Petri	Superintendent

CAREER AND TECHNICAL EDUCATION (CTE) STAFF

Michael Evans	CTE Director/ CEPD
Alexandrea Warren	CTE Admin Assistant
Matt Murray	Algebra 2 Instructor
Charles Bissel	Automotive Instructor
Rich Burns	Automotive Paraprofessional
Kurt Nothstine	Business/ Marketing Instructor
Jason Schultz	Construction Instructor
Kayla Sturgeon	Cosmetology Instructor
Sarah Kay Rondo	Cosmetology Instructor
Mary Jo Rondo	Cosmetology Instructor
Michelle Patterson	Education General Instructor
Angela Griffis	Medical Occupation Instructor
Stephanie Bates	Medical Occupation Instructor
Benjamin Lowe	Public Safety Instructor
Joshua Meyer	Welding Instructor
Quinten Goschke	Welding Paraprofessional

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C.O.O.R. ISD ADVANCED TECHNICAL INNOVATION CENTER

STUDENT HANDBOOK

The following information is assembled to help you, as a student, be prepared to make a successful transition from school to work. The rules of COOR ATIC reflect the industry employers' concerns throughout the state and/ or nation. The rules will also reflect and support local, state, and federal laws/ policies.

1. Credit

Graduation credit for all coursework in COOR ATIC will be at the discretion of the student's local school.

2. Late Program Enrollment

Late enrollment will be defined as any time after the fall count of the new school year. Late entry will be based on the following criteria:

- a. Current enrollment in the desired program
- b. Previous knowledge of program content
- c. Interview with program instructor and CTE Director
- d. Attendance record of your last full semester
- e. Late entry may require a prorated attendance standard

3. Student Evaluation

Students will be evaluated on the following: Classroom Instruction and Engaged Participation

Please note: In CTE advisory meetings with industry professionals, it is repeatedly communicated that the most important characteristics needed in the workforce are good work ethics and good attendance. Therefore, we are obligated to you and our business partners to put major emphasis on these two evaluation components.

4. Employability/ Transitional Skills

Career and Employability skills are embedded within the curriculum for all state-approved CTE programs. Students will develop specific technical skills, as well as core competencies such as creating a resume/ portfolio and how to seek employment.

5. COVID Response

COOR ATIC will be following the guidance of the CDC and local Health Department officials in regard to Covid, but will defer to local districts and host school buildings in adherence to their policies. For more COVID resources, please see our website:

www.coorisd.net/administrative-services/covid-19-resources

Automotive Technology
Master Certification, Certificate of Completion
Kirtland Community College EMC Program Course Sequence
No Prerequisite Courses

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	AUT 16303-40 <i>Automotive Fundamentals</i>	2	AUT 16401-40 <i>Basic Electricity</i>	3	9
	AUT 17704-40 <i>Auto Braking Systems Fundamentals</i>	2	AUT 17800-40 <i>Steering & Suspension Fundamentals</i>	2	

Business/ Marketing; Entrepreneurship and Social Media
Associate in Business Administration

Kirtland Community College EMC Program Course Sequence

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	BUS 10100 <i>Intro to Business</i>	3	CIS 20100 <i>Microsoft excel</i>	3	6

Cosmetology

Kirtland Community College Direct College Credit Program

No Prerequisite Courses

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	COS 12100-40 <i>Cosmetology I</i>	2.5	COS 12200-40 <i>Cosmetology II</i>	2.5	5
Grade 12 <i>C.O.O.R. Instructors</i>	COS 12300-40 <i>Cosmetology III</i>	2.5	COS 12400-40 <i>Cosmetology IV</i>	2.5	5

Early Childhood Education General

Pre-Teaching, Associate of Arts

Ferris State University EMC Program Course Sequence

Prerequisites; MATH SAT score >400

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R., Instructors</i>			EDUC 101 <i>Intro to the Profession of Teaching</i>	1	1
Grade 12 <i>C.O.O.R. Instructors</i>	EDUC 251 <i>Human Growth and Development</i>	3	EDU 289 <i>Principals of Teaching and Learning</i>	3	6

Medical Occupations

Kirtland Community College Direct College Credit Program

Prerequisite; ENG 10305 (Integrated Composition) or placement into ENG 10303 (English Composition 1)

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	ALH 10101-40 <i>Medical Terminology</i>	2	ALH 11300-40 <i>Medical Ethics and Law</i>	3	5

Public Safety

Criminal Justice Pre-Service- Associate in Applied Science

Kirtland Community College EMC Program Course Sequence

Pre-Requisite-Test into ENG 10303/10305 and MTH 12000 A minimum grade of "C" is required for all CJS Courses

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	CJS 10000 <i>Introduction to Criminal Justice</i>	3	CJS 11400 <i>Juvenile Justice</i>	3	6

Welding and Fabricating

Certificate of Completion

Kirtland Community College EMC Course Sequence

No Pre-Requisite

	Fall Semester	Credits	Winter Semester	Credits	Total Credits
Grade 11 <i>C.O.O.R. Instructors</i>	WLD 11000-40 <i>Welding Fundamentals</i>	4	WLD 10502-40 <i>Welding Fabrication Level 1 w/ blueprints</i>	4	8
Grade 12 <i>C.O.O.R. Instructors</i>	WLD 11106-40 <i>Welding Level 2 GMAW, FCAW & SMAW Welding</i>	5	WLD 11206-40 <i>Welding Level 3 Advanced GMAW Welding</i>	5	10

6. College Credit Opportunities

a. Articulated

Articulated credit courses are high school courses that have been verified as substantially equal to introductory-level college courses. Earning articulated credit provides a way for students to start a CTE program in high school and finish in a participating postsecondary institution without having to repeat entry-level classes. Each college/university has its own guidelines to receiving credit. Please consult with your CTE instructor for the various opportunities COOR has available.

b. Dual Enrollment/Concurrent/Early Middle College

All of these direct college credit opportunities are available to any COOR ISD student after completing the placement requirements.

7. Attendance

Due to the instructional design of "hands-on" training in all CTE programs, area business partners insist the most important skill in the workplace is attendance/punctuality. Below is an outline of the attendance standard and how it can affect a student's grade.

70% Academic Skill Performance	30% Engaged Participation
• Hands-On Task • Technical Reading • Quizzes/ Tests • Essays • Etc.	• Punctuality/ Time Management • Cooperation/ Personal Management • Positive Attitude • Following Directions/ Safety Practices • Etc.

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Academic and Work Ethic Standard percentages will be determined by each instructor and presented in each course syllabus.

Due to the importance of punctuality in the workplace, the following will be part of the attendance standard:

- Tardies and Early Departures will be monitored as follows:

Instructors will log all time missed and will evaluate the student through the Work Ethic grades and daily attendance. Three tardies or unexcused early departures will be equal to one absence for attendance purposes.

Please note: All action taken is intended to help the student realize that attendance and punctuality are important skills in the workplace. The attendance policy will be enforced at any worksite placements as well as in the CATIC classroom.

Local School Excused Absences

- Students must have their local school administrator and/or counselor contact the CTE Administration for any school-related absences or activities. Examples: MME/SAT testing, pep assemblies, sports, etc. Any school excused absence will not count towards absences.

Attendance Monitoring

- Due to the distinct nature of the CTE attendance policy, the student monitoring and due process guidelines are outlined below:
 - Instructors will verify/document attendance counts with the student and warn them of additional absences beyond CTE standards within a marking period.
 - Instructor will contact the parent/ guardian if student has a failing grade.
 - Students must “call-in” every day they plan to be absent:
 - Main Office: 989-275-9580 or CTE instructor (contact info listed on syllabus) – consequences will be reflected in their daily work ethic evaluation.

Summary of Attendance Policy

- 1–3 unexcused absences: Teacher meets with the student to discuss attendance expectations.
- 3–5 unexcused absences: Teacher contacts the parent/guardian and notifies CTE Administration. A meeting is held with the CTE Director to create an attendance plan.
- 5+ unexcused absences in a semester: Student may be dropped from the class.

CTE Attendance Action Plan	CTE Attendance Action Plan
Unexcused Absence	• CTE Admin Assistant Verifies with Local District day of absence • Automatic phone call from Skyward the following day to parents
1-3 Days Unexcused Absence	Attendance report produced with 3 or more unexcused absences • CTE instructor contacts and notifies parent or guardian of unexcused absences • CTE Attendance letter is mailed to the student's parents or guardian. A copy is also sent to the local district counselor. CTE Director arranges and holds Attendance Concern meeting: • Meeting held by CTE Director to address absenteeism with student • Local district counselor and principal is notified
Attendance Agreement at 3-5 Unexcused Absences	Parent or Guardian Meets with CTE Director • A meeting is held to place student on an attendance agreement • Counselor/Teacher continue a contact log for additional absences • Local district counselor and principal is notified
5 or more Unexcused Absences	Absence report with 5 or more unexcused absences: • Parents or guardian are required to meet with CTE Director and local district counselor to make determination regarding continued enrollment in CTE • Students can be removed and lose credit from a CTE program with 5 or more unexcused absences per semester.

Special Leave Request

A special leave request is available for consideration if there are circumstances that occur beyond the control of a student, which cause them to miss a block of days for a common purpose.

With proper documentation, the following circumstances would be considered for an excused absence:

- Bereavement/ funeral for immediate family
- Ongoing doctor/ medical visits for a documented illness/injury
- Court subpoena/ jury duty (not for legal charges)

CATIC staff determines approval of a special leave request after a conference with a student and their parent/ guardian. This would be similar to the process of a "Family Medical Leave Act" request in the workplace.

8. Student Code of Conduct

Once again, the student must realize we are preparing them for a successful transition from school to work. Therefore, the following behavior is considered inappropriate and will result in disciplinary action.

- a. Possession of dangerous weapons or discharge of explosive substances.
- b. Possession, use, transfer, or being under the influence of drugs, alcohol, or drug-related paraphernalia in the building or on the grounds.**
- c. Theft or deliberate destruction of school property, equipment, materials, buildings, or grounds.
- d. Fighting, threatening, intimidating others/bullying, and bomb threats.
- e. Possession, use, or transfer of a tobacco or vaporizer device(vape).
- f. Cell phones and music devices are prohibited during class without the instructor's permission
- g. Excessive tardiness or absences. (See attendance)
- h. False fire alarms, 911 calls, or arson.
- i. Extortion, gambling, or cheating.
- j. Disobedience or insubordination.
- k. Disruption or disrespect.
- l. Disregard for classroom rules, including hazardous safety practices.
- m. Leaving/ loitering near classroom areas, work sites, buildings, or grounds without permission.
- n. Violation of driving policy.
- o. Lying, deceit, or forgery.
- p. Generally inappropriate or unacceptable behavior, language, or dress.
- q. Inappropriate access and/or use of the Internet.
- r. Others are determined by circumstances/events/activities that may arise.
- s. Not wearing appropriate Safety Equipment or following safety guidelines.

With the increasing interest in CATIC programs, the quality of instruction will always be our priority. Student behaviors take away from the safe, engaged learning environment we strive for and take away from peers' potential. Therefore, to ensure student success for all, the first violation will result in a verbal warning and a meeting with the administration. Second violation will result in a formal write-up, a meeting with the administration, and a possible call to the local district and the parent/ guardian. The third violation will warrant another write-up, a meeting with the administration, and the student will call their parent/ guardian to explain the violation. The fourth violation will result in a formal write-up, a call home to the parent/ guardian, and CATIC will determine if the student needs to be dismissed from the program.

CATIC holds the right to contact the local district and/ or the parent/ guardian when necessary.

9. Student Rights/ Board Policies

5202 Unlawful Discrimination, Harassment, and Retaliation Against Students

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.

This Policy applies to student-to-student conduct and staff-to-student conduct. See Policy 4102 for District personnel harassment.

Complaints alleging Title IX sexual harassment (staff-to-staff, staff-to-student, student-to-student, or student-to-staff) are governed by Policy 3118.

This Policy applies to all conduct occurring on school property, including in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event, whether or not it is held on school premises, or conduct with a direct nexus to school.

The District will comply with all applicable state and federal laws related to unlawful discrimination.

Student Handbooks

The Superintendent or designee will include in student handbooks a statement explaining the District's policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of the types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

Types of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a student because of the student's race, color, religion, sex (including pregnancy, gender identity, or sexual orientation), national origin, disability, or any other legally protected class that has the purpose or effect of: 1. creating an intimidating, hostile, or offensive environment; or 2. unreasonably interfering with the student's ability to benefit from the District's educational programs or activities.

Race, color, and national origin harassment is prohibited by Title VI of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, and national origin harassment is unwelcome conduct based on a student's actual or perceived race, color, or national origin. Race, color, and national origin harassment can take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics will be considered race, color, and national origin harassment.

5103 Search and Seizure

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

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School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102.

The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicion-less breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

Strip searches are prohibited.

The building principal or designee will turn over to law enforcement illegal items and dangerous weapons, as defined in Policy 5206, and may store in a secure place any other contraband or evidence seized from a search until a disciplinary hearing.

This Policy does not apply to any outside entity that may require drug or breath alcohol testing as a condition of participation. See Policy 5105.

Legal authority: MCL 380.1306, 380.1313(2)

- Suspension – (COOR Board Policy #5206)

If either the local school or the COOR ATIC suspends a student, they are suspended from both. The student will be given the opportunity for make-up work under the following conditions.

- Make-up work request **must** be made in writing
- Make-up work request must be made before, during, or on the first day of return from suspension
- Make-up work must be completed and turned in within the same number of school days as the suspension period
- Failure to request in writing, request within the allowed period, and /or complete work by the allowed deadline may result in a “0” grade.
- Expulsion/program Termination (COOR Board Policy #5206)
 - If a student is expelled from their local school, the student will be expelled from the ATIC. If a student is terminated from ATIC, it will be the decision of the local school to determine the local enrollment at that site.
- Students’ Due Process (COOR Board Policy #5206A)
 - 5206A Due Process The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect students’ due process rights. If a District administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student’s parent/guardian or local law enforcement or take other measures to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this Policy.

A. Building Administrator – 10 or Fewer School Days Before suspending a student for 10 or fewer school days, an administrator must:

(1) provide the student verbal notice of the offense the student is suspected to have committed, and

(2) provide the student an informal opportunity to 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.

B. Superintendent or Designee – 59 or Fewer School Days Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the parent/guardian 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/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian 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. Optional (not required but recommended): A parent/guardian 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.

C. Board Suspension or Expulsion © 2020 Before the Board suspends or expels a student, the Superintendent or designee must provide the parent/guardian or student with:

(1) written notice of the offense the student is suspected to have committing;
(2) an explanation of the evidence relied upon by the District in concluding 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/guardian or student at least 3 calendar days' notice before the hearing. The parent/guardian 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 this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final. Legal authority: Goss v Lopez, 419 US 565 (1975)

10. School Closing/ Inclement Weather

To find out if your program has been canceled due to weather, please communicate with your instructor before making the trip.

You can also check the status on the following:

9&10 News Cadillac www.9and10news.com

It will be the responsibility of the student/parent to check the Radio/TV/Internet or contact the instructor for school closings before departing for their CATIC program.

If your local High School is closed but CATIC is open, YOU ARE NOT REQUIRED TO ATTEND CATIC.

If Roscommon Area Public Schools are closed, CATIC IS CLOSED, DO NOT ATTEND

Follow COOR ATIC on Facebook for daily updates and school closing information.

11. Early Release

All students must inform the instructor at the earliest time possible and sign out before leaving the CATIC. If a student requests to be released early from the CTE, their parent/guardian must notify the CATIC staff by phone (989) 275-9580, or we must receive approval from the local school Principal or Counselor. If the CTE staff does not receive permission, the student may not leave.

12. Student Participating in Extracurricular Activities

Students requesting release time for participation in extracurricular activities at their local school must get permission from their instructors before the requested dates and provide a schedule of dates of the activities (game/practice schedule, etc.) signed by the athletic director or building administrator. Students will not be allowed to sign out until proper documentation has been provided to the CTE office.

13. Student Driving

- a. Students **must** follow local school policy
- b. Student **may lose** the privilege if driving behavior is deemed dangerous
- c. Students **may not** return to cars or leave campus until dismissal time
- d. Students are expected to abide by all State driving laws
- e. Students **must park** in the designated student areas

14. Student Health/ Injury

CATIC staff asks students to:

- a. Schedule medical appointments outside class time, as CATIC coursework is difficult to make-up.
- b. Report all injuries to the CATIC Staff
- c. Report all medication that is prescribed for an illness
- d. Report all health conditions that may restrict class/training activities.
- e. More serious cases may involve taking you to the hospital emergency room/doctor.

15. Family Education Rights and Privacy Act

School districts receive requests for student information from many different organizations. Schools are reluctant to release student information because of the Family Education Rights and Privacy Act (FERPA). According to the Family Education Rights and Privacy Act, school districts can release information classified as "Directory Information". This information includes:

- a. name, address, telephone number
- b. date and place of birth
- c. major field of study
- d. Participation in school activities
- e. Dates of school attendance
- f. Honors and awards
- g. other similar information; e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

This information may be released without securing the written consent of the parent or an 18-year-old student. If you object to the release of directory information to requesting organizations, please contact the ATIC Office at 989-275-9580.

16. School Safety Plan

Students will be required to follow the COOR ISD school safety plan and procedures.

17. Clothing

Students are expected to wear suitable clothing for their CTE program.

- a. Wear appropriate shoes in the labs; remember, canvas tennis shoes offer little protection against hot metal or five-pound hammers.
- b. All students are provided with safety glasses to wear as needed.
- c. Suggestive clothing or shirts with offensive slogans, alcohol, tobacco, or drug-related slogans will not be tolerated.

Please note: COOR ISD programs that are within local school buildings will follow the respective local school policies.

Automotive: Students are provided with safety glasses. You will be expected to wear hard-soled work boots, shop shirt (will be provided) and jeans.

Cosmetology: Students will be provided with a smock in accordance with cosmetology department regulations. Your instructor will inform you of current policies regarding clothing. The student will be given a "0" for the day for not adhering to the appropriate dress code. With continued offenses, parents/guardians will be informed, and the student will be sent home.

Medical Occupations: Students will be required to wear a uniform and badge for the externship portion of the program. These will be provided for the students.

Public Safety: Students will be required to adhere to a dress code. Dress code consists of khaki pants and your public safety shirt (shirt will be provided). A portion of the class is devoted to physical training. Students will be instructed as to the appropriate clothing to wear.

Welding: Students are provided with safety glasses, gloves, and welding coats. The student is required to wear hard-soled work boots (steel toes preferred), 100% cotton or wool clothing (no synthetics), long-sleeved shirts, and jean pants.

18. Special Conditions

Due to the nature of the training and the work site instruction, we may need to request students to adhere to some or all of the following:

- Lab Testing (TB/Rubella, etc.) (Special Work Sites)
- Drug Testing (Special Work Sites)
- Medical History (Special Work Sites)
- Current Medical Conditions (Special Tasks Work Sites)
- Other testing that may be requested by training/or business partner⁴⁷
- Criminal background checks
- Inform us of any allergies/Ep-iPen requirements

E. Approve renewal of Adobe Cloud
softward license

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Logisoft

600 Fishers Station Dr Ste 137
Victor, NY 14564
+18885644763
www.logisoft.com



QUOTE

ADDRESS
COOR ISD
11051 N Cut Rd
Roscommon, MI 48653 USA

SHIP TO
COOR ISD
11051 N Cut Rd
Roscommon, MI 48653 USA

QUOTE 129052
DATE 06/10/2026

ACCOUNT MANAGER
Aliya Mellars

RENEWAL DATE
8/31/2026

PRODUCT NUMBER	DESCRIPTION	QTY	UNIT PRICE	EXT. PRICE
A142BC000001D	[30001797CB01A12R] Adobe VIP MP Creative Cloud Teams All Apps Renewal Named User Education License Level 1 12 Months	1	392.06	392.06

Please find your requested Quote attached for your review..

SUBTOTAL 392.06

To place an order, please fax or eMail your PO to:
ORDERS@LOGISOFT.COM or Fax 877-213-7671

TAX 0.00

Feel free to contact us if you have any questions.
We look forward to working with you.

TOTAL **\$392.06**

Thanks for your business!

Accepted By

Accepted Date

We appreciate your business and look forward to helping you again soon.

F. Adopt the increased IRS mileage rate for business travel of \$0.76 per mile for July 1, 2026 to December 31, 2026. The IRS increased rates mid-year due to rising fuel costs.

G. Approve a lease renewal with West Branch-Rose City Area Schools for the Regional Resource Center from October 1, 2026 to September 30, 2027.

H. Renew an agreement with the Michigan Department of Health and Human Services, DFA27-65002, for split payment of four Whole Child Specialists effective October 1, 2026 to September 30, 2027. The specialists work at RAPS, HLCS, WBRC, and CHA.

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State of Michigan
Department of Health and Human Services
Bureau of Grants and Purchasing (BGP)
PO Box 30037, Lansing, MI 48909
Or
235 S. Grand Avenue, Suite 1201, Lansing, MI 48933

AGREEMENT NUMBER: DFA27-65002
Between
THE STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
hereinafter referred to as "MDHHS"
And

AGENCY NAME		PRIMARY CONTACT	EMAIL
COOR Intermediate School District		Shawn Petri	petris@coorisd.net
AGENCY ADDRESS			TELEPHONE
11051 N. Cut Rd., Roscommon, MI, 48653			989-275-9520
STATE CONTACT	NAME	TELEPHONE	EMAIL
Contract Administrator	Christen Satchwell	906-235-5843	SatchwellC@michigan.gov
BGP Analyst	Niesha Cyr	517-284-1040	CyrN@michigan.gov

AGREEMENT SUMMARY			
SERVICE DESCRIPTION	Donated Funds Agreement		
POSITIONS	Four Non-Caseload Services Specialist		
GEOGRAPHIC AREA	Ogemaw, Roscommon		
WORK LOCATION(S) FOR ASSIGNED MDHHS STAFF	Hybrid 1. Roscommon Area Public Schools, 299H West Sunset, Roscommon, MI 48653 2. Houghton Lake Community Schools, 4433 W Houghton Lake Dr., Houghton Lake, MI 48629 3. West Branch Rose City Schools, 960 M-33 West Branch, MI 48661 4. Charlton Heston Academy, 1350 N St. Helen Rd., St. Helen, MI 48656		
LOCATION(S) FROM WHICH APPLICATIONS WILL BE PROCESSED	N/A		
EFFECTIVE DATE		EXPIRATION DATE	
October 1, 2026		September 30, 2027	
MISCELLANEOUS INFORMATION			
ESTIMATED AGREEMENT VALUE AT TIME OF EXECUTION		\$ 329,200	
AGREEMENT TYPE	Revenue		

The individual or officer signing this Agreement certifies by his or her signature that he or she is authorized to sign this Agreement on behalf of the responsible governing board, official or Agency.

FOR THE AGENCY:

COOR Intermediate School District

Agency

Signature of Director or Authorized Designee

Print Name Title

Date

FOR THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES:

Signature of Director or Authorized Designee

Signature of Director or Authorized Designee

Print Name Title 51

Date

Part I

I. Period of Agreement

This Agreement will commence on October 1, 2026 and continue through September 30, 2027. Throughout the Agreement October 1, 2026 will be referred to as the begin date. This Agreement is in full force and effect for the period specified.

II. Agreement Amount

The total amount of this Agreement is \$329,200. The Agency under the terms of this Agreement will provide funding not to exceed \$329,200.

III. Purpose

The purpose of this Agreement is to place one or more MDHHS employees as defined in the Special Provisions section of this Agreement at locations specified by the Agency to provide services to mutual clients as defined in the employee's position description. The employee will be employed by and under MDHHS supervision. The cost of the employee is shared by both the MDHHS and the Agency with the agency paying MDHHS the Agreement Amount that is calculated as a portion of the cost of an employee in that position.

IV. General Provisions

The Agency agrees to comply with the General Provisions outlined in Part II and Special Provisions outlined in Part III, which are part of this Agreement.

V. Special Conditions

- A.** This Agreement is valid upon approval and execution by both MDHHS and the Agency.
- B.** MDHHS will not assume any responsibility or liability for costs incurred by the Agency prior to the signing of this Agreement.

Part II

General Provisions

I. Responsibilities - Agency

The Agency in accordance with the general purposes and objectives of this Agreement will:

A. Agency Operations

1. Provide the necessary administrative, professional, and technical staff for operation of the program, such as, but not limited to facility maintenance and janitorial services.
2. Provide MDHHS with updated contact information within 10 days of change. Contact Information includes agency name, contact name, email address, mailing address, telephone number.
3. Provide MDHHS copies of all rules, regulations, procedures, and staff relations policies to which the MDHHS employee(s) are expected to adhere.
4. The following only applies to on-site office work (excludes remote work) Provide all of the following for on-site office work, including, but not limited to the following:
 - a. Minimum 90 square feet workstation space that is hazard-free, includes suitable work surface space, entry locks, one lockable file cabinet for each MDHHS employee and has limited access by Agency employees.
 - b. Access to fax machine and copier within the MDHHS employee(s)' work space.
 - c. Shredder or access to a locked box serviced by a document destruction company
 - d. Space for a 4 person waiting area either in the employee's room or in an area immediately adjacent to the MDHHS employee(s)' office and out of the way of regular agency activities, along with confidential interview space.
 - e. High-speed internet access (commercial cable or wireless broadband with minimum speeds of 25 Mbps download and 5 Mbps upload), for on-site MDHHS employee(s).
 - f. Costs associated with relocating MDHHS employee(s) during the term of this Agreement.
 - g. Agency facility parking fees, if applicable for the MDHHS employee(s).
 - h. Agency will pay mileage in excess of the \$511.00 that is provided by MDHHS. This excess travel/mileage reimbursement is incorporated in the total Agreement amount when applicable.
 - i. Courier service as needed
 - j. Other:

The above will be available Monday through Friday and located in an area that offers security to the MDHHS employee(s), where clients will not interfere with the Agency's activities.

5. The agency will be available between 8:00am – 5:00pm Monday through Friday.
6. Ensure that the assigned MDHHS employee(s) perform only tasks appropriate for their MDHHS classification as listed in Part III, Special Provisions.

B. Record Maintenance/Retention

Maintain adequate program and fiscal records and files, including source documentation, to support program activities and all expenditures made under the terms of this Agreement, as required. Assure that all terms of the Agreement will be appropriately adhered to and that records and detailed documentation for the project or program identified in this Agreement will be maintained for a period of not less than three years from the date of termination, or until litigation and audit findings have been resolved. This Section applies to Agency, any parent, affiliate, or subsidiary organization of Agency.

C. Authorized Access

Permit MDHHS's authorized representatives at reasonable times, rights to enter the Agency's premises, or any other places where MDHHS's employee(s) are working and where services are being performed and have access to work-in-progress. To the extent that the access will not interfere or jeopardize the safety or operation of the systems or facilities, MDHHS's representative must be allowed to inspect, monitor, or otherwise evaluate the work being performed by the MDHHS employee. The Agency must provide facilities and assistance for MDHHS's representative. A minimum of 48 hours advanced notice of MDHHS' inspection of its employee(s) with a good faith right of refusal or to reschedule.

D. Notification of Modifications

Provide timely notification to MDHHS, in writing, of any action by its governing board or any other funding source that would require or result in significant modification in the provision of services, funding or compliance with operational procedures for the Agreement activities.

E. Mandatory Disclosures

1. Disclose to MDHHS in writing within 14 days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "Proceeding") involving Agency or an officer or director of the Agency or subcontractor that arises during the term of this Agreement that potentially affects this Agreement, including:
 - a. All violations of federal and state criminal law involving fraud, bribery, or gratuity violations potentially affecting the Agreement.
 - b. A criminal proceeding;
 - c. A parole or probation proceeding;
 - d. A proceeding under the Sarbanes-Oxley Act;
 - e. A civil proceeding involving;
 - i. A claim that might reasonably be expected to adversely affect the Agency's viability or financial stability; or
 - ii. A governmental or public entity's claim or written allegation of fraud;

or

 - f. A proceeding involving any license that Agency is required to possess to perform under this Agreement.
2. Notify MDHHS, at least 90 calendar days before the effective date, of a change in Agency's ownership and/or executive management that potentially affects this Agreement.

F. Conflict of Interest and Code of Conduct Standards

1. The Agency will uphold high ethical standards and is prohibited from:
 - a. Holding or acquiring an interest that would conflict with this Agreement;
 - b. Doing anything that creates an appearance of impropriety with respect to the performance of this Agreement;
 - c. Attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or
 - d. Paying or agreeing to pay any person, other than employees and consultants working for the Agency, any consideration contingent upon the award of this Agreement.
2. Immediately notify MDHHS of any violation or potential violation of these standards. This Section applies to the Agency, any parent, affiliate, or subsidiary organization of the Agency.

G. Insurance Requirements

1. Maintain a minimum of the insurances listed below and is responsible for all deductibles. All required insurance must:
 - a. Protect the State of Michigan from claims that may arise out of, are alleged to arise out of, or result from the Agency's performance;
 - b. Be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and
 - c. Be provided by a company with an A.M. Best rating of "A" or better and a financial size of VII or better, or equivalent self-insurance program.
2. Insurance Types
 - a. Commercial General Liability Insurance.
If the Agency will deal with children, schools, or the cognitively impaired, coverage must not have exclusions or limitations related to sexual abuse and molestation liability.
3. This Section is not intended to and is not to be construed in any manner as waiving, restricting or limiting the liability of the Agency from any obligations under this Agreement.

H. Return State Equipment/Resources

Any computer equipment or other resources funded or otherwise provided through this Agreement by MDHHS, is property of MDHHS and will revert to MDHHS upon expiration or termination of the Agreement.

I. Change of Control

The Agency will notify, at least 90 calendar days before the effective date, MDHHS of a change in the Agency's organizational structure or ownership. For purposes of this Agreement, a change in control means any of the following:

- a. A sale of more than 50% of the Agency's stock;
- b. A sale of substantially all of the Agency's assets;
- c. A change in a majority of the Agency's board members;

- d. Consummation of a merger or consolidation of the Agency's with any other entity;
- e. A change in ownership through a transaction or series of transactions; or
- f. The board (or the stockholders) approves a plan of complete liquidation.

A change of control does not include any consolidation or merger effected exclusively to change the domicile of the Agency's, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, the Agency's must require the successor to assume this Agreement and all of its obligations under this Agreement.

J. Authorized Representative (AR) Requirements

To ensure compliance with MDHHS policy and to protect client confidentiality, community partners shall comply with the following requirements regarding Authorized Representatives (ARs):

- a. One individual from a company and/or organization must be designated as the Authorized Representative on the client-signed Authorized Representative form.
- b. The Authorized Representative form must clearly identify a single named individual. Forms that identify only an organization, department, or generic title without naming an individual shall be considered incomplete and require correction before MDHHS can communicate case-specific information.
- c. Changing of Authorized Representative must be done in accordance with MDHHS policy.
- d. MDHHS staff may communicate and disclose confidential case information only to the individual identified as the Authorized Representative on a valid and current AR form.
- e. Shared, departmental, or group email accounts (including distribution lists) shall not be considered an Authorized Representative and shall not be used for the exchange of confidential client information unless otherwise permitted by applicable law or policy.
- f. If the designated Authorized Representative is unavailable, MDHHS shall not disclose or discuss confidential case information with another employee, supervisor, manager, or representative of the organization unless that individual has been designated as the Authorized Representative by the client or possesses other valid client authorization permitting such disclosure (for example, a properly executed HIPAA-compliant authorization, when applicable).

MDHHS cannot accept authorized representative (AR) forms that designate an agency, business, or other entity as the authorized representative. A valid AR designation must clearly identify a specific individual who is being appointed to act on the client's behalf. Forms that list only an agency or business do **not** meet program requirements and cannot be used.

In addition, MDHHS is prohibited from disclosing client information to any individual or entity unless there is a signed authorization permitting disclosure to the named individual. Without a valid authorization that identifies a specific person, information cannot be released

II. Responsibilities - MDHHS

MDHHS in accordance with the general purposes and objectives of this Agreement will:

A. Assign Employees to Agency's location

Assign the agreed number of MDHHS employee(s), as identified in Part III, Special Provisions to provide services consistent with their job classification per MDHHS policy. An assigned MDHHS employee(s) will be deemed to be an employee of MDHHS for all purposes, including workers' compensation, unemployment, social security and the payment of wages inclusive of holiday and vacations.

MDHHS employees will be available Monday through Friday. Hours worked will be between 7:00am – 7:00pm with either a 30-minute (half hour) lunch break or a 60-minute (one-hour) lunch break, totaling 40 worked hours per week. A set work schedule will be decided upon between agency and MDHHS administrators.

B. Employee Supervision

1. Ensure that the employee(s) will be supervised by MDHHS and will be duly trained and qualified prior to placement on-site at the location of the facilities.
 - a. Correspondence will be shared with the authorized representative in accordance with MDHHS policy.
 - b. MDHHS staff will communicate with the authorized representative in accordance with MDHHS policy.
2. Provide the employee(s) with copies of the Agency's applicable rules, regulations, procedures and staff relations policies.
3. Ensure that the on-site MDHHS employee(s) will follow the rules of conduct, policies, and procedures of the Agency, while still enjoying the benefits and protections afforded under the Civil Service rules and their collective bargaining Agreement, as long as the Agency rules, policies, procedures are not in direct violation with those of MDHHS.
4. Provide each MDHHS employee the following:
 - a. Staff travel/mileage reimbursement following the established MDHHS processes for reimbursement up to \$511.00.
 - i. Travel/mileage reimbursement in excess of \$511.00 will be the responsibility of the Agency, and incorporated into the total Agreement amount when applicable, and paid to MDHHS through the payment process and schedule defined in this Agreement.
 - b. Desktop office supplies, including paper and printed material.
 - c. Computer with VPN to access MDHHS systems.
 - d. Printer/scanner
 - e. Mobile phone
 - f. Other (specify):

III. Financial Requirements

The Agency will reimburse to MDHHS the total of this Agreement for the placement and performance of MDHHS employees in accordance with the terms of this Agreement.

A. Funding Sources

The Agency guarantees that the funds paid to MDHHS are not federal or state funds, except in such instances as the Federal Act authorizing expenditures of said funds permits their use for matching other federal funds or as authorized by State law or agreed to by MDHHS. Furthermore, the Agency guarantees that these donated funds have not been used as a match to obtain other federal funds.

B. Payment Submission

The Agency will send payments to:

State of Michigan
MDHHS-Cashier Unit
PO Box 30802
Lansing, MI 48909-8302

Or

The Agency may also choose to pay by Electronic Funds Transfer (EFT), using the State of Michigan MiCaRS payment system, at <https://payinvoice.state.mi.us/dfa/>.

All payments sent to MDHHS will include a reference to the Agreement number.

C. Payment Schedule

1. Payment to MDHHS will be made in accordance with the annual payment schedule below. The Agency will make final payments to MDHHS no later than July 1.

PAYMENT DUE DATES	AMOUNT OF PAYMENT
January 1	\$82,300.00
April 1	\$82,300.00
July 1	\$164,600.00

2. MDHHS may vacate a position without penalty for 10 consecutive work days or less due to vacation, illness or position vacancy. Position vacancy may include the temporary layoff of employees. If a vacancy exceeds 10 consecutive days, upon execution of an amendment, the amount owed by the Agency will be reduced on a prorated basis determined by MDHHS and MDHHS will refund the amount due to the Agency.

IV. Reporting Requirements

The assigned MDHHS employee(s) based on MDHHS Classification if applicable will:

- A. Meet or exceed the program Standard of Promptness (SOP).
- B. Report the following metrics at a minimum:
 1. Total applications processed by program each month.
 2. Monthly SOP per program as well as overall SOP.
 3. Number of families served each month.
- C. Submit monthly progress reports by the 10th of the following month to the Contractor, and Heather Robinson-Moore at robinsonmooreh@michigan.gov.
- D. Cumulative yearly report
 1. Total applications by program received each year.

2. Total number of families served each year.
- E. Submit cumulative yearly report by the 10th of the following month to the Contractor, and Heather Robinson-Moore at robinsonmooreh@michigan.gov.

V. Assurances

The following assurances are hereby given to MDHHS:

A. Compliance with Applicable Laws

The Agency will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this Agreement.

B. Non-Discrimination

1. The Agency must comply with MDHHS's non-discrimination statement: Michigan Department of Health and Human Services will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, gender identification or expression, sexual orientation, partisan considerations, or disability or genetic information that is unrelated to the person's ability to perform the duties of the position.
2. The Agency will comply with all federal statutes relating to nondiscrimination, as applicable to Agency. These may include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - b. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of disabilities;
 - c. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - d. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - e. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - f. The requirements of any other nondiscrimination statute(s) which may apply to the application.

C. Health Insurance Portability and Accountability Act

To the extent that this act is pertinent to the services that the Agency provides to MDHHS under this Agreement, the Agency assures that it is in compliance with the Health Insurance Portability and Accountability Act (HIPAA) requirements including the following:

1. The Agency must not share any protected health data and information provided by MDHHS that falls within HIPAA requirements except as permitted or required by applicable law; or to a subcontractor as appropriate under this Agreement.
2. The Agency will ensure that any subcontractor will have the same obligations as the Agency not to share any protected health data and information from MDHHS that falls under HIPAA requirements in the terms and conditions of the subcontract.

3. The Agency must only use health data and information provided by MDHHS for the purposes of this Agreement.
4. The Agency must have written policies and procedures addressing the use of protected health data and information that falls under the HIPAA requirements. The policies and procedures must meet all applicable federal and state requirements including the HIPAA regulations. These policies and procedures must include restricting access to the protected health data and information by the Agency's employees.
5. The Agency must have a policy and procedure to immediately report to MDHHS any suspected or confirmed unauthorized use or disclosure of protected health data and information that falls under the HIPAA requirements of which the Agency becomes aware. The Agency will work with MDHHS to mitigate the breach and will provide assurances to MDHHS of corrective actions to prevent further unauthorized uses or disclosures.
6. Failure to comply with any of these contractual requirements may result in the termination of this Agreement in accordance with Part II, Section V. Agreement Termination.
7. In accordance with HIPAA requirements, the Agency is liable for any claim, loss or damage relating to unauthorized use or disclosure of protected health data and information by the Agency received from MDHHS or any other source.
8. The Agency will enter into a business associate Agreement should MDHHS determine such an Agreement is required under HIPAA.

MDHHS assures that any protected health data and information provided by the Agency will be protected in a manner that complies with HIPAA.

D. Website Incorporation

MDHHS is not bound by any content on the Agency's website unless expressly incorporated directly into this Agreement.

E. Survival

The provisions of this Agreement that impose continuing obligations will survive the expiration or termination of this Agreement.

F. Non-Disclosure of Confidentiality Information

1. The Agency agrees to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer or otherwise dispose of, give or disclose such Confidential Information to third parties other than affiliates, employees, agents, or subcontracts of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purpose whatsoever other than the performance of this Agreement.

Meaning of Confidential Information

For the purpose of this Agreement the term "Confidential Information" means all information and documentation that:

- a. Has been marked "confidential" or with words or similar meaning, at the time of disclosure by such part;
- b. If disclosed orally or not marked "confidential" or with words of similar meaning,

was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning and

- c. Should reasonably be recognized as confidential information of the disclosing party,

The term “Confidential Information” does not include any information or documentation that was:

- a. Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
 - b. Already in the possession of the receiving party without an obligation of confidentiality;
 - c. Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights;
 - d. Obtained from a source other than the disclosing party without an obligation of confidentiality; or
 - e. Publicly available when received or thereafter became publicly available (other than through an unauthorized disclosure by, through or on behalf of, the receiving part)
2. The Agency will assure that medical services to and information contained in medical records of persons served under this Agreement, or other such recorded information required to be held confidential by federal or state law, rule or regulation, in connection with the provision of services or other activity under this Agreement will be privileged communication, will be held confidential, and will not be divulged to a third party without the written consent of either the patient or a person responsible for the patient, except as may be otherwise permitted or required by applicable state or federal law or regulation. Such information may be disclosed in summary, statistical, or other form, which does not directly or indirectly identify particular individuals.

G. General Indemnification

If the Agency is not a governmental agency, the Agency must defend, indemnify and hold the State, its departments, division, agencies, offices, commissions, officers, and employees harmless without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or related to:

- 1. Any breach by the Agency (or any of the Agency’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, Agreements, representations, warranties, or insurance requirements contained in this Agreement.
- 2. Any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party;
- 3. Any bodily injury, death or damage to real or tangible personal property occurring wholly or in part due to action or inaction by the Agency (or any of the Agency’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and
- 4. Any acts or omission of the Agency (or any of the Agency’s employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

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The State will notify the Agency in writing if indemnification is sought; however, failure to do

so will not relieve the Agency, except to the extent that the Agency is materially prejudiced. The Agency must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. The Agency will not without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with MDHHS of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

VI. Severability

If any part of this Agreement is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Agreement and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Agreement will continue in full force and effect.

VII. Waiver

Failure to enforce any provision of this Agreement will not constitute a waiver to enforce any other provision of this Agreement.

VIII. Amendments

Any changes to this Agreement will be valid only if made in writing and accepted by all parties to this Agreement. Any change proposed by the Agency which would affect the funding of the Agreement, must be submitted in writing to MDHHS for approval immediately upon determining the need for such change. The Agency will, upon request of MDHHS and receipt of a proposed amendment, amend this Agreement.

IX. Agreement Termination

This Agreement may be terminated without further liability or penalty to the State for any of the following reasons:

- A. By either party by giving 30 days written notice to the other party stating the reasons for termination and the effective date.
- B. Immediately if the Agency, as determined by the State:
 1. Endangers the value, integrity, or security of any facility, data, or personnel; or,
 2. Engages in any conduct that may expose the State to liability; or
 3. Violates this agreement.
 4. Becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor;
 5. Engages in any conduct that may expose MDHHS to liability;
 6. Breaches any of its material duties or obligations; or
 7. Fails to cure a breach within the time stated in a notice of breach.
- C. Immediately by mutual agreement of both parties.
- D. If MDHHS does not receive a scheduled payment from the Agency within 10 business days of the

due date upon written notification to the Agency.

Upon termination of this Agreement, the total amount of payment under the Agreement will be prorated over the abbreviated term of the Agreement, starting on the effective date and ending on the cancellation date. Any prepayment by the Agency in excess of the revised amount will be refunded by MDHHS to Agency.

If MDHHS terminates this Agreement under this Section, MDHHS will issue a termination notice. If it is later determined that the Agency was not in breach of this Agreement, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided below, Termination for Convenience.

Termination for Convenience

MDHHS may immediately terminate this Agreement in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. Any net amount due and owed by the Agency to MDHHS shall be paid by the Agency to MDHHS, or, conversely, any prepayment by the Agency in excess of the revised Agreement amount shall be refunded by MDHHS to the Agency.

X. Stop Work Order

The State may suspend any or all activities under this Agreement at any time. The State has the right to immediately remove the worker. The State will provide the Agency with a written stop work order detailing the suspension. Agency must comply with the stop work order upon receipt. The State will not pay for activities, the Agency's incurred expenses or financial losses, or any additional compensation during a stop work period.

XI. Liability

All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Agency in the performance of this Agreement will be the responsibility of the Agency, and not the responsibility of MDHHS, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Agency, any subcontractor, anyone directly or indirectly employed by the Agency, provided that nothing herein will be construed as a waiver of any governmental immunity that has been provided to the Agency or its employees by statute or court decisions. MDHHS is not liable for consequential, incidental, indirect or special damages, regardless of the nature of the action as it relates to this Agreement.

In the event of an incident the Agency must:

1. Cooperate with the Department in investigating the occurrence, making available all relevant records, logs, files, data reporting, and other materials required to comply with applicable law or as otherwise required by the Department;
2. In the case of unauthorized disclosure or breach of confidential information, at the Department's sole election, with approval and assistance from the Department, notify the affected individuals with comprised Personally Identifiable Information (PII) or Protected Health Information (PHI) as soon as practicable but no later than is required to comply with applicable law and provide third-party credit and identity monitoring services to each of the affected individuals for the period required to comply with applicable law, or, in the

absence of any legally required monitoring services, for no less than 24 months following the date of notification to such individuals;

3. Perform or take any other actions required to comply with applicable law as a result of the occurrence including pay for: any costs associated with the occurrence, any costs incurred by the Department in investigating and resolving the occurrence, reasonable attorney's fees associated with such investigation and resolution.

XII. State of Michigan Agreement

This is a State of Michigan Agreement and must be exclusively governed by the laws and construed by the laws of Michigan, excluding Michigan's choice-of-law principle. All claims related to or arising out of this Agreement, or its breach, whether sounding in contract, tort, or otherwise, must likewise be governed exclusively by the laws of Michigan, excluding Michigan's choice-of-law principles. Any dispute as a result of this Agreement will be resolved in the state of Michigan.

Part III

Special Provisions

MDHHS will assign the following full-time MDHHS employee(s) to provide services consistent with MDHHS classification provided in the link(s) below:

Four Non-Caseload Services Specialist

MDHHS classification

Administrative Support:

See Position Description for Word Processing or General Office Assistant:

http://www.michigan.gov/documents/WordProcessingAssistant_12989_7.pdf

http://www.michigan.gov/documents/GeneralOfficeAssistant_12692_7.pdf

Departmental Analyst

See Position Description for Departmental Analyst:

http://www.michigan.gov/documents/DepartmentalAnalyst_12505_7.pdf

Departmental Technician

See Position Description for Departmental Technician:

<https://www.michigan.gov/mdcs/-/media/Project/Websites/mdcs/JOBSPECS/D/DepartmentalTechnician.pdf>

Eligibility Specialist:

See Position Description for Eligibility Specialist (Assistance Payments Worker):

http://www.michigan.gov/documents/AssistancePaymentsWorker_12090_7.pdf

Family Home Aide:

See Position Description for Home Aide:

https://www.michigan.gov/documents/HomeAide_12720_7.pdf

Family Independence Manager:

See Position Description for Family Independence Manager:

http://www.michigan.gov/documents/FamilyIndependenceManager_12648_7.pdf

Family Independence Specialist:

See Position Description for Family Independence Specialist:

http://www.michigan.gov/documents/FamilyIndependenceSpecialist_12650_7.pdf

Assistance Payment Supervisor

See Position Description for Assistance Payment Supervisor:

<https://www.michigan.gov/mdcs/-/media/Project/Websites/mdcs/JOBSPECS/A/AssistancePaymentsSupervisor.pdf>

Services Program Manager

See Position Description for Services Program Manager:

<https://www.michigan.gov/mdcs/-/media/Project/Websites/mdcs/JOBSPECS/S/ServicesProgramManager.pdf>

Services Specialist:

See Position Description for Services Specialist:

https://www.michigan.gov/documents/Services_Specialist_29422_7.pdf

8. Action Items

A. Approve Policy Updates from Thrun Law Firm dated June 10, 2026 and reviewed by the Policy Committee:
Policies 2202, 2406, 2501, 3102, 3108, 3115, 3115A, 3115B, 3115C, 3115D, 3115E, 3115H, 3122, 3202, 3301A, 3303, 3304, 3306, 3402, 3407, 3410, 4101, 4104, 4113, 4201, 4209, 4210, 4216, 4508, 4602, 5209, 5507, 5710, 5710A, 5714.

Procedures 4205-AG-1, 4508-AG, 5103-F-1, 5309-F-1, 5603-F-16.

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Series 2000: Bylaws

2200 Board Powers

2202 *Authority to Enter into Contracts*

- A. The Board may enter into agreements, contracts, or other cooperative arrangements with other entities, public or private, including, but not limited to, another school district or intermediate school district, to the extent permitted by law.
- B. The Board also may enter into an agreement with a public school academy to provide services to the public school academy or the academy's students or for the public school academy to provide services to the District or to the District's students.
- C. No agreement, contract, or other cooperative arrangement is binding on the District unless approved by the Board or designee and executed by 1 or more persons delegated authority to act as an authorized signatory to an agreement, contract, or other cooperative arrangement on the Board's behalf. Absent the Board's express delegation of authority to another entity or person, only the Board has the authority to contractually bind the District.
- D. The Board and its authorized designees are without authority to grant unconditional indemnity to a third party before a liability-triggering event has occurred.
- E. Before presenting a contract to the Board for approval, the Superintendent or designee will:
 - 1. verify the Board's contracting authority;
 - 2. review budget parameters and implications and recommend any correspondingly required budget amendments;
 - 3. review relevant existing contractual obligations;
 - 4. consider and report to the Board any actual or perceived conflicts of interest; and
 - 5. ensure that the contract complies with all relevant laws and Policies.
- F. All independent contractors, employees of independent contractors, and other persons who provide services to the District who are not District employees must comply with all applicable legal requirements and Policies, including those related to interactions with students, non-discrimination, ethics and standards, student safety and welfare, student privacy, and District operations.
- G. Subject to bidding requirements (see Policy 3301 and Policy 3301A), the Superintendent is authorized to make purchases within budget allocations.

Legal Authority: MCL 15.321 et seq.; MCL 380.601a(2), 380.627, 380.1203, 380.1228;
Huntington Leasing Co v Manistee ISD, unpublished Mich App No.
250942 (2005)

Date adopted: November 11, 2020

Date revised: August 12, 2026

Series 2000: Bylaws

2400 Board Membership and Duties

2406 Board Officers' Duties

To ensure proper District oversight, a Board officer must fulfill the requirements of the respective office. The following Board officer duties may be modified or removed, in whole or in part, by Board action.

A. President

1. Preside over all Board meetings and act as a decision-maker on procedural issues.
2. Coordinate with the Superintendent or designee to prepare Board meeting agendas.
3. Serve as the Board's spokesperson unless another person is designated by the Board.
4. Sign contracts, correspondence, and other documents on behalf of the District as authorized by the Board or required by law.
5. Accept complaints and coordinate investigations into allegations of misconduct against other Board members or the Superintendent, including placing the Superintendent on non-disciplinary, paid administrative leave during the pendency of an investigation.
6. Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
7. Perform other duties as prescribed by law, Policy, or Board action.

B. Vice President

1. In the President's absence, or in the event that the President is precluded from performing the President's duties due to illness or other reason, the Vice President is authorized to preside over Board meetings and perform the President's duties to the extent allowed by law. In the alternative, the Board may appoint a Board member to serve as acting President, and that acting President will be authorized to preside over Board meetings and perform the President's duties to the extent allowed by law.
2. Perform other duties as prescribed by law, Policy, or Board action.

C. Secretary

1. Ensure that an accurate record of Board meetings is maintained and published in compliance with law.

2. Sign Board meeting minutes, orders, resolutions, and records memorializing Board proceedings.
3. Draw and sign orders upon the Treasurer for money to be disbursed by the Board.
4. Perform other duties as prescribed by law, Policy, or Board action.
5. In the Secretary's absence, or in the event that the Secretary is precluded from performing the Secretary's duty to sign Board meeting minutes due to illness or other reason, the President must appoint a temporary Secretary, who will be authorized to sign approved Board meeting minutes. For all other Secretary duties, in the Secretary's absence, the Vice President is authorized to perform the Secretary's duties to the extent allowed by law. In the alternative, the Board may appoint a Board member to serve as acting Secretary, and that acting Secretary will be authorized to perform the Secretary's duties to the extent allowed by law.
6. The Secretary may delegate Secretary duties to an assistant to the Secretary to the extent allowed by law.

D. Treasurer

1. Serve as the custodian and maintain accounting for District monies, credits, and property.
2. Sign checks and other Board-authorized documents.
3. Perform other duties as prescribed by law, Policy, or Board action.
4. In the Treasurer's absence, or in the event that the Treasurer is precluded from performing the Treasurer's duties due to illness or other reason, the Vice President is authorized to perform the Treasurer's duties to the extent allowed by law. In the alternative, the Board may appoint a Board member to serve as acting Treasurer, and that acting Treasurer will be authorized to perform the Treasurer's duties to the extent allowed by law.
5. In the absence of both the President and the Vice President, or when both the President and Vice President are precluded from performing their respective duties due to illness or other reason, the Treasurer is authorized to preside over Board meetings and perform the President's and the Vice President's respective duties to the extent allowed by law. In the alternative, the Board may appoint a Board member to serve as acting President, and that acting President will be authorized to perform the President's duties to the extent allowed by law. The Board may also appoint a Board member to serve as acting Vice President, and that acting Vice President will be authorized to perform the Vice President's duties to the extent allowed by law.

6. The Treasurer may delegate Treasurer duties to the person acting as the District's business official or to an assistant to Treasurer, to the extent allowed by law.

E. Succession

1. Board office holders will promptly transfer authority to their respective successor in office, including access to District accounts, investments, files, and public records.
2. Board office holders will promptly deliver District property, including logs, ledgers, money, reports, files, books, equipment, and public records, to the Board officer's respective successor in office.
3. The transfer of District property will promptly occur at a location and time agreed upon by the Board officer and the Board officer's successor in office or at a location and time otherwise determined by the Board.

Legal authority: MCL 380.601a, 380.613, 380.614, 380.622-.625, 380.627, 380.628, 380.684, 380.701, 380.702, 380.902, 380.1201, 380.1535a, 380.1539b, 380.1613, 380.1728; MCL 389.52, 389.62; MCL 600.6094

Date adopted: November 11, 2020

Date revised: September 14, 2022, August 12, 2026

Series 2000: Bylaws

2500 Board Meetings and Open Meetings Act Compliance

2501 Meetings

Board meetings must be conducted in accordance with the Open Meetings Act.

A. Notice

1. The Board must publicly post its regular meeting schedule within 10 calendar days after the Board's first meeting in each calendar or fiscal year. The notice must include the dates, times, and places of the regular meetings. If the regular meeting schedule is changed, the Board must publicly post the revised regular meeting schedule within 3 calendar days after the Board meeting at which the change was made.
2. Special meeting and rescheduled regular meeting notices must be posted at least 18 hours in advance of a special or rescheduled regular meeting.
3. Regular, rescheduled regular, and special meeting notices must be posted at the Board's principal offices. The notice, or a prominent and conspicuous link to the notice, also must be posted on the District website's homepage as required by the Open Meetings Act, if the District's website is updated at least monthly with meeting agendas or minutes.
4. Meeting notices must contain:
 - a. the name, address, and telephone number of the Board;
 - b. the time, date, and place of the meeting;
 - c. a statement where official minutes are stored and available for inspection; and
 - d. a disability accessibility notice.
5. Emergency meetings may be held without complying with the above-described notice requirements in the event of a severe and imminent threat to the health, safety, or welfare of the public, and two-thirds of the Board members elected or appointed to and serving on the Board determine that delay would be detrimental to efforts to lessen or respond to the threat. The Board will provide notice of an emergency meeting in compliance with the Open Meetings Act.
6. Public hearing notices must contain a description of the purpose(s) for which the public hearing will be conducted to the extent required by law.
7. The notice for an electronic Board meeting must comply with Policy 2501A.

B. Quorum

1. A quorum of the Board means a majority of the Board members elected or appointed to and serving on the Board, unless different quorum and voting rules are otherwise provided by law.
2. All deliberations of a quorum of the Board must take place at a meeting that is open to the public, unless closed session deliberations are permitted by law.
3. All decisions made by the Board constituting a quorum of its members must take place at a meeting that is open to the public, except as otherwise provided by the Open Meetings Act.

C. Meeting Types

1. The Board will hold its regular meetings at the dates, times, and locations specified in the District's annual notice published pursuant to the Open Meetings Act. If the notice is amended, then meetings will be held according to the amended notice.
2. Special, rescheduled regular, or emergency meetings may be called by the President, the Superintendent, or two Board members. Notice of such meetings will be provided in accordance with the Open Meetings Act.
3. The Board may, in compliance with the Open Meetings Act, hold work sessions and retreats to provide Board members and administrators with the opportunity to plan, research, and engage in discussion.
4. The Board may meet as a committee of the whole. See Policy 2505(C).

D. Closed Session

1. The Board may meet and deliberate in closed session only for 1 or more purposes authorized by the Open Meetings Act.
2. Depending on the closed session purpose(s), the Open Meetings Act may require a two-thirds roll call vote for the Board to meet in closed session. A vote to enter closed session must be made in open session.
3. Closed session meeting minutes must be kept confidential. See Section G, below.
4. All discussions in closed session are limited to the purpose(s) identified in the motion calling the closed session.
5. Board members must keep matters discussed and documents received confidential unless otherwise authorized by the Board or law.
6. The Board will determine the non-member attendees for a closed session unless attendance is required by Policy or law.

7. No decisions will be made during a closed session.

E. Meeting Cancellation

The President or designee may cancel a Board meeting if the President or designee determines that a quorum of the Board will not be present for the meeting, there is no business for the Board to conduct at the meeting, or it would be unreasonable or dangerous for Board members or the public to attend the meeting (e.g., inclement weather). The President or designee will ensure that a District staff member posts notice of the cancellation on the District's website on the same day as the cancellation. If necessary, a cancelled meeting will be rescheduled.

F. Electronic Board Meetings and Remote Participation

Electronic Board meetings may be held, and a Board member may participate in a Board meeting remotely, as authorized by Policy 2501A.

G. Minutes

The Board will keep minutes of each Board meeting in accordance with the following:

1. The Secretary will record and maintain meeting minutes.
2. The Secretary, or a temporary or an acting Secretary in the absence of the Secretary, will sign meeting minutes.
3. Meeting minutes must comply with the Open Meetings Act.
 - a. Open session meeting minutes
 - i. Minutes for a meeting open to the public will include at least the following information:
 - A) the meeting date, time, and location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting;
 - D) Board decisions;
 - E) the purpose(s) for which any closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session;
 - F) any roll call votes conducted by the Board; and
 - G) corrections, if any.

- ii. The Board must make proposed open session meeting minutes available for public inspection within 8 business days after the applicable Board meeting.
 - iii. The Board must make approved open session meeting minutes available for public inspection within 5 business days after the meeting at which the Board approved the minutes.
- b. Closed session meeting minutes
- i. Closed session meeting minutes must be prepared and maintained separately from open session meeting minutes.
 - ii. Closed session meeting minutes will not be made available to, or be disclosed to, the public, except as required by court order.
 - iii. Closed session meeting minutes may be destroyed by the District 1 year and 1 calendar day after the approval of the minutes of the regular meeting at which the closed session minutes were approved, or any time thereafter.
 - iv. Closed session meeting minutes must include at least the following information:
 - A) the meeting date, time, and, location;
 - B) the Board members present for or otherwise participating in the meeting;
 - C) the Board members absent from the meeting; and
 - D) the purpose(s) for which the closed session meeting was held and the specific Open Meetings Act provision(s) that permitted the closed session.
- c. Open session Board meeting minutes may be published on the District's website.

H. Accommodating Board Members and Other Individuals with Disabilities

Any Board member or other individual with a disability who requires reasonable accommodations to participate in, or attend, a Board meeting must contact the Superintendent's office in advance of the meeting to request an accommodation.

I. ~~Optional: Parliamentary Procedure~~

~~Board meetings will be conducted consistent with the parliamentary authority provided in _____, provided the procedure is consistent with Board Policy and the law.~~

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J. Recess

A Board meeting may be recessed. A Board meeting that is recessed for more than 36 hours may only be reconvened once the notice requirements for the meeting, as described in this Policy, have been satisfied, including special meeting or rescheduled regular meeting notice requirements, if applicable.

K. ~~Optional: Electronic Communications~~

~~All electronic communications among Board members, including, but not limited to, emails, instant messages, text messages, and social media posts, must comply with the Open Meetings Act.~~

~~A quorum of the Board may not use electronic communication to deliberate on or decide matters of public policy.~~

~~A Board member may use electronic communication to communicate with administrators and other District personnel regarding matters such as meeting availability and proposed agenda items.~~

Commented [2]: decide

Commented [3]: Leave out

Legal authority: MCL 15.263, 15.263a, 15.265, 15.267, 15.269; MCL 380.1201

Date adopted: January 10, 2024

Date revised: August 11, 2024, August 12, 2026

Series 3000: Operations, Finance, and Property

3100 General Operations

3102 *Smoking, Tobacco Products, Drugs, and Alcohol*

A. Definitions

1. "Electronic nicotine delivery system" means any product containing or delivering nicotine, a nicotine analog, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic nicotine delivery system" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, e-hookah, vape pens, mods, and tank systems, regardless of any other product name or descriptor that is used. "Electronic nicotine delivery system" includes any component part of a product, whether marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.
2. "Illegal drugs" means "controlled substances" under federal or Michigan law, anabolic steroids, human growth hormones or other performance-enhancing drugs, substances purported to be illegal, abusive, or performance-enhancing (i.e., synthetic "look-alike") drugs, or other drugs prohibited by law.
3. "Imitation tobacco product" means any edible non-tobacco product designed to resemble a commercial tobacco product, or any non-edible non-tobacco product designed to resemble a commercial tobacco product and intended to be used by children as a toy. "Imitation tobacco product" includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
4. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, cannabis, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic nicotine delivery system.
5. "Tobacco-related devices" means ashtrays, rolling papers, wraps, or pipes for smoking and any components, parts, or accessories of electronic nicotine delivery systems.
6. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic nicotine delivery systems; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking

tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.

7. "Use of tobacco product" means any of the following:

- a. the carrying by a person of a lighted cigar, cigarette, pipe, other tobacco-related device, or electronic nicotine delivery system;
- b. the ingestion of a tobacco product, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means;
- c. the placing of a tobacco product within a person's mouth; or
- d. the smoking or use of an electronic nicotine delivery system, tobacco product, imitation tobacco product, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for consuming or inhaling tobacco, nicotine, or any other substance.

B. Smoking and Tobacco Products

1. The District prohibits the sale, possession, distribution, dispensation, display, promotion, consumption or use of tobacco products, tobacco-related devices, electronic nicotine delivery systems, or imitation tobacco products on property owned or operated by the District ~~[Choose Option 1 or 2:] [Option 1: and at any District-related event].~~
2. ~~[Option 2:]~~ The District may also prohibit the use of these products at District-related events.
3. This policy does not prohibit the use of nicotine replacement therapies for smoking cessation, such as Food and Drug Administration approved nicotine gum, patches, or lozenges.

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C. Drugs

1. The District prohibits the sale, possession, distribution, dispensation, display, promotion, consumption, or use of illegal drugs on property owned or operated by the District and at any District-related event.
2. ~~[Optional:]~~ The District prohibits the sale, possession, distribution, dispensation, display, promotion, consumption, or use of any products containing cannabidiol (commonly referred to as CBD) on property owned or operated by the District and at any District-related event. The Superintendent or designee will consider exceptions to this prohibition.
3. District personnel should review Policy 4210 for the District's drug- and alcohol-free workplace policy. Students should review Policy 5206 for the student discipline policy.

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D. Alcohol

1. The District generally prohibits the sale, possession, distribution, dispensation, display, promotion, consumption, and use of alcohol on property owned or operated by the District and at any District-sponsored event, except as otherwise provided in this Policy.
2. With the written permission of the Superintendent or designee, the District may permit the lawful sale, possession, distribution, dispensation, display, promotion, consumption, and use of alcohol on school property if:
 - a. the District building is used for adult education or college extension courses;
[or]
 - b. the use or possession of alcohol is part of a generally recognized religious service or ceremony; [Optional]; or
 - c. ~~the use or possession is part of a non-school function. The District will require the entity utilizing school property to furnish evidence of insurance, satisfactory to the District, with the District identified as an additional insured on the policy.~~
3. Any person or entity with the Superintendent's or designee's permission in subsection D.2 must comply with and enforce all applicable laws and regulations and obtain any legally-required permits. See also Policy 3304.
4. District personnel should review Policy 4210 for the District's drug- and alcohol-free workplace policy.

E. It shall not be a violation of this policy:

1. for commercial tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity in the District school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product;
2. for a person to possess or provide tobacco, tobacco-related devices, imitation tobacco products, or lighters to any other person as part of an indigenous practice used by Native communities for spiritual and medicinal purposes. It shall not be a violation of this policy to use tobacco, tobacco-related devices, initiation tobacco products, or lighters as part of an educational experience related to traditional or sacred tobacco practices that has been approved by administrators;
3. to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a nicotine dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. [Optional]; or

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4. ~~to use or possess a tobacco product on District premises at outdoor areas including, but not limited to, an open-air stadium during either the following time periods:~~

a. ~~on Saturdays, Sundays, and other days on which there are no regularly scheduled school hours; or~~

b. ~~after 6 p.m. on days during which there are regularly scheduled school hours.]~~

Legal authority: 20 USC 6081 et seq.; 21 USC 812, 21 USC 860; 21 CFR 1100.3; MCL 333.7201 et seq., 333.7410, 333.12601 et seq.; MCL 436.1904; MCL 722.642; MCL 750.473; Mich Admin Code R 338.3101 et seq.

Date adopted: November 11, 2021

Date revised: August 14, 2024, August 12, 2026

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Series 3000: Operations, Finance, and Property

3100 General Operations

3108 Service Animals

The District will permit a person with a disability to be accompanied by a service animal in all areas of the District's facilities where members of the public, invitees, or participants in District services, programs, or activities are permitted.

A. Definitions

1. A "service animal" means any dog that is individually trained to perform tasks for the benefit of a person with a disability. A dog whose sole purpose is to deter crime or whose mere presence is to provide emotional support or comfort to the person with a disability is not a service animal.

Except as provided by law, other animals are not service animals for purposes of this definition. Under certain circumstances, the District will permit a person with a disability to be accompanied by a miniature horse in District facilities if the horse has been individually trained to perform tasks for the benefit of the person with a disability.

The work or tasks performed by a service animal must be directly related to the person's disability. The service animal must be trained to take a specific action when needed to assist the person with a disability. Examples of work or tasks include, but are not limited to:

- ☐ assisting blind or low vision persons with navigation and other tasks;
- ☐ alerting deaf or hard of hearing persons to the presence of people or sounds;
- ☐ providing non-violent protection or rescue work;
- ☐ pulling a wheelchair;
- ☐ assisting a person during a seizure;
- ☐ alerting persons to the presence of allergens, the onset of a seizure, or high/low blood sugar levels;
- ☐ retrieving items such as medicine or a telephone;

Commented [1]: Shawn recommends accepting as written

- ☐ providing physical support and assistance with balance and stability to persons with mobility disabilities; and
 - ☐ helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
2. A "service animal in training" means an animal accompanied by an animal raiser or trainer with the intent that animal is being raised, socialized, and trained to become a service animal.
 3. An "animal raiser or trainer" means an individual who raises and socializes a service animal in training with the intent that the animal will become a service animal.

B. Admission of Service Animals

A student or employee with a disability who desires to be accompanied by a service animal at school is encouraged, but is not required, to notify the District in writing at least 10 school days or as soon as is practicable before bringing the service animal to school. The District may provide a form for this purpose.

If a student or employee desires to be accompanied by a service animal during school or work and the student or employee will not be the animal's handler, the handler must undergo a criminal history check and any other background check required for employees and volunteers by state law or Policy before being allowed to regularly access District facilities as the handler. The District will permit the person with a disability to be accompanied by a service animal in District facilities without that handler.

C. Inquiries

District officials may ask the person with a disability or the service animal's owner or handler the following questions to the extent the answers to the questions are not readily apparent:

- ☐ Is the service animal required because of a disability?
- ☐ What type of work or task has the service animal been trained to perform?

District personnel will not inquire about the nature or extent of the person's disability. District personnel also may not require documentation that the service animal is certified, trained, or licensed as a service animal, nor may District personnel require the service animal to demonstrate its task or work.

If a local ordinance or the public health department requires that dogs be vaccinated, registered, or licensed with the county or other authority, the District may require proof that a service animal meets those requirements.

D. Charges, Fees, and Liability

The District may not ask or require a person with a disability to pay the District to be accompanied by a service animal on District property. The District may charge the service animal's owner for damages to District property caused by the service animal to the extent it charges other persons for damages caused to District property.

The owner of the service animal is solely responsible and liable for any damage to District property or injury to persons caused by the animal.

E. Care and Supervision of Service Animal

The person with a disability or the service animal's handler is responsible for the care and supervision of the service animal at school, including, toileting, feeding, grooming, veterinary care, and exercising. The District is not responsible for supervising or otherwise caring for a service animal unless required by law.

F. Control of Service Animal

A service animal must be under its handler's control at all times. A service animal must be on a harness, leash, backpack, or other tether unless the person's disability prevents the use of the device or the device interferes with the service animal's safe and effective performance of work or tasks. In this case, the person with a disability or the handler must use voice, signal, or other effective means to maintain control of the service animal.

G. Exclusion of Service Animal

The District may exclude a service animal from District property or functions if:

- ☐ the animal is out of control and the handler does not take effective action to control it;
- ☐ the animal is not housebroken;
- ☐ the animal poses a direct threat to the health or safety of others; or
- ☐ the animal's presence fundamentally alters the nature of the District's programs, services, or activities.

If District officials determine that the service animal should be excluded from District facilities for one of the above reasons, the person with a disability (or the

Parent of a student with a disability) will be notified of the determination, asked to remove the service animal immediately, and given an opportunity to respond to the District's concerns. If a District official determines to exclude a service animal, he or she shall notify the owner in writing and provide a copy of the District's Section 504/ADA grievance procedures. The person with a disability shall be given the opportunity to participate in the District service, program, or activity without the service animal.

H. Allergies

Allergies to pet dander and the fear of dogs are not valid reasons to exclude a service animal from District facilities. A person who has a concern about a service animal's presence in District facilities should contact the building administrator or the District's Section 504/ADA Coordinator.

I. Denial of Access and Grievance

If a District official denies a request for access of a service animal, the person with a disability or his/her Parent may file a written grievance with the District's Section 504/ADA Coordinator.

Nothing in this Policy diminishes any right a person with a disability may have to be accompanied by a service animal or other assistance animal in District facilities or at District events under other federal or state laws.

J. Service Animals in Training

The District will permit service animals in-training in all areas of the District's facilities where members of the public, invitees, or participants in District services, programs, or activities are permitted, if the service animal in training is accompanied by an animal raiser or trainer for the purpose of training or socializing the animal.

The service animal in training must be under the control of the raiser or trainer and have a harness, leash, or other tether. If the use of these items interferes with the service animal in training's safe and effective performance of work, tasks, training, or socialization, the service animal in training must be otherwise under the control of the animal raiser or trainer.

Allergies to pet dander or fear of the animal are not valid reasons to exclude service animal in training from the District's facilities.

The animal raiser or trainer is responsible for the care and supervision of the service animal in training at school, including, toileting, feeding, grooming, veterinary care, and exercising. The District is not responsible for supervising or otherwise caring for a service animal in training unless required by law.

The District may exclude a service animal in training from District property or functions only if:

- ☐ the animal is out of control and the animal raiser or trainer does not take effective action to control it;
- ☐ the animal is not housebroken;
- ☐ the animal poses a direct threat to the health or safety of others; or
- ☐ the animal's presence fundamentally alters the nature of the District's programs, services, or activities.

If District officials determine that the service animal in training should be excluded from District facilities, the animal raiser or trainer will be notified of the determination, asked to remove the service animal in training immediately, and given an opportunity to participate in the District service, program, or activity without the service animal in training.

The District may not ask or require an animal raiser or trainer to pay the District to be accompanied by a service animal in training on District property. The District may charge the animal raiser or trainer for damages to District property caused by the service animal in training to the extent it charges other persons for damages caused to District property.

The animal raiser or trainer is solely responsible and liable for any damage to District property or injury to persons caused by the animal.

K. Non-Service Animals

Animals on District property that are not service animals as defined by the ADA, such as pets or emotional support animals, are not covered by this Policy. See Policy 3109.

Legal authority: 28 CFR 35.136; MCL 287.291

Date adopted: [November 11, 2020](#)

Date revised: [August 14, 2024, August 12, 2026](#)

Series 3000: Operations, Finance, and Property

3100 General Operations

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Reserved

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H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 13, 2025, August 12, 20206

Series 3000: Operations, Finance, and Property

3100 General Operations

3115A Definitions for 3115 Series

- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
1. "Appeals Officer" means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
 2. "Complainant" means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Unlawful Discrimination.
 3. "Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
 4. "Coordinator" means the person(s) designated by the District to coordinate the District's compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
 5. "Day" means a day that the District's central office is open for business, unless otherwise indicated.
 6. "Decisionmaker" means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
 7. "Disciplinary Sanctions" means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 8. "Grievance Procedure" means the process outlined in Policy 3115E.
 9. "Informal Resolution Facilitator" means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
 10. "Investigator" means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

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11. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
12. “Party” means a Complainant or Respondent.
13. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
14. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
15. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
16. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - a. restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
 - b. provide support during the District’s Grievance Procedure or during an informal resolution process.
17. “Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person’s membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
3. ***Sex-Based Harassment***, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: [November 11, 2020](#)

Date revised: [August 14, 2024, February 13, 2025, August 13, 2025, August 12, 2026](#)

Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination Coordinators:

Title IX Coordinator

Title IX Coordinator

Payroll & Benefits Coordinator

11051 N. Cut Road, Roscommon, MI 48653

989-275-9554

Section 504 Coordinator

Special Education Director

11051 N. Cut Road, Roscommon, MI 48653

989-275-9562

Civil Rights Coordinator/Employment Compliance Officer

Special Education Director

11051 N. Cut Road, Roscommon, MI 48653

989-275-9562

[TITLE IX COORDINATOR NAME OR POSITION/TITLE]

[TITLE IX COORDINATOR ADDRESS]

[TITLE IX COORDINATOR PHONE NUMBER]

[TITLE IX COORDINATOR EMAIL]

[Optional Second Title IX Coordinator:]

[TITLE IX COORDINATOR NAME OR POSITION/TITLE]

[TITLE IX COORDINATOR ADDRESS]

[TITLE IX COORDINATOR PHONE NUMBER]

[TITLE IX COORDINATOR EMAIL]

Section 504 Coordinator

[SECTION 504 COORDINATOR NAME OR POSITION/TITLE]

[SECTION 504 COORDINATOR ADDRESS]

[SECTION 504 COORDINATOR PHONE NUMBER]

[SECTION 504 COORDINATOR EMAIL]

Civil Rights Coordinator/Employment Compliance Officer

[CIVIL RIGHTS COORDINATOR NAME OR POSITION/TITLE]

[CIVIL RIGHTS COORDINATOR ADDRESS]

[CIVIL RIGHTS COORDINATOR PHONE NUMBER]

[CIVIL RIGHTS COORDINATOR EMAIL]

~~[NOTE (delete after drafting): The District may select more than one Coordinator per position and the same person may serve in multiple positions.]~~

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 12, 2026

Series 3000: Operations, Finance, and Property

3100 General Operations

3115C Supportive Measures

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A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 12, 2026

Series 3000: Operations, Finance, and Property

3100 General Operations

3115D *Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 12, 2026

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115E *Grievance Procedure and Remedies*

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A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

The Decisionmaker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and
- c. Retaliation is prohibited.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

Following the investigation and evaluation of the evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.
- c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 12, 2026

Series 3000: Operations, Finance, and Property

3100 General Operations

3115H *Training Requirements and Policy Notice*

A. Training Requirements

All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement

The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, February 13, 2025, August 12, 2026

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Series 3000: Operations, Finance, and Property

3100 General Operations

3122 Transfer of Territory Requests

A. Initial Review

If the ISD receives a petition or resolution to transfer territory from one school district to another school district, the Superintendent or designee shall forward a copy of the petition or resolution to each affected school district. The Board shall initially determine whether the petitioner has satisfied the statutory criteria necessary to initiate such a petition. The petitioner's failure to satisfy the applicable statutory criteria will justify denial of the petition.

B. Notice of Consideration

For consideration of a transfer petition or resolution that satisfies the applicable statutory criteria, the Superintendent or designee shall give 10 days' notice of the date, time, and place of a Board meeting to occur within 60 days after receipt of the petition or resolution, at which the Board will consider the petition or resolution and the proposed alteration in school district boundaries. The notice shall be published in a newspaper of general circulation in the territory of each affected school district.

C. Consideration Procedures

At the designated Board meeting the following procedures will apply, in addition to any other procedures adopted by the Board in its discretion:

1. The petitioner(s) named in the petition may offer a presentation of not more than [] minutes to support the petition, which time may be extended by the Board in its discretion.
2. A representative of each affected school district may offer a presentation of not more than [] minutes each in response to a proposed transfer, which time may be extended by the Board in its discretion.
3. Owners of the affected property who did not sign a petition may offer a presentation of not more than [] minutes in response to the proposed transfer, which time may be extended by the Board in its discretion.

A presenter may submit documents in support of the presenter's position, provided copies of such documents have been shared with the Board and the other relevant parties at least [] days before the meeting.

The Board, in its sole discretion, may deliberate and render its determination on the proposed transfer at the designated Board meeting or at a later Board meeting to occur within 60 days after receipt of the petition or resolution. If a transfer is

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Commented [2]: to discuss time limit for presentations- 15 min?

Commented [3]: to discuss time limit for presentations- 15 min?

Commented [4]: to discuss- 7 days?

approved, the Board shall determine the effective date of the transfer, which shall be at least 10 days after the date of the Board's determination.

D. Proposed Transfer of Property Across Intermediate School District Boundaries

If a proposed transfer seeks to transfer property across the ISD's boundaries, the Board shall coordinate procedures with the other affected intermediate school board, including meeting jointly as a single board with the other affected intermediate school board to consider the proposed transfer.

E. Map Amendment and Payment for Loss

When a transfer is approved, the Board shall cause a map to be prepared to evidence the approved transfer and shall distribute copies of the map, as required by law. The Board shall determine whether an approved transfer involves either the transfer of any real or personal property of a school district and, if so, the Board shall also determine an equitable payment for the loss of that property. The Board may require an accounting from the affected school district(s) for such a determination.

F. Right of Appeal

A petitioner or an affected school district may appeal a decision of the Board concerning a property transfer petition or resolution to the State Board of Education, as provided by law.

Legal authority: MCL 380.951, et seq.

Date adopted: August 12, 2026

Date revised:

Series 3000: Operations, Finance, and Property

3200 Finance and Borrowing

3202 Budget and Truth in Budgeting/Taxation Hearings

The Board must annually adopt a budget to support District programs and services for the ensuing fiscal year. The Superintendent will be responsible for developing the budget subject to the Board's direction and decisions. The budget document will be updated, based upon the District's educational program.

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A. Budget

1. The Superintendent will prepare each proposed budget in accordance with Board policies and goals and state law. Each budget will be based on up-to-date revenue estimates and will reflect the assessed needs and programs approved by the Board.
2. The Superintendent will file the general fund budget for the ensuing fiscal year with the board of each constituent district by May 1. If necessary to receive a tax rate allocation from a county tax allocation board, the Superintendent will prepare the general fund budget for the ensuing fiscal year by April 1 in the form prescribed by the county tax allocation board, and the Superintendent will file the general fund budget with the county tax allocation board and the county clerk of each county in which the District is situated on or before the third Monday in April of each year.
3. The Board must adopt each budget by June 30 of each year.
4. As circumstances change through the course of the fiscal year, the Superintendent will bring recommended budget amendments to the Board for review and adoption.
5. Within 15 days after the Board adopts a budget or any amendment to a budget, the Superintendent or designee must make the budget or amended budget available through a link on the District's website homepage.
6. [Optional: The Board's goal is to maintain an annual unassigned fund balance of at least 15 _____% of estimated expenditures in the ~~{Choose each applicable fund: General Fund / Special Education Fund / Career and Technical Education Fund}~~.]

B. Truth in Budgeting Hearing

1. The Board must hold a public hearing on the proposed budget before adopting the budget. The Superintendent or designee must give notice of the public hearing by publication in a newspaper of general circulation within the District at least 6 days before the hearing. The notice must:

- ☐ include the time and place of the hearing;
- ☐ state that the proposed budget(s) is available for public inspection at the District's administrative offices; and
- ☐ include the following statement printed in 11-point boldfaced type:

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

2. The Board must consider and adopt the budget within 10 days after the public hearing in accordance with state law.

C. Truth in Taxation Hearing

If additional District operating millage, including recreational millage, is approved by the electorate after the District holds the public hearing on the proposed budget, and the District intends to levy such additional millage for the first time before the next fiscal year's public hearing on the proposed budget, the Board must hold a separate public hearing on the proposed levy of such additional millage. The Superintendent or designee must give notice of the public hearing by publication in a newspaper of general circulation within the District at least 6 days before the hearing, which notice must state the time and place of the hearing and the proposed additional millage. The Board must approve the levy of the additional millage within 10 days after the public hearing in accordance with state law.

Legal authority: MCL 141.411 et seq., 141.421 et seq.; MCL 211.24e, 211.210; MCL 380.624

Date adopted: November 11, 2021

Date revised: August 14, 2024, August 12, 2026

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3301A *Purchasing and Procurement with Federal Funds*

This Policy applies to purchases of property and services with federal funds that are subject to the Uniform Grant Guidance. The federal regulation is incorporated by reference, and all terms in this Policy have the same meanings as defined therein (2 CFR 200.1-99).

A. State Law Requirements Still Apply

Bidding requirements under Policy 3301 and Policy 3306, as applicable, remain enforceable in addition to any requirements in this Policy.

B. Procurement Methods

When bidding is required, the District must use 1 of the following procurement methods that includes information sufficient to inform all potential bidders about the District's technical, service, and bid procedure requirements:

1. Micro-Purchases

- a. In accordance with the requirements of 2 CFR 200.320(a)(1)(iv), the District self-certifies a micro-purchase threshold equal to the state bid threshold established by MDE each year. MDE's publication of the state bid threshold shall be considered the District's adoption, endorsement, and annual self-certification of the micro-purchase threshold.
- b. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding. For purposes of this subsection, "reasonable" means the District has determined, supported by documentation, that the purchase is comparable to market prices for the geographic area.
- c. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

2. Purchases between the Micro-Purchase Threshold and \$350,000 (simplified acquisition threshold)

The District will use a bidding procedure identified in Policy 3301 subsection C.1.

3. Purchases over \$350,000

- a. The District must either receive sealed bids through formal advertising or prepare a comprehensive request for proposals and submit it to at least 5 sources.

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- b. With either method, the District will perform a price analysis, making an independent estimate of costs before receiving bids.
- C. The District will take affirmative steps to ensure that small businesses, minority-owned businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are included in bidding opportunities.
- D. A person may protest the veracity, conformity, or eligibility of a bid. The District will handle bid protests as follows:
 - 1. within 48 hours of the time when bid results are made available, the protesting person will submit a written protest to the Superintendent describing in detail the nature of the protest;
 - 2. the Superintendent or designee will review the written protest, and the Superintendent may bring it to the Board's attention in the Superintendent's discretion; and
 - 3. a person's failure to file a protest as described above is an irrevocable waiver of the bid protest.

Nothing in this Policy reduces or eliminates the District's rights or protections afforded under the law.

- E. The District will retain all bids and formal bid solicitation documents for a period of 6 years after the bid opening date, or longer if required by law.

Legal authority: 2 CFR 200.1 et seq.

Date adopted: October 19, 2022

Date revised: August 13, 2026

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3303 Gifts and Donations

The Board recognizes and appreciates the generosity and support it receives in the form of gifts, donations, and voluntary contributions ("Donations") from individuals, companies, Parent support groups, the community, and other donors.

The District requests that substantial Donations be accompanied by Form 3303-F Gifts and Donations. All Donations made for a particular purpose must be accompanied by Form 3303-F.

A. Accepting Donations

1. Donations must be lawful and support an educational purpose.
2. Donations accepted by the District will become public funds or public property unless an exception is provided under applicable law.
3. The Board authorizes the Superintendent or designee to accept Donations of personal property on behalf of the Board with an estimated fair market value of \$10,000 or less. The Board retains authority, in its discretion, to accept Donations of personal property exceeding \$10,000.
4. The Board must approve all Donations of real property, regardless of value.
5. Donations accepted by the District will be used for any specific purpose identified by the donor provided the purpose is lawful and consistent with the District's interests and objectives. A donor may identify the specific purpose of the Donation and any other lawful conditions using Form 3303-F.
6. Except as required by law, the District does not have an obligation to replace a Donation that is lost, destroyed, or becomes obsolete.
7. The Board reserves the right to take any action regarding a donation permitted or required by applicable law.

B. Optional: Soliciting Donations

1. The District may solicit donations in accordance with law, which may include pursuing an exemption from registration under the Charitable Organizations and Solicitations Act.
2. Any individual wishing to solicit donations on behalf of the District must obtain prior written approval from the Superintendent or designee before representing any affiliation with the District. Unless otherwise agreed by the Superintendent or designee, the individual will be responsible for all costs and liability related to the solicitation and all received donations will become the District's property.]

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C. Scholarships are governed by Policy 3207.

D. A donor is solely responsible for any tax consequences related to a Donation.

Legal authority: MCL 123.905; MCL 400.271, et seq.

Date adopted: February 14, 2024

Date revised: August 14, 2024, August 12, 2026

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3304 Use of District Property

A. Definitions

1. [Optional in conjunction with subsection D.5: "Non-curricular education group" means a non-student group comprised of a substantial number of District students organized for the general benefit of students, such as Boy Scouts, Girl Scouts, 4-H, and other similar groups.]
2. "Non-student group" means any group or persons, other than a student group, who requests to use District facilities and are supervised by at least 1 adult responsible for the group.
3. "Student group" means 1 or more students participating in District-sponsored curricular or extracurricular activities supervised by District personnel; or a student-initiated, non-curricular student group, which is permitted to hold meetings and events on school premises. Student groups may include, but are not limited to, an athletic team, student council, academic team, or student club.

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B. General Facilities Use Guidelines

1. Rental fees for District facilities and equipment will be set by [Choose Option 1 or 2:] [Option 1: the Board.] [Option 2: the Superintendent or designee.]
2. Any person or group using District facilities must maintain order and safety, protect property, and restore the facilities to their condition before use.
3. The District may seek reimbursement from a user of its facilities for any costs the District incurs in opening, restoring, or cleaning such facilities.
4. The Superintendent or designee may deny a request to use the District's facilities or equipment if the Superintendent or designee believes that the person or group does not have sufficient financial resources to cover costs required by this Policy or is unwilling to pay them.
5. No person or group using District facilities under this Policy may charge a fee for admission or parking unless approved in writing in advance by the Superintendent or designee.
6. Any person or group using the District's facilities for any purpose must comply with all applicable laws, Board Policies, rules, and regulations.
7. For a non-student group that wishes to use a facility, a supervising adult must submit a written facility use request to the Superintendent or designee. The request, applicable rental fee, and other required documents must be received by the Superintendent or designee before any facility use will be considered.

Commented [2]: chose option 2 last time

The supervising adult assumes primary responsibility for complying with subsection B.2.

8. Leasing District property is addressed in Policy 3305.

C. Use of District Facilities by Student Groups

1. The applicable building principal may determine the time and place of a student group's use of available District facilities.
2. Student groups may use available District facilities without charge.
3. The District may bear any costs associated with use by a student group (e.g., fees paid to a cook or a custodian).
4. Student groups have priority to use District facilities over non-student groups.

D. Use of District Facilities by Non-Student Groups

[Choose Option 1 or 2:]

[Option 1: The District does not allow non-student groups to use District facilities.]

1. [Option 2: The Superintendent or designee may authorize or limit the use of District facilities by non-student groups consistent with this Policy and applicable law.
2. When any non-student group requests to use District facilities, the group may be required to provide proof of insurance, naming the District as an additional insured, with coverage acceptable to the Superintendent or designee.
3. Use must occur while the facility is available, with minimal interference to scheduled activities, custodians, or other student and personnel facility use.
4. The facility use will occur at times and places determined by the Superintendent or designee.
5. If non-student groups are authorized to use District facilities, the Superintendent or designee will prioritize their use in the following order:
 - a. non-curricular education groups;
 - b. community groups solely or jointly supporting the District (e.g., booster clubs, PTO);
 - c. government organizations within the District's geographic boundaries;
 - d. non-profit organizations whose activities are open to the general public and serve the community; and
 - e. all other non-student groups.

Commented [3]: chose option 2 last time

The Superintendent or designee has sole discretion to determine the classification of a non-student group.]

6. The District's facilities are not public for a [Optional: and a non-student group's access to such facilities does not create a public forum.][Note: Call legal counsel to discuss before relying on this subsection D.6].

Commented [4]: kept this wording last time

7. Denial of access

- a. The Superintendent or designee may reject a non-student group's request to use District facilities if the group's use of the facilities is for a commercial purpose. A booster club or other organization raising money purely for the support of a student group and not for personal profit is not considered a commercial purpose.
- b. The Superintendent or designee may lawfully restrict, exclude, or impose conditions on a person inappropriately using District facilities or violating this Policy. A person who refuses to comply may be considered a trespasser.

E. [Optional: Use of Specialty Facilities by Application and Agreement

Commented [5]: new - to discuss & decide

1. The District permits non-commercial use of the following facilities by persons for their personal health and wellness: weight room, track, _____ and associated locker-room facilities (the "Specialty Facilities"). The District may authorize use of the Specialty Facilities on [Choose one: an annual / a semi-annual / a monthly] basis on conditions determined by the Superintendent or designee, which may include a waiver and use agreement.
2. A person using the Specialty Facilities must comply with applicable provisions of this Policy.
3. A person failing or refusing to abide by this Policy may lose the privilege of using the Specialty Facilities.
4. Users of Specialty Facilities acknowledge that they have reduced privacy rights while on District property and that lockers may be subject to search by District officials.]

F. Using District Personal Property

1. A person may use District personal property for non-school use only with the prior permission of the Superintendent or designee.
2. The District may seek reimbursement from a user of its personal property for any costs the District incurs in repairing or replacing such personal property.

Date adopted: August 11, 2021

Date revised: October 19, 2022

Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3306 Construction Bidding

The Board will comply with applicable laws and this Policy for the construction of a new school building or an addition to or repair or renovation of an existing school building (a "Construction Project").

A. When Competitive Bidding is Required

1. The District must competitively bid all labor and material for a Construction Project if the project cost exceeds the then-current state bid threshold published annually by MDE (the "Bid Threshold").
2. The District must competitively bid energy conservation improvements, operational improvements, or the removal or treatment of asbestos or other material injurious to health for school facilities, if authorized under Revised School Code Section 1274a and the cost exceeds the Bid Threshold.
3. The District does not need to competitively bid a:
 - ☐ Construction Project costing less than the Bid Threshold;
 - ☐ contract for repair in emergency situations;
 - ☐ repair normally performed by District employees; or
 - ☐ professional consultant contract.

Commented [1]: this is the new section

B. Bidding Procedure

1. If competitive bidding is required, the District must follow the bidding procedure prescribed by Revised School Code Section 1267 and award contracts to the lowest responsible bidder.
2. To determine whether a bidder is a responsible bidder, the District may consider the factors enumerated in Policy 3301 subsection C.3.b.
3. If competitive bidding is not required, the District may use any lawful means to procure contracts.
4. Each bidder must certify that it is not an Iran-linked business as defined by MCL 129.312.
5. If federal or state prevailing wage requirements apply, project specifications must include the schedule of minimum rates to be paid to each relevant class

of construction mechanic or laborer. If state prevailing wage requirements apply, the schedule of minimum rates must also be printed on bid forms.

C. Alternates

1. Bid specifications may require bidders to submit bids with mandatory alternates or allow bidders to submit voluntary alternates; provided, however, that no voluntary alternate may change the nature of the work.
2. The Board, in its discretion, may award bids based on allowable alternates.

D. Michigan Business Preference

For any Construction Project, the District may apply a preference to a Michigan-based business as described in Policy 3301 subsection C.4.

E. Construction Bidding Using State Aid Act Funds

The purchase of property and services made with state aid must comply with the requirements described in Policy 3301 subsection D.

F. Construction Bidding Using Federal Funds

The purchase of property and services made with federal funds subject to the Uniform Grant Guidance are also governed by Policy 3301A.

Legal authority: 40 USC 3141, et seq.; 2 CFR 200.1, et seq.; MCL 129.311 et seq.; MCL 380.1267; MCL 388.1764c; MCL 408.1101, et seq.

Date adopted: October 19, 2022

Date revised: August 14, 2024, August 12, 2026

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3402 Drills, Plans, and Reports

The Board will take reasonable steps to provide a safe and secure learning environment to protect students and employees.

A. Emergency Drills

The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

B. Cardiac Emergency Response Plan

The Board will develop, adopt, and provide for annual review a cardiac emergency response plan as required by law. The Board will integrate the cardiac emergency response plan into the protocols of the local emergency response system and emergency response agencies. All high school athletic coaches must be certified in CPR and use of an AED by the American Red Cross, the American Heart Association, or a comparable organization approved by MDE.

C. Drinking Water Management Plan

The Board will develop, adopt, update, implement, and make available upon request a Drinking Water Management Plan as required by law.

D. Cooperation

The Superintendent or designee will act as liaison to work with the School Safety Commission and the Office of School Safety, including to identify model practices for determining school safety measures.

E. Safety and Emergency Plans

The Board will comply with the statewide school information policy, and the Superintendent or designee will provide all reports, information, and notices required by that policy. If the policy does not satisfy the requirements of Revised School Code Section 1308b(3), the Board will develop and adopt an emergency operations plan with public input and participation by at least 1 law enforcement agency having jurisdiction over the District. The statewide school information policy or the emergency operations plan, as applicable, will be reviewed every 2 years in conjunction with at least 1 law enforcement agency having jurisdiction over the District. The Board will notify MDE within 30 days after completing a required review.

Legal authority: MCL 29.19, 29.19b; MCL 380.1241, 380.1308, 380.1308b, 380.1310a, 380.1319, 380.1901, et seq.

Date adopted: November 11, 2020

Date revised: August 14, 2024, August 13, 2025, August 12, 2026

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3407 Asbestos Management

A. Asbestos Management Plan

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

1. Each asbestos management plan will address building inspections, re-inspections, preventative measures, periodic surveillance, response actions, operations and maintenance, notices, and other information required by law.
2. Each school building will maintain in its administrative offices a complete, updated copy of the asbestos management plan for that school building. The District's administrative offices will maintain complete, updated copies of asbestos management plans for all school buildings. The District will make asbestos management plans available for inspection without cost but may charge a reasonable amount to make copies.
3. The District will provide training and information, maintain records, and perform asbestos-related obligations with accredited persons as required by law.
4. The Board designates Operations and Facilities Supervisor [REDACTED] ~~(may be an employee or consultant)~~ to oversee the District's compliance with the asbestos management plan and AHERA.

B. Asbestos Abatement Contractors

1. The District will not enter into an agreement with an asbestos abatement contractor for an asbestos abatement project unless the contractor provides an affidavit describing (i) any criminal convictions relating to compliance with environmental laws or regulations, (ii) any notices of violation of environmental laws or regulations, and (iii) whether it has been subject to any administrative order or consent judgment within the preceding 5 years.
2. The District will not enter into an agreement with an asbestos abatement contractor for an asbestos abatement project unless the District conducts a background investigation of the contractor seeking to bid on the project. At a minimum, the background investigation will include (i) consulting the webpage of the Michigan Department of Environment, Great Lakes, and Energy to determine if the contractor has received notices of violation of environmental regulations, or has been subject to an administrative consent order or a consent judgment involving environmental regulations, and (ii) consulting the webpage of the United States Department of Labor, Occupational Safety and Health

Administration to determine if the contractor has received notices of violation of asbestos regulations.

3. The District will not enter into an agreement with an asbestos abatement contractor for an asbestos abatement project if:
 - a. the contractor's affidavit discloses a criminal conviction related to compliance with environmental regulations; and/or
 - b. the contractor has been issued five or more notices of violation of environmental regulations, or has been subject to an administrative consent order or a consent judgment involving environmental regulations within the immediately preceding five years, unless (i) the District investigates each of the notices, administrative consent order, or consent judgment and determines that the contractor is able to adhere to the agreement based on the District's observations of improvements or other demonstrated ability to comply with environmental regulations, (ii) the District makes such determinations in writing and publicly available, and (iii) the District conducts at least one public hearing for public input with at least thirty days' notice.

Legal authority: 15 USC 2641 et seq.; 29 CFR 1910.1001; 40 CFR 763 Subpart E; MCL 338.3351 et seq.; MCL 338.3371 et seq; MCL 388.861 et seq.

Date adopted: November 11, 2020

Date revised: February 14, 2024, August 13, 2025, August 12, 2026

Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3410 Opioid Antagonist [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

The District will provide adequate control, supervision, and training to maintain, distribute, and administer opioid antagonists consistent with state law.

A. Emergency Preparedness

1. The Superintendent or designee may obtain and distribute opioid antagonists as authorized by law.
2. An opioid antagonist maintained by a school may only be administered to a person who is believed to be having an opioid-related overdose by:
 - a. a licensed registered professional nurse employed or contracted by the District; or
 - b. a District employee appropriately trained in accordance with state law.

B. Notice and Reporting

The building principal or designee will:

1. contact 911 if a student is believed to be having an opioid-related overdose;
2. promptly notify the Parent of a student to whom an opioid antagonist has been administered and document all actual and attempted notices. The District will encourage the Parent to seek treatment for the student from a substance use disorder services program; and
3. document all instances of opioid antagonist administration at school.

Legal authority: MCL 15.671 et seq.

Date adopted: ?

Date revised: August 12, 2026

Commented [1]: I did not record a date for the last revision.

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 Non-Discrimination

Commented [1]: Shawn recommends we accept as written

A. Equal Employment Opportunity

The District is committed to equal employment opportunity and compliance with federal, state, and local laws that prohibit workplace Unlawful Discrimination, including unlawful harassment and Retaliation, based on any protected class or activity. This Policy applies to all aspects of employment, including recruiting, advertising, hiring, training, job placement, evaluation, classification, promotion, transfer, work assignment, compensation, benefits, discipline, demotion, termination, reduction in force, recall, and any other term or condition of employment.

This Policy prohibits discrimination against employees or applicants for employment based on the following protected classes: race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class. This Policy also prohibits Retaliation based on a protected activity.

The District prohibits unlawful employment discrimination as required by applicable civil rights statutes, including:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, or national origin;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, sex (including gender identity, and sexual orientation), or national origin;
- Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex;
- Age Discrimination in Employment Act of 1967 (ADEA), which prohibits discrimination based on age as to persons who are at least 40 years old;
- Equal Pay Act of 1963, which prohibits sex discrimination in payment of wages for persons performing substantially equal work in the same establishment;
- Section 504 of the Rehabilitation Act of 1973 (Section 504), which prohibits discrimination based on disability;

- Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified persons with disabilities in employment, public service, public accommodations, and telecommunications;
- Pregnancy Discrimination Act of 1978, which prohibits discrimination based on pregnancy, childbirth, or related medical conditions;
- Pregnant Workers Fairness Act (PWFA), which requires covered employers to provide reasonable accommodations to a worker's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship;
- Genetic Information Non-Discrimination Act of 2008 (GINA), which prohibits discrimination based on genetic information as to health insurance and employment;
- Michigan Elliott-Larsen Civil Rights Act of 1976 (ELCRA), which prohibits discrimination based on race, color, national origin, age, sex, pregnancy, sexual orientation, gender identity or expression, religion, height, weight, or marital status;
- Michigan Persons with Disabilities Civil Rights Act of 1976 (MPDCRA), which prohibits discrimination against qualified persons based on disability that is unrelated to that person's ability to perform the duties of a particular position or genetic information; and
- Michigan Equal Pay Act, which prohibits discriminatory wage practices based on sex.

The District also complies with and prohibits employment action that violates the following statutes:

- Family and Medical Leave Act of 1993 (FMLA), which requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave to eligible employees for certain family, military, and medical reasons, and up to 26 work weeks to care for a covered service member with a serious injury or illness;

- Earned Sick Time Act (ESTA), which provides eligible employees with earned sick time that may be used for certain reasons;
- Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which provides job protection and reemployment rights to individuals who voluntarily or involuntarily leave employment to undertake military service, including military reservists and National Guard members called to duty;
- Public Employment Relations Act of 1947 (PERA), which prohibits a public employer from discriminating against an employee based on membership or non-membership in a labor organization;
- Fair Labor Standards Act of 1938 (FLSA), which establishes minimum wage, overtime pay, record keeping, and youth employment standards affecting employees; and
- Michigan Whistleblower Protection Act of 1980, which protects employees who report a violation or suspected violation of state, local, or federal law and employees who participate in hearings, investigations, or court actions.

B. Reporting Requirements

Any employee who believes he/she has been subjected to behavior that violates this Policy is encouraged to file a complaint promptly with a supervisor. A complaint implicating an individual's civil rights will be investigated pursuant to the procedures outlined in Policy 4104 and 3115-3115H. A complaint alleging Title IX sexual harassment will be investigated pursuant to the procedures outlined in Policy 3118.

Employees with questions about compliance with this Policy and applicable laws should contact the Superintendent or the Employment Compliance Officer(s) identified in Policy 3115B.

Board members, administrators, and supervisors must promptly report incidents of Unlawful Discrimination and Retaliation that he/she observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s) identified in Policy 3115B.

A failure to comply with reporting requirements may result in discipline, including discharge.

C. Employment Discrimination Compliance Training

The District will train administrators, supervisors, and the Employment Compliance Officer(s) on how to address and investigate Unlawful Discrimination and Retaliation complaints.

The District may also provide Unlawful Discrimination and Retaliation training to Board members and employees.

Training may be provided by an outside entity or person approved by the District.

Legal authority: 20 USC 1681 et seq.; 29 USC 206 et seq., 701 et seq., 2601 et seq.; 38 USC 4301 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 12101 et seq.; H.R. 2617-1626, 117th Cong. § 103(1) (signed into law December 29, 2022); MCL 37.1101 et seq., 37.2101 et seq.; MCL 423.201 et seq.; MCL 750.556; 34 CFR 106.1 et seq.; MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 515 Mich 328 (2024)

Date adopted: August 11, 2021

Date revised: August 14, 2024; August 13, 2026

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 *Employment Complaint Procedure for Allegations Implicating Civil Rights*

Commented [1]: Shawn recommends we accept as written

This employment complaint procedure for allegations implicating an employee's civil rights is designed to facilitate: (1) prompt notification of alleged Unlawful Discrimination, including unlawful harassment and Retaliation; (2) a prompt and thorough investigation of good faith allegations; and (3) the implementation of appropriate corrective action, if necessary, to eliminate verified Unlawful Discrimination, harassment, and Retaliation from the workplace.

A. Initiating a Complaint

1. A Board member, employee, or employment applicant who believes he/she has been the subject of Unlawful Discrimination, harassment or Retaliation, must timely file a complaint, preferably within 10 business days of the alleged or suspected violation or when the reporter obtained knowledge of the alleged or suspected violation, with the Employment Compliance Officer or applicable coordinator listed in Policy 3115B.
2. A complaint of Unlawful Discrimination, including harassment or Retaliation, may be made verbally or in writing. The complaint will be memorialized on Form 3115-F-1.
3. A complaint alleging Title IX sexual harassment must be submitted in writing and signed by the complainant. Policy 3118 governs the Title IX sexual harassment complaint procedures.

B. Investigation Procedures

A written or verbal report (including an anonymous report) of Unlawful Discrimination, including harassment or Retaliation, will be investigated promptly and thoroughly using the Grievance Procedure outlined in Policy 3115E, unless the Complaint is dismissed pursuant to Policy 3115F or informal resolution is reached pursuant to Policy 3115D.

A complaint alleging Title IX sexual harassment will be investigated pursuant to the process set forth in Policy 3118.

C. Reports to State or Federal Administrative Agencies

Any person who believes that he/she was the victim of Unlawful Discrimination, including unlawful harassment or Retaliation, may file a complaint with the Michigan Department of Civil Rights (MDCR) or the Equal Employment Opportunity Commission (EEOC) at any time:

Michigan Department of Civil Rights
Telephone: 1-800-482-3604

Email: MDCRServiceCenter@michigan.gov
Public Portal: <https://www.michigan.gov/mdcr/public-portal>

Equal Employment Opportunity Commission Patrick V. McNamara Building
477 Michigan Avenue - Room 865
Detroit, MI 48226
Phone: 800-669-4000
Fax: 313-226-4610
TTY: 800-669-6820
ASL Video: 844-234-5122
Public Portal: <https://publicportal.eeoc.gov/portal/>
Email: info@eeoc.gov

An agency complaint may be filed before, during, or after a complaint is filed with the District, or a person may forego filing a complaint with the District and rely solely on the MDCR or EEOC. The District recommends that a person who has been subjected to Unlawful Discrimination, including unlawful harassment or Retaliation, also file a complaint with the District to ensure that the District can take steps to prevent further Unlawful Discrimination, including unlawful harassment or Retaliation, and to discipline the Respondent, if appropriate. The MDCR and EEOC do not serve as an appellate body for District decisions. An investigation by the MDCR or EEOC will occur separately from any District investigation.

Legal authority: U.S. CONST. amend. XIV; 20 USC 1681 et seq.; 29 USC 701 et seq.; 42 USC 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1630; 34 CFR 104, 106.1, et seq.; MCL 15.261 et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: November 11, 2020

Date revised: November 9, 2022; February 14, 2024; August 14, 2024; February 13, 2025; August 12, 2026

Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 *Michigan Earned Sick Time Act (ESTA)* [Required for Districts with More Than 10 Employees] [Note: If the District has 10 or fewer employees, please contact the Thrun Board Policy Administrator to receive a different version of this ESTA policy.]

A. General

Eligible employees will accrue paid leave as provided by the ESTA. Applicable provisions of a collective bargaining agreement, individual employment contract, or handbook remain in place and may provide additional paid leave time that is not provided by the ESTA.

Unless otherwise agreed with union representation, the ESTA does not apply to employees subject to a conflicting collective bargaining agreement in effect on February 21, 2025, until the collective bargaining agreement expires.

The ESTA does not apply to an employee subject to a conflicting individual employment contract in effect on February 21, 2025, until that contract expires, if all of the following are satisfied:

- ☐ the District and the employee signed the contract on or before December 31, 2024;
- ☐ the contract is effective for not longer than 3 years; and
- ☐ the District notified the Michigan Department of Labor and Economic Opportunity (LEO) of the contract.

B. Definitions

1. "ESTA benefit year" means the 12-month period from July 1 to June 30. [Optional: may adjust 12-month period]
2. "Eligible employee" means an employee engaged in service to the District. The following, however, are not eligible employees:
 - a. an unpaid trainee or unpaid intern;
 - b. a person employed in accordance with the Michigan Youth Employment Standards Act, MCL 409.101, *et seq*; or
 - c. positions when the employee may schedule their own working hours as approved by the Superintendent or designee. For those approved positions, the District will not take adverse personnel action for failure to schedule a minimum amount of working hours.

Commented [1]: we did not

If a collective bargaining agreement or contract meets the requirements in Section A above, then an employee covered by that contract is not an eligible employee until the contract expires.

3. "Family member" is defined as:

- a. biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the eligible employee stands *in loco parentis*;
- b. biological parent, foster parent, stepparent, or adoptive parent or legal guardian of an eligible employee or an eligible employee's spouse (under the laws of any state) or domestic partner or a person who stood *in loco parentis* when the eligible employee was a minor child;
- c. an individual to whom the eligible employee is legally married under the laws of any state or a domestic partner;
- d. grandparent, grandchild, and biological, foster, or adopted sibling;
- e. an individual related by blood; or
- f. an individual whose close association with the eligible employee is the equivalent of a family relationship.

4. "Earned sick time" means paid leave as allowed by the ESTA.

5. All other ESTA-defined terms apply to this Policy.

C. Wait Period and Leave Reinstatement Upon Re-Employment

A newly hired eligible employee may not use accrued earned sick time until 120 calendar days after the employee's start date, unless otherwise provided in a collective bargaining agreement, individual employment contract, employee handbook, or the ESTA.

Upon discharge or other separation from employment, an employee automatically loses accrued earned sick time unless the employee is rehired by the District within 2 months of the separation.

Accrued earned sick time that is not used before an employee's separation from employment will have no monetary value. If an employee separates from employment and is rehired by the District not more than two (2) months after separation, the District will reinstate previously accrued and unused earned sick time and allow the employee to use that earned sick time and accrue additional earned sick time upon reinstatement. This paragraph does not apply if the District paid the employee the value of the employee's unused accrued earned sick time at the time of separation.

D. ESTA Leave Accrual and Frontloading

1. Leave Accrual

Unless the District frontloads earned sick time under Section D(2), an eligible employee begins accruing earned sick time on February 21, 2025 or the employee's start date, whichever is later.

An eligible employee will accrue 1 hour of earned sick time for every 30 hours worked, but the eligible employee may only use up to 72 hours of earned sick time in a single ESTA benefit year. An FLSA-exempt eligible employee is assumed to work 40 hours per workweek unless the employee's normal workweek is less than 40 hours.

Up to 72 hours of unused accrued earned sick time will carry over from ESTA benefit year to ESTA benefit year.

2. Frontloading Leave

For each ESTA benefit year, the District may frontload earned sick time consistent with this policy, a collective bargaining agreement, or individual employment contract.

If frontloading, the District will grant a full-time eligible employee 72 hours of earned sick time at the beginning of an ESTA benefit year. For a part-time eligible employee, the District will provide the employee with:

- a written notice of how many hours the employee is expected to work during the ESTA benefit year at the time of hire;
- an amount of earned sick time at the beginning of the ESTA benefit year that is proportional to the earned sick time the employee would accrue if the employee worked all the hours in that written notice; and
- 1 hour of earned sick time for every 30 hours worked after the employee exceeds the work hours in that written notice.

Frontloaded earned sick time will not carry over from one ESTA benefit year to the next unless authorized in the applicable collective bargaining agreement, individual employment contract, or handbook.

3. Compliance Presumption

The District is in compliance with this Section D if it:

- provides an eligible employee with paid time off in at least the same amounts of time off described in the ESTA that may be

used for ESTA purposes or any other approved purpose, with the time used for an ESTA purpose being subject to the ESTA; or

- is a signatory to a collective bargaining agreement that requires contributions to a multiemployer plan under the Employee Retirement Income Security Act, subject to certain conditions.

E. Additional Absences

Additional absences, above and beyond earned sick time under the ESTA, are governed by an applicable collective bargaining agreement, individual employment contract, or Board Policy.

F. Permissible Uses

An eligible employee may use earned sick time for the following reasons:

1. the employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee;
2. for the employee's family member's mental or physical illness, injury, or health condition, medical diagnosis, care, or treatment of the employee's family member's mental or physical illness, injury, or health condition or preventative medical care for a family member of the employee;
3. if the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability, to obtain services from a victim services organization, to relocate due to domestic violence or sexual assault, to obtain legal services, or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
4. for meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
5. for closure of the employee's place of business by order of a public official due to a public health emergency, for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

G. Use of Earned Sick Time

If the eligible employee's need to use leave is foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time at least 7 days prior to the date leave is to begin. If the eligible employee's need to use leave is not foreseeable, the employee must provide notice to the District of the employee's intent to use earned sick time as soon as practicable. For leave of more than 3 consecutive days, upon District request, the eligible employee must provide the District – within 15 days after the request – reasonable documentation that earned sick time was used for an ESTA purpose. The District will be responsible for paying the eligible employee's costs in obtaining the requested documentation.

In cases of domestic violence or sexual assault, reasonable documentation includes any of the following:

- ☐ a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault;
- ☐ a signed statement from a victim and witness advocate affirming that the employee or the employee's family member is receiving services from a victim services organization; or
- ☐ a court document indicating that the employee or the employee's family member is involved in legal action related to domestic violence or sexual assault.

All health, sexual assault, and domestic violence information and documentation received from an employee about earned sick time remains confidential and will not be disclosed, except to the employee, with the employee's written permission, or as and to the extent required by law.

Failure to comply with notice procedures or document requests to support the use of earned sick time, or using earned sick time for a non-permissible use, may result in discipline, including discharge.

Unless otherwise provided in an employee's collective bargaining agreement, individual employment contract, or handbook:

- ☐ earned sick time must be used in 15-minute [] [Note: Insert "hourly" or the smallest increment that the District uses to account for absences of use of other time] increments; and
- ☐ an employee using earned sick time will not receive overtime pay, holiday pay, or bonuses for the earned sick time.

H. Notice and Recordkeeping

The District will:

1. provide an ESTA notice created by LEO to each eligible employee at hire (see 4113-F-1);
2. display in a conspicuous location in each of its buildings the ESTA poster created by LEO; and
3. retain for not less than 3 years records documenting hours worked and earned sick time taken by eligible employees.

Legal authority: MCL 408.934b, 408.961 et seq., *Mothering Justice v Attorney General*, 515 Mich 328 (2024)

Date adopted: February 13, 2025

Date revised: March 12, 2025; November 12, 2025; August 12, 2026.

Series 4000: District Employment

4200 Employee Conduct and Ethics

4201 *Employee Ethics and Standards*

Employees must act professionally and model high standards of behavior at all times. Employees shall perform their respective duties and responsibilities in a professional manner, using appropriate judgment. Employees must maintain a standard of behavior that reflects positively on their status as District representatives in the community and is consistent with the Michigan Code of Educational Ethics, which is incorporated herein by reference. See:

https://www.michigan.gov/documents/mde/Code_of_Ethics_653130_7.pdf

If an employee is uncertain as to a potential course of conduct, the employee should seek advice from a supervisor before proceeding.

A. Employee Ethical Conduct

Employees must exercise objectively sound and professional judgment when engaging with students, Parents, colleagues, administrators, Board members, and community members. This standard extends to employee conduct on and off school property. Ethical behavior generally includes, but is not limited to:

1. supporting the physical and emotional welfare and safety of students, Parents, colleagues, administrators, Board members, and community members;
2. complying with federal and state law;
3. competently and appropriately performing duties and responsibilities for which the employee is trained or assigned;
4. assigning tasks to personnel who are qualified and hired to perform the assigned task;
5. refraining from unlawful discrimination, including unlawful harassment, and retaliation as defined by Policy;
6. immediately reporting suspected child abuse or neglect;
7. immediately reporting reasonable cause to believe or suspect abuse, neglect, or exploitation of a vulnerable adult;
8. maintaining confidential information, including student, medical, personnel, financial, and security information, as protected by statute;
9. appropriately using District funds, resources, and technology;
10. maintaining consistent and reliable work attendance, unless excused by the employee's supervisor or the Superintendent or designee, as applicable;

11. engaging in activities or behaviors that enhance the operational and instructional environment;
12. professionally communicating with students, Parents, colleagues, Board members, and community members, including through electronic means;
13. completing time and effort reporting under 4201-AG;
14. abiding by professional, ethical, and licensing standards established by relevant governmental agencies, professional licensing boards, and professional associations, including the Michigan State Board of Education; and
15. self-reporting a criminal charge and plea or conviction, as required by law.

B. Conflict of Interest

Employees shall perform their duties and responsibilities free from a prohibited conflict of interest, unless authorized by the Board or designee. Prohibited conflicts of interest include, but are not limited to:

1. soliciting or accepting anything of value (such as a gift, loan, contribution, or reward), other than compensation received from the District in exchange for services provided to the District, that would influence the employee's judgment when performing the employee's duties;
2. using public funds to purchase alcoholic beverages, jewelry, gifts, fees for golf, or any item the purchase or possession of which is illegal, except as consistent with and permitted by Policy 3205 and Revised School Code Section 1814;
3. using or authorizing the use of the employee's public employment or any confidential information received through public employment to obtain personal, professional, political, or financial gain other than compensation received from the District in exchange for services provided to the District for the employee or a member of the employee's immediate family, or a business with which the employee is associated;
4. using or authorizing the use of District personnel, resources, property, or funds under the employee's care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures, or using those items for personal, professional, political, or financial gain;
5. providing private services, lessons, tutoring, or coaching for students assigned to the employee for additional remuneration, except as permitted by Policy 4214;
6. engaging in any activity of a sexual or romantic nature with another employee(s) or contractor(s) that the employee supervises, unless the individuals are engaged to be married, married, or cohabitating;

7. engaging in any activity of a sexual or romantic nature on school property or at school-sponsored events;
8. directly or indirectly supervising, making, or contributing to an employment decision pertaining to a relative or significant other, or relative of a relative or significant other (as defined by Policy 4213);
9. engaging in any other activity that promotes an employee's financial and pecuniary interests over those of the District; and
10. entering into a proposed contract in which an administrator has a substantial conflict of interest (for Board members, see Policy 2301). Employees shall comply with the disclosure requirements in Policy 2301E(1).

C. Student Fraternization

Employees must establish and maintain professional boundaries with students, including while using personal or District technology. Employees are prohibited from direct or indirect interactions with students that do not reasonably relate to an educational purpose. Employees will behave at all times in a manner supportive of the best interests of students and the District.

Conduct identified below constitutes unprofessional conduct, subjecting the employee to discipline, including discharge, absent express Board or designee authorization. The following list illustrates prohibited behavior involving students but does not describe every kind of prohibited behavior:

1. communicating about alcohol use, drug use, or sexual activity when the discussion is not appropriately related to a specific aspect of the curriculum or the employee's duties;
2. providing drugs, alcohol, tobacco, e-cigarettes, or other items students cannot possess under the District's Student Code of Conduct;
3. commenting about matters involving sex, using double entendre, or making sexually suggestive remarks with no appropriate educational purpose;
4. displaying sexually inappropriate images, materials, or objects;
5. offering or soliciting sexual advice, whether written, verbal, or physical;
6. engaging in any activity of a sexual or romantic nature, including following graduation where the relationship arises out of an employee-student relationship;
7. inappropriate kissing;
8. inappropriately intruding on a student's personal space, such as by touching unnecessarily, moving too close, or staring at a portion of the student's body;

9. communicating directly or indirectly (e.g., by phone, email, text messaging, or social media) on a matter that does not pertain to school without first obtaining the express permission of the student's Parent ~~[Optional]~~ and a District administrator. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (e.g., grades);
10. permitting a specific student to engage in conduct that is not permitted or tolerated from other students;
11. inappropriately discussing with a student the student's personal issues or problems that should normally be discussed with a Parent or counselor unless the employee is the student's family member;
12. inappropriately giving a student a personal gift;
13. allowing a student to live in the employee's residence without first obtaining the express permission of the student's Parent unless the student is the employee's family member, a foreign exchange student placed with the employee, or if the employee serves as the student's foster parent or legal guardian;
14. giving a student a ride in the employee's vehicle without appropriate authorization;
15. taking a student on an activity outside of school without first obtaining the express permission of the student's Parent and a District administrator;
16. inviting a student to the employee's home or residence without first obtaining the express permission of the student's Parent;
17. going to a student's home when the student's Parent or an adult chaperone is not present unless the employee is the student's family member; or
18. engaging in any other conduct which undermines the special position of trust and authority between a District employee and a student.

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D. Abuse and Neglect

1. Children: An employee who suspects child abuse or neglect must: (a) immediately contact Children's Protective Services (CPS), (b) file an appropriate report with that agency as required by the Child Protection Law and Policy 4202, and (c) notify the Superintendent or designee and the building principal or supervisor that the report has been filed.

An employee should consult with their immediate supervisor about their duty to cooperate with CPS investigations or to disclose student records to CPS.

2. Vulnerable Adults: An employee who has reasonable cause to believe or suspect abuse, neglect, or exploitation of a vulnerable adult must: (a) immediately report the matter to Adult Protective Services (APS) consistent with Michigan's Social Welfare Act and Policy 4202 and (b) notify the Superintendent or designee and the building principal or supervisor that the report has been filed.

A reporter's identity will remain confidential unless disclosure is authorized by the reporter's consent or by court order.

An employee should consult with their immediate supervisor about their duty to cooperate with APS investigations or to disclose student records to APS.

Legal authority: MCL 380.11a, 380.601a, 380.634, 380.1308a, 380.1814; MCL 722.621 et seq.; MCL 400.11a.

Date adopted: November 11, 2020

Date revised: August 12, 2026

Series 4000: District Employment

4200 Employee Conduct and Ethics

4205-AG-1 Criminal Justice Information Security (Non-Criminal Justice Agency)

The District will conduct background checks, consistent with Policy 4205(C) and Administrative Guideline 4205-AG-1, and will have the Michigan State Police ("MSP") obtain criminal history record information ("CHRI") from both the state and Federal Bureau of Investigation ("FBI") for all District employees, contractors, and vendors and their employees who regularly and continuously work under contract as provided in Policy 4205(C)(2). Employees who fail to follow these procedures will be subject to discipline subject to the Superintendent's review and written approval of any corrective action.

The District will provide employees, contractors, volunteers, and vendors and their employees for whom the District conducts background checks the most current version of the MSP RI-030 Live Scan consent form.

The District will complete and maintain a Noncriminal Justice Agency User Agreement (RI-087) provided by the Michigan State Police.

A. Local Agency Security Officer ("LASO")

The District Superintendent will appoint the ~~Human Resources Director~~ [Note: add the position of individual. Delete this note upon designation.], a District employee, who: (1) is an authorized user, (2) has completed a fingerprint-based background check as required, (3) has been found appropriate to have access to CHRI, and (4) is directly involved in evaluating an individual's qualifications for employment or assignment as its LASO, who is responsible for the adoption of this guidance along with data/system security. When changes in the appointed LASO/CHRISS Administrator occur, the District will complete and return a new appointment notification form (CJIS-015) to MSP-CJIC-ATS@michigan.gov.

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1. The LASO is responsible for ensuring:

- a. compliance with these regulations and laws;
- b. personnel security screening procedures are followed under this administrative guideline;
- c. approved and appropriate security measures are in place and functioning properly to protect CHRI;
- d. annual Awareness Training is being completed by all personnel authorized to access CHRI;
- e. only approved District employees have access to and are using the information in compliance with the law;

- f. compliance with this administrative guideline;
- g. that the MSP Information Security Officer (ISO) is promptly informed of any security incidents by submitted the MSP CJIS-016 Information Security Officer (ISO) Security Incident Report;
- h. information security policy/procedures are reviewed and updated at least annually and after any security events involving CHRI; and
- i. ~~the District~~ [Note: Select one or more. Delete this note and retain at least one listed item: (1) displays posters, (2) offers supplies inscribed with security and privacy reminders, (3) displays logon screen messages, (4) generates email advisories or notices from District officials, or (5) conducts awareness events] to increase security and privacy awareness of system users.

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3. The LASO is also responsible for identifying and documenting, to the extent applicable:

- a. District equipment connected to the MSP system; and
- b. who is using or accessing CHRI and/or systems with access to CHRI.

3. When a new LASO is established, the District will complete and deliver a LASO appointment form to the MSP and will keep a copy of the appointment form on file indefinitely. The LASO will make all MSP fingerprint account changes.

G. Personnel (Authorized User) Security

Only authorized users will have access to CHRI. An authorized user must be vetted through the national fingerprint background check and be given CHRI access by the LASO to evaluate potential employees, contractors, or volunteers for employment or assignment. If the District maintains digital CHRI, the LASO will assign authorized users unique passwords compliant to 4205-AG-1 (C)(3) to access it. Those who are not authorized users but who, by the function of their job, will be close to CHRI or computer systems with access to CHRI will be supervised by an authorized user. Employees who do not comply with state or federal laws or District policies or administrative guidelines will be subject to discipline, up to discharge.

2. Security with Separated Authorized Users

After an authorized user is separated from the District, that individual's access to CHRI will be terminated within 24 hours. This includes, but is not limited to, returning keys, access cards, and ceasing access to digital CHRI.

- a. The Human Resources director or designee must notify the LASO of the effective termination date of a user's employment by written email communication no later than 24 hours after the termination date.

- b. The Human Resources director or designee will require the return of any keys, access cards, files, and other related items.
- c. The LASO must ensure that access to the District's digital CHRI records system is disabled and the user's CHRIS account is deactivated.

2. Security with Transferred Authorized Users

When an authorized user is transferred or reassigned, the LASO will take steps necessary to block that individual's access to CHRI within 24 hours, unless the LASO determines that the individual must retain access.

H. Media Protection

Authorized users may only access CHRI on authorized devices, which does not include a personally owned mobile device, cell phone, computer, or other technology, consistent with specific terms and conditions, for access. All CHRI (including digital media) will be maintained in a physically secure location or controlled area. A physically secure location or controlled area will (1) be locked whenever an authorized user is not present or supervising and (2) limit access to unauthorized users. An authorized user accessing CHRI must position the media to prevent unauthorized users from accessing or viewing CHRI. Physical CHRI will be stored in a locked filing cabinet, safe, or vault. Digital CHRI will be encrypted consistent with FBI CJIS Security Policy. If digital CHRI is stored on a storage device without encryption, it must be stored like physical CHRI.

CJI and information system hardware, software and media are located and processed in a locked fireproof cabinet at the central office and the secure online system.~~[add: location and description]~~

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1. Media Transport

The LASO must approve all CHRI media transportation and will not grant approval unless transportation is reasonably justified. The LASO or LASO's designee will transport CHRI, which must be secured during transport. Physical CHRI must remain in the physical presence of authorized personnel until it is delivered. Physical CHRI must be transported in a sealed, locked, or secured medium and digital CHRI must be encrypted, and if not, secured in the same fashion as physical CHRI.

2. Media Disposal/Sanitization

CHRI media will be stored and retained for the duration required by law. Disposal must be made with the written approval of the LASO and the Superintendent. Only authorized users may dispose of CHRI media. Physical media will be cross-cut shredded or incinerated. Digital media must either be overwritten at least three (3) times or degaussed, passing a strong magnet over the media, before disposal or reuse. The LASO will keep written records (date

and authorized user's signature) of CHRI media destroyed and the process for destroying or sanitizing CHRI media for ten (10) years.

3. Passwords

When the LASO assigns a unique password to an authorized user, it must have the following attributes:

- a. at least eight (8) characters;
- b. not consisting of only a proper noun or word found in a dictionary;
- c. not similar or identical to the username;
- d. not be displayed while entered or transmitted outside of the physically secure location or controlled area;
- e. expires every ninety (90) days; and
- f. cannot be the same as the previous ten (10) passwords.

4. Security Awareness and Incident Response Training and Testing

- a. The District will provide all authorized users role-based security and privacy and incident response training consistent with the following roles, as applicable:

Basic Role: users with unescorted access to a physically secure location;

General Role: users with physical and logical access to CJI;

Privileged Role: information technology personnel including system administrators, security administrators, network administrators and other similar roles;

Security Role: users responsible for ensuring confidentiality, integrity, and availability of CJI and compliant implementation of technology with the Criminal Justice Information Services (CJIS) Security Policy (CJISSECPOL).

- b. The District will provide users with security awareness training about the user's responsibilities and expected behavior when accessing CJI and the systems which process CJI, and on handling information security incidents as follows:
 - i. for new users, prior to accessing CJI; and
 - ii. for all users annually about the user's responsibilities and expected behavior when accessing CJI and the systems which process CJI, and on handling information security incidents;

- iii. when required due to system changes; and
 - iv. within 30 days of any security event for individuals involved in the event.
- c. The LASO will keep a current record of all users who have completed training.

5. CHRI Dissemination

The District must maintain a record of any CHRI dissemination to another authorized agency for all dissemination outside the CHRIS system, consistent with the Revised School Code, which must include (1) date of release, (2) records released, (3) means of sharing, (4) District personnel who disseminated the CHRI, (5) whether authorization to disseminate was obtained, and (6) the agency to whom the CHRI was disseminated and (7) the recipient's name.

I. Incident Handling, Monitoring, and Reporting

4. In General

The District has established operational incident handling procedures for instances of an information security breach. The LASO will track CHRI security breach incidents and will report such incidents to the superintendent and MSP ISO using the MSP CJIS-016 reporting form. The District has provided specific incident handling capabilities for CHRI, consistent with the following table:

Capabilities shall be handled according to the following description:	Physical – Hard Copy CHRI	Digital – Digitally Accessed/Saved CHRI
Preparation	The CHRI container will be locked at all times in the office in which it is stored. When office staff is not present, the office must be locked.	Firewalls, anti-virus protection, and anti-malware/spyware protection will be maintained.
Detection	Physical intrusions to the building will be monitored by a. A [add company name of building alarm] building alarm or video surveillance will monitor for physical or unauthorized intrusions. The building must be locked at night.	Electronic intrusions will be monitored by the virus and malware/spyware detection.

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Analysis	The LASO will work with police authorities to determine how the incident occurred and what data was affected.	The IT department will determine what systems or data were affected and compromised.
Containment	The LASO will lock uncompromised CHRI in a secure container or transport CHRI to a secure area.	The IT department will stop the spread of any intrusion and prevent further damage.
Eradication	The LASO will work with local law enforcement (Roscommon County Sheriff) [name—police department] to remove any threats that compromise CHRI data.	The IT department will remove the intrusion before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system.
Recovery	Local law enforcement (Gerrish Township Police or Roscommon County Sheriff) [name—police department] will handle and oversee the recovery of stolen CHRI media. The LASO may contact MSP for assistance in re-fingerprinting, if necessary.	The IT department will restore the agency information system and media to a safe environment.

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5. CHRI Security Breach Incident

When a CHRI security breach incident occurs, the following will take place:

- Notice:** Personnel will notify the LASO immediately or no later than one hour after the incident was discovered.
- Secure Systems:** The LASO or appointed authorized user will stop any unauthorized access, secure the media, and shut down the systems necessary to avoid further unauthorized exposure.

- c. Assessment: The LASO will determine whether notification to individuals is needed, assess the extent of harm, and identify any applicable privacy requirements.
- d. Automated Reporting: Using automated mechanisms, such as email, website postings with automatic updates, and automated incident response tools, the LASO will report confirmed incidents to the CJIS Systems Officer (CSO), State Identification Bureaus Chief (SIB Chief), or Interface Agency Official.
- e. Supply Chain Coordination: The LASO will provide incident information to product or service providers or organizations involved in the supply chain or supply chain governance for systems or system components related to the incident.
- f. Records: The LASO or appointed authorized user will record all necessary information regarding the breach, the District's response to the breach, and who was involved in taking response measures.
- g. Coordination of Incident Handling and Contingency Planning: The LASO will coordinate incident handling activities with contingency planning activities and incorporate lessons learned from ongoing incident handling activities into incident response procedures, training, and testing implementing the resulting changes.
- h. Predictability: The LASO will ensure the rigor, intensity, scope, and results of incident handling activities are comparable and predictable across the organization.
- i. Review of Policy/Procedures: The LASO will review and update information security policy/procedures at least annually and after security incidents involving CHRI.
- j. Legal Action: When such incident results in legal action (either civil or criminal) against a person or the District, the local law enforcement agency shall be contacted to collect, retain, and present evidence, according to the evidentiary rules of the appropriate jurisdiction(s).

E. Incident Response Support and Plan

- 2. Response Support Resource: The District will provide a response support resource that offers advice and assistance to system users for handling and reporting incidents.
- 3. Automation Support: The District will use automated mechanisms, such as access to a website or to an incident response vendor, to increase availability of incident response information and support.

4. Incident Response Plan: The District will develop an incident response plan that:

- a. provides a roadmap for implementing incident response capability;
- b. describes the structure and organization of incident response capability;
- c. provides high-level approach for how incident response capability fits into overall organization;
- d. meets unique requirements of the District related to mission, size, structure and functions;
- e. defines reportable incidents;
- f. provides metrics for measuring District incident response capability;
- g. defines resources and management support needed to effectively maintain and mature an incident response capability;
- h. addresses sharing of incident information;
- i. is reviewed and approved by the superintendent annually; and
- j. explicitly designates responsibility for incident response to District personnel with incident reporting responsibilities and CSO or CJIS WAN Official.

4. Incident Response Plan Management: The District will:

- a. distribute the incident response plan to personnel with incident handling responsibilities;
- b. update the incident response plan to address system and organizational changes or problems during plan implementation, execution or testing;
- c. communicate incident response plan changes to District personnel with incident handling responsibilities; and
- d. protect the incident response plan from unauthorized disclosure and modification.

5. Incident Response Plan Breaches: The District will include in the incident response plan for breaches involving personally identifiable information:

- a. process to determine if notice to individuals or organization is needed;
- b. assessment process to determine extent of harm, embarrassment, inconvenience, or unfairness to affected individuals and any mechanism to mitigate such harms; and
- c. identification of applicable privacy requirements.

G. Audit and Accountability

5. The District develops, documents, and disseminates to organizational personnel with audit and accountability responsibilities:
 - a. agency and system-level audit and accountability policy;
 - b. addresses purpose, scope, roles, responsibilities, management commitment, coordination among organization entities, and compliance;
 - c. is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and
 - d. procedures to facilitate the implementation of the audit and accountability policy and the associated audit and accountability controls.
2. The District reviews and updates the current audit and accountability policy and procedures annually and following any security incidents involving unauthorized access to CJI or systems used to process, store, or transmit CJI.
3. The District identifies the types of events that the system is capable of logging in support of the audit function and coordinates the event logging function with other organizational entities requiring audit-related information to guide and inform the selection criteria for events to be logged.
4. The District specifies certain event types for logging within the system, provides rationale for the adequacy of the event types selected for logging, and annually reviews and updates the selected event types.
5. The District ensures that audit records contain information that establishes the following:
 - a. what type of event occurred;
 - b. when the event occurred;
 - c. where the event occurred;
 - d. source of the event;
 - e. outcome of the event; and
 - f. identity of any individuals, subjects, or objects/entities associated with the event.
6. The District generates audit records containing the following information:
 - a. session, connection, transaction, and activity duration;
 - b. source and destination addresses;
 - c. object or filename involved; and

- d. number of bytes received and bytes sent (for client-server transactions) in the audit records for audit events identified by type, location, or subject.
- 7. The District limits personally identifiable information contained in audit records to the minimum PII necessary to achieve the purpose for which it is collected.
- 8. The District allocates audit log storage capacity to accommodate the collection of audit logs to meet retention requirements.
- 9. The District alerts organizational personnel with audit and accountability responsibilities and system/network administrators within one (1) hour in the event of an audit logging process failure and restarts all audit logging processes and verifies that systems are logging properly.
- 10. The District reviews and analyzes system audit records weekly and reports findings of potential or actual inappropriate or unusual activity to those with the relevant responsibilities.
- 11. The District adjusts the level of audit record review, analysis, and reporting within the system based on changes in input from law enforcement or intelligence agencies.
- 12. The District integrates audit record review, analysis, and reporting processes using automated mechanisms.
- 13. The District analyzes and correlates audit records across different repositories to gain organization-wide situational awareness.
- 14. The District provides and implements an audit record reduction and report generation capability that both supports on-demand audit record review, analysis, and reporting requirements and after-the-fact investigations or incidents; and does not alter the original content or time ordering of audit records.

S. Access Control Policy

- 6. The District will develop, document, and disseminate to personnel with access control responsibilities:
 - a. Agency-level access control policy that:
 - i. addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
 - ii. is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines.
 - b. Procedures to facilitate implementation of the policy and the associated access controls.

2. The LASO will:

- a. manage the development, documentation, and dissemination of the access control policy and procedures; and
- b. review and update the access control policy annually and following any security breaches.

I. Account Management

2. The District will:

- a. define and document the types of accounts allowed and specifically prohibited for use within the system;
- b. prohibit use of personally-owned information systems, including mobile devices (i.e., bring your own device [BYOD]), and publicly accessible systems for accessing, processing, storing, or transmitting CJI;
- c. assign account managers;
- d. require conditions for group and role membership;
- e. specify authorized users of the system, group and role membership, and access authorizations (i.e., privileges) and attributes listed for each account;
- f. at least annually, review accounts for compliance with account management requirements;
- g. establish and implement process for changing shared or group account authenticators (if deployed) when individuals are removed from the group; and
- h. align account management processes with personnel termination and transfer processes.

I. Access Enforcement

The District will:

- 1. enforce approved authorization for logical access to information and system resources will be enforced in accordance with applicable access control policies; and
- 2. provide automated or manual processes to enable individuals to access elements of their personally identifiable information.

J. Information Flow Enforcement

The District will enforce approved authorizations for controlling the flow of information within the system and between connected systems by preventing CJI

from being transmitted unencrypted across the public network, blocking outside traffic that claims to be from within the District, and not passing any web requests to the public network that are not from the District-controlled or internal boundary protection devices.

K. Separation of Duties

The District will:

1. identify and document separation of duties based on specific duties, operations, or information systems, as necessary to mitigate risk to CJI; and
2. define system access authorizations to support separation of duties.

L. Least Privilege

1. The District will allow only authorized accesses for users (or processes acting on behalf of users) that are necessary to accomplish assigned organizational tasks.
2. The District will:
 - a. authorize access for personnel including security administrators, system and network administrators, and other privileged users with access to system control, monitoring, or administration functions (e.g., system administrators, information security personnel, maintainers, system programmers, etc.) to:
 - i. established system accounts, configured access authorizations, set events to be audited, set intrusion detection parameters, and other security functions; and
 - ii. security-relevant information in hardware, software, and firmware.
 - b. require users of system accounts (or roles) with access to privileged security functions or security-relevant information (e.g., audit logs), use non-privileged accounts or roles, when accessing non-security functions;
 - c. restrict privileged accounts on the system to privileged users;
 - d. review annually the privileges assigned to non-privileged and privileged users to validate the need for such privileges;
 - e. reassign or remove privileges, if necessary, to correctly reflect organizational mission and business needs; and
 - f. log the execution of privileged functions.

N. Unsuccessful Logon Attempts

The District will enforce a limit of five (5) consecutive invalid logon attempts by a user during a 15-minutes time period, and automatically lock the account or node until released by an administrator when the maximum number of unsuccessful attempts is exceeded.

O. System Use Notification (required when access via logon interfaces with human users)

2. A system use notification message will be displayed to users before granting access to the system that provides privacy and security notices consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines stating that:
 - a. users are accessing a restricted information system;
 - b. system usage may be monitored, recorded, and subject to audit;
 - c. unauthorized use of the system is prohibited and subject to criminal and civil penalties; and
 - d. use of the system indicates consent to monitoring and recording.
2. The notification message or banner will be retained on the screen until users acknowledge the usage conditions and take explicit actions to log on to or further access to the system.
3. For publicly accessible systems, before the District grants further access to publicly accessible systems:
 - a. system use information consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines will be displayed;
 - b. references, if any, to monitoring, recording, or auditing that are consistent with privacy accommodations for such systems that generally prohibit those activities will be displayed; and
 - c. a description of the authorized users of the system will be included.

L. Device Lock and Session Termination

3. The device lock will conceal information previously visible on the display with a publicly viewable image.
4. Further access to the system will be prevented by initiating a device lock after a maximum of 30 minutes of inactivity.
5. Users must log out when a work period has been completed.
6. Users must initiate a device lock before leaving the system unattended.

7. The device lock will be retained until the user reestablishes access using established identification and authentication procedures.

M. Remote Access

The District:

3. establishes and documents usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed;
4. authorizes each type of remote access to the system prior to allowing such connections;
5. employs automated mechanisms to monitor and control remote access methods;
4. implements cryptographic mechanisms to protect the confidentiality and integrity of remote access sessions;
5. routes remote access through authorized and managed network access control points;
6. authorizes the execution of privileged commands and access to security-relevant information via remote access only in a format that provides assessable evidence and for compelling operational needs; and
7. documents the rationale for remote access in the security plan for the system.

F. Wireless Access

The District:

4. establishes configuration requirements, connection requirements, and implementation guidance for each type of wireless access;
5. authorizes each type of wireless access to the system prior to allowing such connections;
6. protects wireless access to the system using authentication of authorized users and agency-controlled devices, and encryption; and
7. disables wireless networking capabilities embedded within system components prior to issuance and deployment when not intended for use.

G. Access Control for Mobile Devices

The District:

4. establishes configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices, to include when such devices are outside of controlled areas;
5. authorizes the connection of mobile devices to organizational systems; and
6. employs full-device encryption to protect the confidentiality and integrity of information on full-and limited-feature operating system mobile devices authorized to process, store, or transmit CJI.

H. Use of External Systems

4. The District permits authorized individuals to use an external system to access the system or to process, store, or transmit organization-controlled information only after:
 - a. verification of implementation of controls on external system as specified in the District's security and privacy policies and security and privacy plans; or
 - b. retention of approved system connection or processing agreements with the organizational entity hosting the external system.
2. The District restricts the use of District-controlled portable storage devices in external systems including how the devices may be used and under what conditions the devices may be used.

U. Information Sharing

The District:

1. enables authorized users to determine whether access authorizations assigned to a sharing partner match the information's access and use restrictions as defined in an executed information exchange agreement; and
2. employs attribute-based access control or manual processes as defined in information exchange agreements to assist users in making information sharing and collaboration decisions.

V. Identification and Authentication (IA) (CJISSECPOL 5.6)

W. Physical and Environmental Protection (CJISSECPOL 5.9)

X. Systems and Communications Protection (CJISSECPOL 5.10)

Y. System and Services Acquisition (CJISSECPOL 5.14)

Z. System and Information Integrity (CJISSECPOL 5.15)

AA. Maintenance (CJISSECPOL 5.16)

A. Planning (CJISSECPOL 5.17)

B. Contingency Planning (CJISSECPOL 5.18)

C. Risk Assessment (CJISSECPOL 5.19)

Legal authority: Criminal Justice Information Services (CJIS) Security Policy 6.0
December 27, 2024

Date adopted: August 13, 2025

Date revised: August 12, 2026

Series 4000: District Employment

4200 Employee Conduct and Ethics

4209 Abortion Referrals and Assistance ~~[Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]~~

A District official, Board member, or District employee shall not refer a student for an abortion or assist a student with obtaining an abortion. This prohibition does not apply to a person who is the Parent of that student.

Legal Authority: MCL 380.11a

Date Adopted: November 11, 2020

Date Revised: August 14, 2024; August 12, 2026

Series 4000: District Employment

4200 Employee Conduct and Ethics

4210 *Drug and Alcohol Free Workplace; Tobacco Product Restrictions*

A. General

Employees serve as role models to students at school and in the community. Employee substance abuse constitutes a threat to the physical and mental well-being of employees and students and significantly impedes job performance and effectiveness.

The District maintains a drug and alcohol free workplace. In addition, to the extent permitted by law, the District strives to maintain a tobacco product free workplace.

This policy does not prohibit the use of nicotine replacement therapies for smoking cessation, such as Food and Drug Administration approved nicotine gum, patches, or lozenges.

B. Definitions

1. "District premises" means District buildings, facilities, or other District property which is owned, leased, or used for a District purpose or District-owned vehicles or vehicles used for a District purpose.
2. "District purpose or function" means a District-sponsored or District-approved activity, event, function or other activity performed by an employee under the District's jurisdiction, which is within the scope of employment, duties, or job description.
3. "Electronic nicotine delivery system" means any product containing or delivering nicotine, a nicotine analog, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic nicotine delivery system" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, e-hookah, vape pens, mods, and tank systems, regardless of any other product name or descriptor that is used. "Electronic nicotine delivery system" includes any component part of a product, whether marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.
4. "Illicit substance" means any consumable alcohol; illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal or state law; marihuana; anabolic steroids, human growth hormones or other performance-enhancing drugs; and substances purported to be illegal, abusive, or performance-enhancing (i.e., "look-alike" drugs). This definition also includes any other substance used by an employee as an intoxicant.

5. "Imitation tobacco product" means any edible non-tobacco product designed to resemble a commercial tobacco product, or any non-edible non-tobacco product designed to resemble a commercial tobacco product and intended to be used by children as a toy. "Imitation tobacco product" includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snus, and shredded beef jerky in containers resembling snuff tins.
6. "Reasonable suspicion" means specific, contemporaneous, and articulable observations concerning an employee's behavior, speech, appearance, or odor that suggests the employee is under the influence of an illicit substance.
7. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, cannabis, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic nicotine delivery system. "Smoking" does not include the use of traditional or sacred tobacco used by many Native communities for spiritual and medicinal purposes.
8. "Tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products or tobacco-related devices (e.g., Juul, Altria). This includes parent companies and subsidiaries.
9. "Tobacco product or commercial tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic nicotine delivery systems; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
10. "Tobacco-related device" means ashtrays, rolling papers, wraps, or pipes for smoking and any components, parts, or accessories of electronic nicotine delivery systems.
11. "Under the influence" means the use or misuse of an illicit substance or other intoxicant (including over-the-counter and prescription medication) by an employee that in any degree impairs, negatively affects, or tends to deprive that person of any physical or mental capacity normally possessed and required to perform job responsibilities.
12. "Use of tobacco product" means any of the following:

- a. the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking device, or electronic nicotine delivery system;
- b. the inhaling or chewing of a tobacco product;
- c. the placing of a tobacco product within a person's mouth; or
- d. the smoking or use of an electronic nicotine delivery system, imitation tobacco product, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for consuming or inhaling tobacco, nicotine, or any other substance.

C. Standards of Conduct

Employees are prohibited from the following conduct on District premises, at a District function:

- 1. manufacturing, selling, soliciting, possessing, using (including application, injection, inhalation, or ingestion), dispensing, or distributing any illicit substance;
- 2. being under the influence as defined in this Policy;
- 3. misusing over-the-counter and prescription medications;
- 4. manufacturing, selling, soliciting, dispensing, displaying, promoting, or distributing any tobacco product, tobacco-related device, or imitation tobacco product. This includes products or paraphernalia displaying tobacco industry brand; or
- 5. using or consuming a tobacco product on District premises or at a District function.

Violating these standards will subject an employee to discipline, including discharge.

It shall be a violation of this Policy for an employee to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products shop for use at a District premises or District function. This includes, but is not limited to, donations, money for sponsorship, advertising material, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, sports, or training facilities. It shall also be a violation of this Policy to participate in any type of service funded by the tobacco industry on District premises or at a District function.

If a reasonable suspicion exists that an employee is under the influence, the Superintendent or designee may direct the employee to submit to a drug test or breathalyzer. If the employee refuses, the employee may be subject to discipline, including discharge, based on the District's observations.

D. It shall not be a violation of this policy:

1. for commercial tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in an instructional or work-related activity in the District school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product;
2. for a person to possess or provide tobacco, tobacco-related devices, imitation tobacco products, or lighters to any other person as part of an indigenous practice used by Native communities for spiritual and medicinal purposes. It shall not be a violation of this policy to use tobacco, tobacco-related devices, imitation tobacco products, or lighters as part of an educational experience related to traditional or sacred tobacco practices that has been approved by administrators;
3. to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a nicotine dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. ~~[Optional; or~~
4. ~~to use or possess a tobacco product on District premises at outdoor areas including, but not limited to, an open-air stadium during either the following time periods:~~
 - a. ~~on Saturdays, Sundays, and other days on which there are no regularly scheduled school hours; or~~
 - b. ~~after 6 p.m. on days during which there are regularly scheduled school hours.]~~

Commented [1]: to discuss

Commented [2]: Please remove

E. Support

Administrators shall consult with the local public health department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of commercial tobacco products. Administrators shall identify and offer evidence-based programs and services for individuals that use commercial tobacco products to support them in complying with this policy.

F. Notice

The District shall provide notice of this policy in staff handbooks, through orientations and employee or staff training, and when offering employment.

- G. ~~[Optional: Reporting Requirements for Transportation Employees Subject to Omnibus Transportation Employee Testing Act]~~

Commented [3]: to discuss

Commented [4]: Please remove

An employee subject to the Omnibus Transportation Employee Testing Act must notify the Superintendent or designee of any criminal drug conviction for a violation occurring in the workplace no later than 5 calendar days after that conviction. Upon receiving notice of an employee's conviction of a criminal drug violation occurring in the workplace, the Board or designee must take appropriate action within 30 calendar days.]

Legal authority: 20 USC 7101 et seq.; 41 USC 8101 et seq.; 42 USC 12101 et seq.; Schedules I-V of Chapter 13 of the Controlled Substances Act, 21 USC 812; 29 USC 701 et seq.; MCL 37.1211; Schedules 1-5 of the Michigan Uniform Controlled Substances Act, MCL 333.7201 et seq.; MCL 380.11a, 380.601a; MCL 436.1101 et seq.; MCL 750.473.

Date adopted: November 11, 2020

Date revised: November 9, 2022; August 12, 2026

Series 4000: District Employment

4200 Employee Conduct and Ethics

4216 Personal Communications Devices

"Personal communications device" includes employee-owned cell phones, computers, tablets, or any other device that is capable of, but not limited to, text messaging, voice communication, downloading applications, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email. Employee use of personal communications devices during the work day, including school-sponsored activities, and to conduct school-related business, is limited as follows:

- A. except in emergencies, an employee's use of a personal communications device shall not interfere with instructional activities or work-related duties. Employees taking an authorized break may use a personal communications device in a manner that does not disrupt the District's operations or violate the confidentiality of students or others;
- B. employees shall not use a personal communications device to access inappropriate content or engage in unlawful activities while on duty, on District property, or attending a District-related event;
- C. employees must not use a personal communications device to inappropriately communicate with other employees, students, or Parents;
- D. employees must ensure that the District's records and files, including confidential student information, are only maintained on District-provided technology and that confidentiality is maintained. District records and files must not be stored on a personal communications device;
- E. employees recognize that when a personal communications device accesses the District's network, the employee's use may become subject to the District's Acceptable Use Policy;
- F. employees may not use a personal communications device to record communications or images during the work or school day or at a school-sponsored event other than a public performance or sporting event, unless the employee has received permission from the Superintendent or designee. Dissemination of any recording is prohibited unless the Superintendent or designee approves that action in writing; or
- G. unauthorized recording of communications or images of students, Parents, co-workers, or non-public meetings is prohibited [Optional: unless there is an educational purpose to do so,] and may result in discipline, including discharge.

Commented [1]: we used this language last time

Legal authority: MCL 380.11a(3), 380.601a

Date adopted: November 11, 2020

Date revised: August 14, 2024; August 12, 2026

Date revised:

Series 4000: District Employment

4500 Administrators/Supervisors

4508 Administrator Non-Renewal

A. Administrators Subject to Revised School Code Section 1229(2)

Administrator contract non-renewal may be subject to Revised School Code Section 1229(2) depending on the person's responsibilities, duties, and certification. If the non-renewal of an Administrator is subject to Revised School Code Section 1229(2), this Policy shall be implemented consistent with that statute.

"Non-renewal" is an action to discontinue an employment contract at contract expiration. Termination during the term of an existing employment contract is addressed in Policy 4507.

If Revised School Code Section 1229(2) applies, the non-renewal of an Administrator's individual employment contract must be preceded by a notice to the employee that the Board is considering non-renewal. Written notice of consideration of non-renewal must be given to the Administrator at least 90 calendar days before the expiration date of the Administrator's contract. The Administrator will be provided notice of the Board meeting at which the consideration of non-renewal will be reviewed and may request an open or closed session, where appropriate. The Board must act in open session on the recommendation to consider non-renewal.

The Superintendent or designee will notify the Administrator of the Board's decision to consider non-renewal, including a written statement of the reason(s). The employee may request to meet with a majority of the Board to discuss the reason(s) in open or closed session, where appropriate. The meeting with the majority of the Board to discuss the reason(s) it is considering non-renewal must take place following notice to the administrator of the consideration of non-renewal and before any action of non-renewal.

There must be a minimum of 30 calendar days between the time that the administrator is provided written notice that the Board is considering non-renewal, including a statement of the reason(s) for consideration of non-renewal, and the Board's action to renew or non-renew the administrator's individual employment contract. The resolution and notice of non-renewal must be provided to the administrator not less than 60 calendar days before the expiration date of the administrator's individual employment contract.

If the non-renewal is based on a reduction in personnel and not for a performance reason, the Board's review and action must take place in open session.

If the employee holds tenure rights as a classroom teacher and the District seeks to terminate those tenure rights, the District will comply with the Teachers' Tenure Act.

B. Non-Renewal of a Supervisor or Director

A Supervisor's or Director's contract may be non-renewed in accordance with the applicable individual employment contract or collective bargaining agreement. If the Supervisor or Director is not subject to an individual employment contract or collective bargaining agreement, the Superintendent or designee will present a recommendation of non-renewal to the Board at least ~~90~~ 60 calendar days before June 30, stating the reason(s) for the recommendation. Advance written notice of the recommendation, the time, date, and location of the Board meeting, and the option for closed session deliberation will be provided to the Supervisor or Director.

Legal authority: MCL 380.1229

Date adopted: November 11, 2020

Date revised: August 12, 2026

Series 4000: District Employment

4600 The Superintendent

4602 Hiring

The Board will determine and select the best candidate to serve as the Superintendent, based on qualifications, experience, demonstrated capabilities, and other relevant factors as determined by the Board. The Board may enlist professional consultants, employees, community members, or others to assist with the recruitment and selection process.

Qualified candidates will possess and maintain certifications, permits, and approvals required by federal and state law for the office of Superintendent. The hiring process will comply with the Michigan Open Meetings Act.

Before hiring the selected candidate, an offer of employment will be conditioned on successful completion of a background check as described in Policy 4205.

The Board should consult with legal counsel when drafting the Superintendent's employment contract.

The Superintendent's employment contract shall not exceed five years in duration. If a Superintendent vacates the position before a new Superintendent is selected, the Board shall appoint an interim Superintendent to oversee operations until a new Superintendent is selected. Hiring decisions shall be based on qualifications, skills, knowledge, abilities, education, certifications/licenses, experience, demeanor, and other criteria the Board may deem relevant.

Legal authority: MCL 15.261 et seq.; MCL 380.1229(1), 380.1536

Date adopted: November 11, 2020

Date revised: November 9, 2022; August 12, 2026

Commented [1]: Shawn recommends adopting as written

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5209 Student Use of Wireless Communications Devices

~~[Choose Option 1 or 2:]~~

~~[Option 1 (students permitted to use wireless communications devices at school except during instructional time): Students may not use Wireless Communications Devices on school grounds during instructional time, except as otherwise provided in this Policy.~~

~~"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.~~

~~"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day. [Optional: excluding lunch and passing time.]~~

~~"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.~~

~~Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:~~

~~☐ medically necessary for a student to monitor a health issue;~~

~~☐ required by a student's Section 504 Plan or IEP;~~

~~☐ a District-owned device;~~

~~☐ designated by the District to be used for instructional purposes;~~

~~☐ permitted by a classroom teacher for lesson-specific academic assignments; or~~

~~☐ used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.~~

~~Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.~~

~~Students may not use Wireless Communications Devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy unless medically necessary or required by the student's Section 504 Plan or IEP.~~

Commented [1]: to review

Commented [2]: Committee would recommend option two no devices

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of Wireless Communications Devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy is subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

~~[Option 2 (students prohibited from using wireless communications devices at school except under limited circumstances)]~~ Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- ☐ medically necessary for a student to monitor a health issue;
- ☐ required by a student's Section 504 Plan or IEP;
- ☐ a District-owned device;
- ☐ designated by the District to be used for instructional purposes;

- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.]

Legal authority: MCL 380.1303a

Date adopted: November 11, 2020

Date revised: August 14, 2024; August 12, 2026

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5507 *Extracurricular Activities*

A. General Purpose

“Extracurricular activities” are defined as District-sponsored optional activities, including athletics, that are not for grade or credit.

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.

Extracurricular activities do not include:

1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
2. student-initiated, noncurricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Policies 3304 and 5510.

B. Governance

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Extracurricular groups may use District facilities consistent with Policy 3304.

C. Student Eligibility

Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student’s failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any

substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined and excluded from the activity.

D. Advisors and Coaches

Each extracurricular activity must have an advisor or coach who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor or coach, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors and athletic coaches. Advisors and coaches serve at the will of the Superintendent, who may remove an activity advisor or athletic coach in the Superintendent's sole discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and Parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

E. Fundraising Activities

Fundraising activities must comply with Policy 5501.

Date adopted: November 11, 2020

Date revised: August 14, 2024; August 112, 2026

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5710 **Student Suicide Prevention** ~~[Optional]~~ ~~[Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]~~

~~[Choose Option 1 or 2:]~~

[Option 1 (Basic Policy):]

Employees, volunteers, and contractors must immediately notify the building principal or designee if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.

The District will convene a crisis response team to investigate and develop an intervention plan for the student, if necessary.

A member of the crisis response team will immediately notify the student's Parent if the student threatens or attempts suicide.

District personnel who suspect that a student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act must immediately refer the student for an evaluation.

~~[Optional, but encouraged by state law: The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.]~~

~~[Optional: The District will provide age-appropriate instruction and professional development about suicide prevention, consistent with Policy 2203 and state law.]~~

[Option 2 (More Detailed Process):]

~~The Board is committed to providing a safe and supportive environment to all students. Suicide is one of the leading causes of death among youth. This Policy establishes procedures for timely and appropriately responding to students at risk of suicide.~~

~~A. Suicide Prevention Coordinator~~

~~The Superintendent or designee will appoint a Suicide Prevention Coordinator for the District. The Suicide Prevention Coordinator is responsible for providing this Policy annually to all building principals and coordinating annual staff training on suicide intervention and prevention and this Policy. The Suicide Prevention Coordinator is:~~

~~[Name/Position]~~

Commented [1]: Good with option one and no on the two options in option one.

Commented [2]: We chose opt 1 in 2024

Commented [3]: option 2 names a prevention coordinator

[Email]

[Phone Number]

B. Staff Professional Development

~~The District will annually provide professional development about suicide prevention, consistent with state law and best practices.~~

C. Initial Response

~~Employees, volunteers, and contractors must immediately notify the building principal or the Suicide Prevention Coordinator if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm.~~

~~The student will be continuously supervised to ensure the student's safety. District staff will ensure that the student does not have access to potentially dangerous items.~~

~~[Optional: The Suicide Prevention Coordinator or designee will determine whether to refer the student for a suicide risk assessment.]~~

Commented [4]: option

~~The Suicide Prevention Coordinator or designee will provide the Parent with school and community-based resources on suicide prevention.~~

D. Parent Notification

~~The Suicide Prevention Coordinator or designee will promptly contact the student's Parent if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. If the Parent is not available or responsive, the Suicide Prevention Coordinator or designee will contact the student's emergency contact(s).~~

~~District personnel who suspect that the student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act will immediately refer the student for an evaluation.~~

~~When a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm, the Suicide Prevention Coordinator will discuss with the student's Parent safety at home and will ask if the student has access to a firearm, weapon, medication, or other lethal means. The Suicide Prevention Coordinator or designee will:~~

- ~~☐ Ask if firearms, weapons, medications, or other lethal means are kept in the home or are otherwise accessible to the student;~~
- ~~☐ Recommend that Parent secure or store away from the home firearms, weapons, medications, or other lethal means while the student is struggling; and~~

☐ ~~Recommend to the Parent that the student is evaluated by a mental health professional.~~

~~Optional, but encouraged by state law:~~

~~E. MDHHS Suicide Prevention Materials~~

~~The District will post on its website homepage and in a conspicuous location in the school counselor's office MDHHS model information materials about suicide prevention services, suicide, depression, and anxiety.~~

Commented [5]: Remove this option

Legal authority: MCL 380.1171, 380.1893

Date adopted: August 11, 2021

Date revised: August 14, 2024; August 12, 2026

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5710A Student Identification Cards ~~[Optional, but recommended]~~ ~~[Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]~~

The District may issue student identification cards. If the District issues identification cards to any student in grades 6-12, it will ensure that a 24-hour national, state, or local suicide prevention hotline telephone number is printed on the cards.

Legal authority: MCL 380.1893(1)

Date adopted: August 12, 2026

Date revised:

Commented [1]: this was stated in policy 5710 previously

Commented [2]: Please leave

Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5714 Threat Assessment and Response [Optional] [Note: If the Board elects not to adopt this policy, delete the body of the policy and replace the title with "Intentionally Left Blank" after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

Commented [1]: left blank in 2024.

Commented [2]: Please leave blank

A. General

The Board 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.

To further that commitment, the Board directs the Superintendent to:

1. Establish a behavior threat assessment and management (BTAM) team for each school operated by the District.
2. Ensure each BTAM team includes, at a minimum, the following individuals: a school administrator, a mental health professional as defined by MCL 330.1100b, and a school resource officer or another law enforcement official from the local law enforcement agency that has jurisdiction over the school.
3. Ensure each BTAM team is assigned at least the duties described in MCL 380.1308e(2).
4. Develop and implement threat assessment protocols. The threat assessment protocols must include training for individuals who administer threat assessments and a framework for determining when a threat assessment should be used.

B. Reporting Threats

District employees, volunteers, and contractors must immediately report any threat to the designated BTAM team school administrator. Reports may be made in person, by email, or by telephone. Threats requiring immediate intervention should also be reported to the local law enforcement.

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

[Optional (include if Policy 5710 is adopted): If there is a concern about student self-harm, the building principal or designee should comply with Policy 5710.]

Commented [3]: another option

C. Threat Response

~~When a threat is reported, the BTAM team school administrator or designee will determine whether to initiate the District's threat assessment protocol.~~

~~Any disciplinary action taken in response to a reported threat must be consistent with the Student Code of Conduct and applicable law and policies.~~

~~D. Training~~

~~All District employees must receive awareness training on this Policy and the District's threat assessment process at least annually. Additional training will be provided as required by the District's threat assessment process.~~

~~E. Communication with the School Community about Reported Threats~~

~~All communications about reported threats or safety concerns will comply with applicable law, including the Family Educational Rights and Privacy Act.~~

Legal authority: MCL 380.1308e

Date adopted: November 11, 2020

Date revised: August 14, 2024; August 12, 2026

B. Approve hiring of personnel as presented:

- Avery Smitz, Accounting Coordinator (non-union)
- Naomi Clouse, Student Support System Coordinator (non-union)
- Victoria Klumpp, Adult Transition Center Instructor as part of the COOR Educational Association, BA Step 7 for 190 days per year.

C.

Victoria brings five years of teaching experience from CHA and currently serves as one of the job coaches for the Michigan Rehabilitation Services (MRS) Summer Work Program.

D. Approve an agreement with Steven Seward to facilitate the "Unlocking Potential Through Intentional Coaching" series for local district and ISD staff in four sessions for \$3,600.

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SEWARDCONSULTING

COACHING, TRAINING, & LEADERSHIP DEVELOPMENT

AGREEMENT & CONTRACT

Thank you for your interest in partnering with Steve Seward Consulting.

If everything is in agreement, please sign and return to me by mail SteveSewardConsulting@gmail.com
To ensure dates are reserved, please return the agreement within one week of receiving.

If you have any questions or concerns, please feel free to call me (616) 443-2331.

We are looking forward to partnering with you!



Stephen R Seward
Steve Seward Consulting
335 Bridge Street, NW
Suite 2701
Grand Rapids, MI 49504

SEWARDCONSULTING

COACHING, TRAINING, & LEADERSHIP DEVELOPMENT

AGREEMENT & CONTRACT

Steve Seward Consulting agrees to enter into a contract with C.O.O.R. Intermediate School District for professional learning services as described below.

CONTACT INFORMATION

Name/Organization: C.O.O.R. Intermediate School District

Contact: Katie Harris harrisk@coorisd.net

Shawn Petri petris@coorisd.net

Becky Socia sociar@coorisd.net

TRAINING INFORMATION

Event Title: Unlocking Potential Through Intentional Coaching

Four 1-Hour Virtual Sessions (11:15-12:15)

Virtual Session #1: January 8, 2027

Virtual Session #2: February 5, 2027

Virtual Session #3: March 12, 2027

Virtual Session #4: April 9th, 2027

Provision of Materials and Services

- Seward Consulting shall provide the Presenter's laptop and, if applicable, a PDF copy of the handouts.
- The Contractor agrees to provide the following: projector and screen, printed copies of handouts for each participant, all necessary supplies, and all catering services required for the event.
- The contracting organization may extend invitations to external participants, provided that the total number of attendees does not exceed eighty (80) individuals.
- The recording of any portion of the presentation, by any means, is strictly prohibited.

PAYMENT INFORMATION

- Speaker/Training Fee: 4 X \$900 (1-hour virtual sessions)
- Travel/Accommodations and Planning: \$0 (discounted \$250 repeat client)
- Royalties/Fair Use: \$0

TOTAL: \$3,600

Independent Contractor Relationship

The relationship between the Contractor and Steve Seward shall be that of an independent contractor. Nothing in this Agreement shall be construed to create a partnership, joint venture, agency, or employer-employee relationship between the parties. Neither party shall have any authority to bind the other in any respect. No rights, benefits, or liabilities arising from an employment relationship shall accrue to either party as a result of this Agreement.

(616)443-2331 | SteveSewardConsulting@gmail.com | SteveSewardConsulting.com

SEWARDCONSULTING

CONSULTING AGREEMENT

This Consulting Agreement is made and entered into as of the date named below by and between Steve Seward Consulting and the client named on page two of this contract agreement.

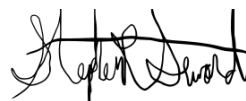
1. **SERVICES.** Consultant agrees to provide consulting services as outlined within this agreement. If additional services are requested, another contract will be created, reviewed, and signed by both Consultant and Client.
2. **COMPENSATION.** Client agrees to compensate Consultant at the agreed-upon rate of named within the agreement. Payment shall be made within 30 days of services or 30 days of receipt of an invoice.
3. **CANCELLATION POLICY.** 3.1 Client may cancel a scheduled consulting session with at least 15 days notice without penalty unless otherwise noted or during the months of August and September. 3.2 If Client cancels with less than 15 days notice, Client agrees to pay a cancellation fee of 10% of the scheduled service fee. 3.3 Consultant reserves the right to cancel or reschedule services due to unforeseen circumstances. In such cases, Client will be given the option to reschedule or receive a refund for prepaid services.
4. **RECORDING.** Unless otherwise agreed in writing by both parties, no recording of any kind—whether video, audio, or other form—shall be permitted by either party. This includes, but is not limited to, digital, analog, or streaming recordings.
5. **RESCHEDULING:** Rescheduling is subject to mutual agreement and availability. The Consultant nor Client is not obligated to accept a rescheduling request if no suitable alternative date is available.
6. **WEATHER-RELATED DISRUPTIONS.** 4.1 If inclement weather or other natural events prevent the fulfillment of services, both parties agree to reschedule at the earliest available date. 4.2 If rescheduling is not possible, Consultant shall refund any prepaid fees for unrendered services.
7. **TERM AND TERMINATION.** This Agreement shall commence on when signed and continue until the agreement is fulfilled.
8. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties. All prior discussions, agreements and understandings, whether verbal or in writing, are superseded by this Agreement. No amendment or modification to this Agreement, including any amendment or modification of this paragraph, shall be effective unless submitted in writing and signed by all parties.

SPECIAL CERTIFICATION

Contractor agrees to remit a check in the agreed amount, to the address below unless other arrangements have been made and agreed to by both parties. Signatures of both parties below indicates agreement to the above terms.

Steve Seward Consulting
335 Bridge Street, NW
Suite 2701
Grand Rapids, MI 49504

The individual(s) signing this agreement certifies by his/her signature that he/she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.



08/24/2026

Contractor Signature

Date

Steve Seward

Date

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E. Approve letter of understanding
with Fanning Howey

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Why Fanning Howey

Fanning Howey was founded in 1961 as an integrated architecture and engineering firm specializing in learning environments. That original vision still drives us today. Our goal is to use the **power of design to create smarter, happier learners, more successful educators and stronger communities.**

35

years providing planning and design for Michigan school districts

71

public school district clients in Michigan

629

education clients in Michigan totaling **1.23 B** in construction

140+

professionals focused on improving learning environments

96%

of our work is for K-12 school clients

100+

successful bond issues for school clients

WE ARE LEADERS IN:

- Architecture
- MEP Engineering
- Interior Design
- Landscape Architecture
- Technology Design
- Construction Administration
- Master Planning
- Educational Visioning
- Pre-bond Planning

1,500+

projects for Michigan
school districts

■ Fanning Howey team
experience with Michigan
School Districts

Brad

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Developing a Roadmap for the Future



SCHOOL CITY OF WHITING	
School City of Whiting Facilities and Buildings	
District Buildings/Facilities (number of buildings):	9
District Building/Facility Area (square feet):	22,386.00
District Site Acreage (acres):	8.90
District Enrollment Capacity (number of students):	0
District Current Enrollment (number of students):	1,080

CONDITION ASSESSMENT LEGEND	
Building Scoring Matrix	Category Scoring Matrix
100: Excellent	5: No Work Needed
99 - 80: Good	4: Minor Work Needed
79 - 60: Average	3: Moderate Work Needed
59 - 40: Fair	2: Major Work Needed
Below 40: Poor	1: None/Replacement Needed

BUILDING/FACILITY SUMMARY	Administration Building (Pre-K, Admin, Athletics) SCORE	K-2 Primary Building SCORE	3-5 Nathan Hale Elementary School SCORE	6-8 Whiting Middle School SCORE	9-12 Whiting High School SCORE	Transportation Building SCORE
CONDITION ASSESSMENT						
A SITE CIRCULATION AND AMENITIES						
A.1 Separation/Drop-off/Stacking	3.72	1.37	1.69	1.83	2.54	2.45
A.2 Drives/Lots and Walks	3.22	4.00	3.50	3.25	3.69	2.75
A.3 Site Improvements	3.80	4.03	3.53	3.67	3.42	3.00
B SAFETY AND SECURITY						
B.1 Secure Building Access	1.75	2.17	2.38	2.50	2.25	2.25
B.2 Surveillance/Cameras	1.75	3.00	3.00	2.50	2.50	1.50
C BUILDING ENVELOPE						
C.1 Building Roof	3.50	3.50	2.91	4.47	3.49	3.00
C.2 Exterior Building Walls	3.71	3.90	3.43	4.33	2.89	3.00
C.3 Exterior Doors/Windows	3.77	3.40	3.47	3.57	3.18	2.88
D BUILDING INTERIOR ENVIRONMENT						
D.1 ADA/Accessibility	4.15	2.82	2.61	2.91	3.14	1.50
D.2 Floors	3.06	3.20	2.98	3.46	2.84	2.50
D.3 Walls	3.69	3.50	3.72	3.28	3.24	3.38
D.4 Ceilings	3.51	3.69	3.27	3.65	3.56	3.88
D.5 Doors/Borrowed Lites	3.77	3.83	2.99	3.25	3.49	3.50
D.6 Fixed Equipment	3.49	4.14	3.12	3.47	3.18	3.88
E BUILDING SYSTEMS						
E.1 Building Plumbing System	4.00	3.33	3.42	3.75	3.78	3.88
E.2 Building HVAC System	3.60	3.20	3.18	3.34	3.27	4.00
E.3 Building Temperature Controls	3.00	3.00	3.00	3.00	3.00	4.00
E.4 Building Electrical System	2.92	3.25	2.77	3.75	3.50	2.00
E.5 Building Lighting	3.23	3.00	2.88	2.85	3.17	3.00
E.6 Building Technology	3.67	3.39	2.76	3.64	3.36	2.00
CONDITION ASSESSMENT AVERAGE SCORE	3.37	3.29	3.03	3.32	3.17	2.92
CONDITION ASSESSMENT GRADE	67.31	65.72	60.59	66.46	63.48	58.33

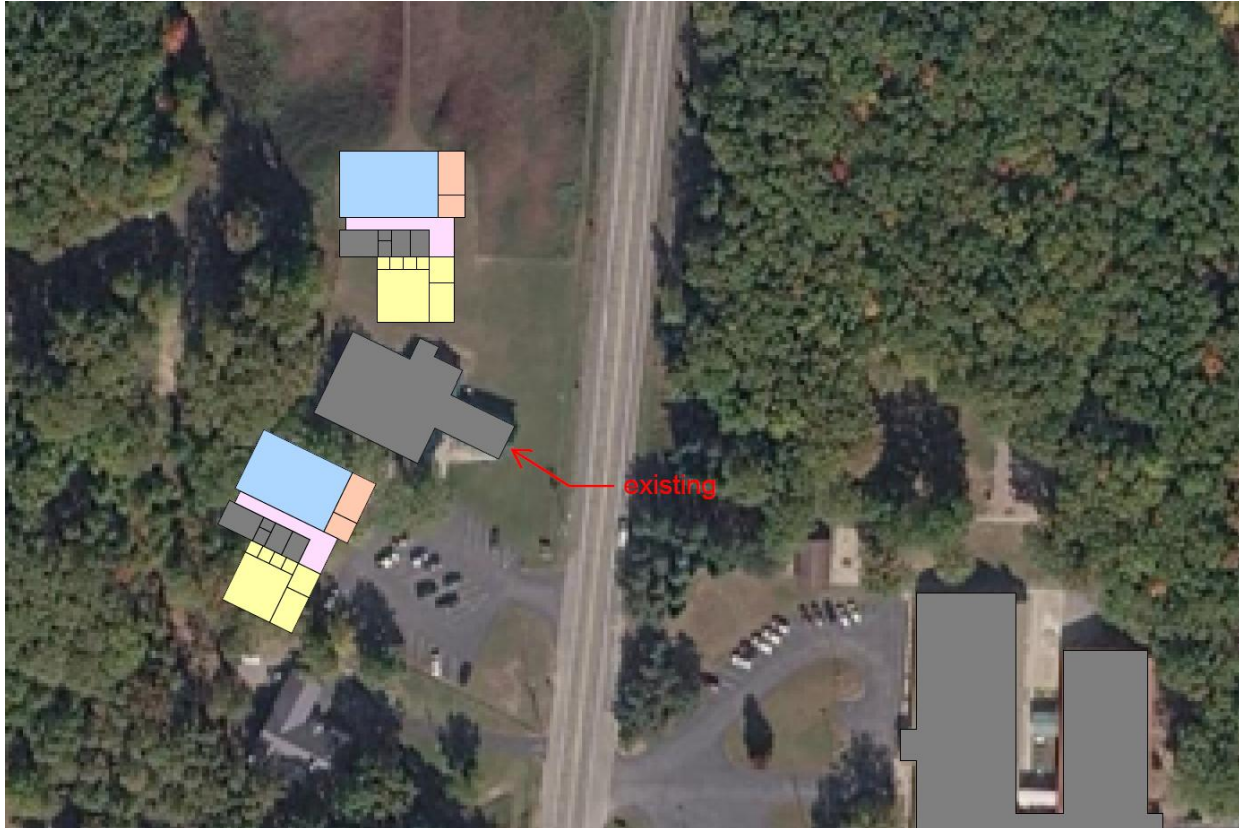
ADDITIONAL CONDITION ASSESSMENT	SCORE					
F FURNITURE, FIXTURES, AND EQUIPMENT (FF&E)	3.23	3.79	3.04	3.58	3.33	2.75
S STRUCTURE	4.25	4.00	4.00	4.25	4.00	3.75

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See Struct. Assess.

Fully Integrated Process

DEVELOP	ASSESS	ENGAGE	DEFINE
• Stakeholder Groups • Roles and Goals • Communication Plan • Vision • Guiding Principles	• Facility & Site Assessments • Enrollment Projections • Educational Programming Review • Facility Needs Assessment Review • Financial Reviews and Impact Studies • District Surveys	• Staff & Student Workshops • Prioritize Needs • Set Implementation Timeline	• Design Workshops & Charrettes • Stakeholder Design Review • Finalize Funding Options • Budget Verification • Design Revisions & Finalization • Board of Education Approval

COOR ISD – Administration Building



July 20, 2026

Shawn Petri
Superintendent
C.O.O.R. Intermediate School District
11051 N. Cut Rd.
Roscommon, MI 48653

Re: Letter of Understanding for Professional Services
C.O.O.R. ISD Maintenance/Transportation Facility and Administration Facility

Dear Shawn,

Fanning Howey Associates is pleased to provide a Letter of Understanding for Professional Services for the C.O.O.R. Intermediate School District – Maintenance/Transportation Facility and Administration Facility! The scope of work is based on discussions in meetings with the C.O.O.R. ISD Staff and Fanning Howey Associates on July 8, 2026. **In an effort to keep this project moving forward and to be a good partner to C.O.O.R. ISD, we have begun working with the provided staff outlook to begin defining what the project could look like.**

Our understanding of the Project is as follows:

1. New Maintenance & Transportation Building

- 1.1. Program Overview – Jared Socia (COOR ISD) to send confirmed program and scope for this building.
 - 1.1.1. Offices
 - 1.1.1.1. 3-4 Dedicated offices
 - 1.1.1.2. Conference Room
 - 1.1.2. One Maintenance Bay
 - 1.1.2.1. To be used for inspections and repairs.
 - 1.1.3. Bus Wash Pad
 - 1.1.3.1. Option for interior wash bay vs outdoor pad
 - 1.1.4. Storage Area(s)
 - 1.1.4.1. Transportation storage
 - 1.1.4.2. Facilities storage
 - 1.1.4.3. District storage
 - 1.1.4.4. Administration document storage

- 1.2. Budget
 - 1.2.1. To Be Determined
- 1.3. Schedule
 - 1.3.1. Complete design and documentation near end of 2026 / early 2027 to allow for bidding & spring construction.
 - 1.3.2. Intent to break ground on project Spring of 2027 and complete as soon as possible.
 - 1.3.3. Fanning Howey will work with Construction Manager to coordinate schedule, bidding, and budget throughout the project.

2. New Administration Building

- 2.1. Program Overview – Shawn Petri (COOR ISD) sent staff counts July 10th and will send program and scope for this building.
 - 2.1.1. Estimated Size – Approx. 8,000-10,000 SF
 - 2.1.2. Office Spaces for individual office teams
 - 2.1.2.1. Enclose Offices
 - 2.1.2.2. Open Offices Areas
 - 2.1.2.3. Conference Rooms
 - 2.1.3. Conference Center
 - 2.1.3.1. Space for up to 150 with tables and chairs.
 - 2.1.3.2. Flexibility for multiple smaller groups & school board meetings.
 - 2.1.4. Design Intent
 - 2.1.4.1. Tasteful but not over the top.
 - 2.1.4.2. Northern Michigan Lodge Feel.
 - 2.1.4.3. Views of the hill.
- 2.2. Budget
 - 2.2.1. To Be Determined
- 2.3. Schedule
 - 2.3.1. Complete design and documentation near end of 2026 / early 2027 to allow for potential bidding.
 - 2.3.2. Potentially break ground on project Spring of 2027 upon confirmation of funding.
 - 2.3.3. Fanning Howey will work with Construction Manager to coordinate schedule, bidding, and budget throughout the project.

Our Scope of Work for the Scope listed would be as follows:

1. Professional Services to Include:

- 1.1. Review existing site conditions and owner provided program needs.
- 1.2. Review existing site conditions with on-site field verification.
- 1.3. Create design based on owner program needs and aligned budget.

- 1.4. Preparation of Construction Documents, including Drawings and Specifications, that match the scope noted.
- 1.5. Submit documents for State of Michigan Plan Review and Site Plan Review.
- 1.6. Assist the construction manager with receiving and reviewing bids.
- 1.7. Assist the construction manager with making recommendations for award of Contracts.
- 1.8. Review and Process Shop Drawings.
- 1.9. Review Construction efforts with frequency coordinated with the construction manager.
- 1.10. Review and make recommendations on contractor payment applications.
- 1.11. Review completed work and create a final punch list.

2. Anticipated Reimbursable Expenses

- 2.1.1. Site Survey(s)
 - 2.1.1.1. Existing Transportation Area.
 - 2.1.1.2. Existing Administration Area.
- 2.1.2. Soil Boring(s)
 - 2.1.2.1. Existing Transportation Area.
 - 2.1.2.2. Existing Administration Area.
- 2.1.3. Document Printing & Scanning
- 2.1.4. Plan Review & Application Costs

Fanning Howey Associates would propose negotiating a fixed lump sum fee for Professional Services based on the number of hours we would estimate once the scope of the project is finalized. With the two combined projects, we would anticipate the fee to be in the range of 6.8% to 7.8%. Invoicing would be billed monthly based on project completion.

If you are in agreement with this proposal, please sign and return this document. Upon receipt, once the scope of the project has been finalized, we will forward an AIA Standard Form Contract between Owner and Architect for execution.

Please contact me if you have any questions or would like to discuss further. We look forward to continuing our partnership and work with C.O.O.R Intermediate School District!

Sincerely,

FANNING HOWEY ASSOCIATES



Matthew Tibbe, AIA
Project Executive

Owner Acceptance Signature:
C.O.O.R Intermediate School District

Signature

Date

BH/File

F. Approve contract with Michigan Virtual University for in-person trainings: the second year of the AI Taskforce and first year of AI Teacher Leaders training:

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Program dates:

- AI Taskforce, 8:30am-11:30am:

2026: Sept 23, Oct 28, Dec 2

2027: Jan 27, Feb 24, Apr 21, May 19

Location: COOR ISD | Time:

- AI Teacher Leaders, 12:00 pm - 2:30 pm:

2026: Sept 23, 2026

2027: Mar 16, 2027

July 28, 2026

Shawn Petri
Superintendent
Crawford-Oscoda-Ogemaw-Roscommon Intermediate School District
11051 N. Cut Rd.
Roscommon, MI 48653

Re: Memorandum of Understanding (MOU) for AI Integration Support

Purpose

In a shared commitment to advancing education through collaborative partnerships and harnessing the transformative potential of AI, *Michigan Virtual* and Crawford-Oscoda-Ogemaw-Roscommon Intermediate School District (COOR ISD) unite to undertake activities in support of that goal. This Memorandum of Understanding (MOU) is entered into by and between COOR ISD and *Michigan Virtual* to support efforts in AI integration. The purpose of this collaboration is to provide guidance, policy development, and professional development in the field of Artificial Intelligence (AI) for all education stakeholders within COOR ISD.

COOR ISD agrees to:

- Provide a dedicated point of contact for strategic decision-making facilitation and activity coordination
- Coordinate and arrange suitable space for any in-person meetings in support of AI integration efforts.
- Provide meeting dates in advance and ensure logistical arrangements.

Michigan Virtual agrees to support the district's efforts and activities related to AI integration.

Such efforts and activities may include:

- Advising leaders and other members of COOR ISD regarding strategy, coordination, and execution of activity,
- Facilitating design thinking workshops, design sprints, or other strategy-focused activities to help determine direction and pace of work.
- Co-developing and conducting needs assessments in the area of AI integration within the district.
- Utilizing the expertise of the *Michigan Virtual* AI Lab to assist COOR ISD by providing customized AI integration guidance and co-developing AI-related educational policies.
- Identifying and conducting professional learning sessions for various groups of staff, including the AI Council, focused on AI trends, ethics, and implementation strategies.
- Leveraging the *Michigan Virtual* AI Integration Framework as a central guide for discussions and planning, and continually updating it to stay in sync with advancing AI technologies and educational demands.

Initials _____ Initials _____

- Co-developing metrics for assessing AI integration within COOR ISD, routinely updating stakeholders on progress and challenges, and modifying strategies based on feedback and evaluations.
- Assisting in organizing and facilitating meetings or forums engaging diverse stakeholders, including teachers, parents, students, and community members in the AI integration process, while maintaining transparency and open channels for community feedback and suggestions.

Training for Future Independence

- *Michigan Virtual* aims to empower COOR ISD staff for independent AI training, fostering knowledge transfer, and skill development.
- Collectively ensure those trained capabilities persist beyond the agreement's duration, promoting ongoing self-sufficiency in AI training for COOR ISD staff.

Payment Terms

Michigan Virtual will offer services for up to [60] hours, billed at a rate of \$250 per hour. *Michigan Virtual* will furnish COOR ISD with monthly reports detailing billable hours. *Michigan Virtual* will invoice COOR ISD monthly based on the number of service hours delivered. Invoices are due within thirty (30) days of receipt. If COOR ISD requires a purchase order, *Michigan Virtual*'s invoices shall reference the applicable purchase order number. Billable hours include planning, preparation, in-person, and virtual engagements. Travel-related expenses, including but not limited to mileage (reimbursed at the federal rate), lodging, meals, and other necessary travel costs, are not included in the hourly service rate and will be itemized as separate line items on the monthly invoice.

If the total allocated hours are not fully utilized by the end of the agreement term, *Michigan Virtual* and the District will first work together in good faith to schedule and complete the remaining services. If additional time is needed, the parties may mutually agree in writing to extend the agreement for 30 days (extension period), or for a longer period if agreed upon by both parties, to allow the remaining services to be completed.

If, after the extension period, hours remain due to the District's inability to schedule or participate in the agreed-upon support, *Michigan Virtual* may invoice the District for 50% of the cost of the remaining hours. After the agreement term and any mutually agreed-upon extension period have concluded, *Michigan Virtual* will issue a final invoice only when the remaining billable balance is \$1,000 or greater. *Michigan Virtual* will not invoice the District for unused hours resulting from *Michigan Virtual*'s inability to provide the agreed-upon services.

Duration of Agreement

Upon obtaining the signatures of the authorized representatives of both parties, this MOU will take effect on October 1, 2026, and will remain in effect until September 30, 2027, or the agreed-upon hours have been wholly billed. Either party may terminate the agreement by written communication.

Modification of Agreement

COOR ISD and *Michigan Virtual* may mutually consult to modify this MOU during its lifespan. Any extension, amendment, or additional agreement outside this MOU must be approved in writing by the authorized representatives of both parties.

Initials _____ Initials _____

Signatures

Each of the parties read and agrees to all the terms and conditions set forth in this agreement, and signifies consent to such terms and conditions by the signatures of their duly and legally authorized representatives below.

COOR ISD	Michigan Virtual
Signature	Signature
Printed Name	Printed Name
Title	Title
Date	Date

Primary contact	
Printed Name	Title
Email Address	Phone

Accounts Payable	
Printed Name	Title
Email Address	Phone
Mailing Address (Street, City, State, ZIP)	

Michigan Virtual contact details

920 Municipal Way, Lansing, MI 48917 | michiganvirtual.org

Finance Office

apinvoice@michiganvirtual.org | Phone: 888.532.5806 x 5356

Thomas Soria - Director of School Partnerships

tsoria@michiganvirtual.org | Phone: 888.532.5806 x 5456 | Fax: 877.396.1789

Paula Coulier - Director of Administrative Operations and Customer Care

pcoulier@michiganvirtual.org | Phone: 888.532.5806 x 5365 | Fax: 877.396.1789

Initials _____ Initials _____

9. Superintendent's Report

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- CATIC Cooperative Agreement
- construction planning
- Aug 24th all-staff meeting in
Houghton Lake
- Aug 26th Open House for community 1-3
pm
- CEC student handbook pending policy
updates

Cooperative Agreement

Between

Charlton Heston Academy
Crawford AuSable School District
Fairview Area Schools
Houghton Lake Community Schools
Mio AuSable Schools
Roscommon Area Public Schools
West Branch - Rose City Area Schools
Alternative Education Academy of Ogemaw County

And

C.O.O.R. Intermediate School District
Career & Technical Education Department

And

Kirtland Community College

2026- 2027 School Year

Whereas, the above- mentioned local school districts, C.O.O.R. Intermediate School District and Kirtland Community College are jointly interested in providing expanded educational opportunities for our youth and adults.

Whereas, additional educational services are necessary in order to meet the specific needs of our respective communities and because these needs can best be met through a unified effort due to community size, resources, and proximity, and Whereas, the parties wish to allocate the respective areas of responsibility between themselves;

Therefore, it is hereby agreed as follows:

1. This agreement will be effective July 1, 2026, to June 30, 2027, and may be renewed thereafter upon concurrence of the above parties.
2. This agreement will affect all regularly enrolled K- 12 students from the above- mentioned local school districts (here and after, the “students”) participating in programs operated by the Career & Technical Education Department. The local school district will count applicable students for memberships for state aid purposes.
3. All C.O.O.R. state approved Programs offered during the 2026- 2027 school year covered by this agreement are: Autom otive, Business/ Entrepreneurship, Construction, Cosmetology, Education General, Marketing/ Social Media, Medical Occupations, Public Safety, Welding
 - Work Based Learning Experience (paid and unpaid)
 - All programs and services funded through Perkins.
 - CTE Dual Enrollment at Kirtland Community College;
 - Administrative services as needed for all CTE approved programs in CEPD 11
4. C.O.O.R Intermediate School District and the local superintendents established tuition rates for the 2026- 2027 school year at \$2500 per student for the year, billed \$ 1250 per student per semester after count day. The tuition for each participating student shall be paid by the student’s local school district of residence. Tuition to be paid by semester and as billed by C.O.O.R. Intermediate School District. No payment will be due under this agreement by C.O.O.R. Intermediate School District to any other party.
5. Career & Technical Education enrollments for the 2026- 2027 school year are currently: Charlton Heston Academy (0); Crawford AuSable (52); Fairview (17); Houghton Lake (62); Mio- AuSable (5); Roscommon (38); West Branch- Rose City (23); Ogema Alternative (10). Enrollments by LEA may vary.
6. Anticipated class schedules are based on 2026- 2027 enrollments and include:
 - 8:00- 10:30 am, Monday through Friday:
 - Automotive
 - Business
 - Construction
 - Cosmetology
 - Education General

- Marketing
- Medical Occupations
- Public Safety
- Welding

Programs offered 11:00- 1:30 M- F:

- Welding
- Cosmetology
- Automotive

7. For the 2026- 2027 school year there will be transportation provided, however some students will still be responsible for their own transportation from some school districts/to some sites.

8. This agreement also serves as the Carl D. Perkins 5 Cooperative Agreement, which designates Clare- Gladwin RESD as the fiscal agent for CTE Perkins funds and also affirms that all local districts in CEPD 11 will cooperate in the planning and implementation of Perkins Grant activities.

9. A written agreement will be submitted annually, if the cooperative agreement is to function.

Whereas, the parties hereto have executed this agreement:

Mark Church, Superintendent
Charlton Heston Academy

Date

Tim Sanchez, Superintendent
Crawford AuSable School District

Date

Troy Ross, Superintendent
Fairview Area Schools

Date

Ben Williams, Superintendent
Houghton Lake Community Schools

Date

Gary Wood, Superintendent
Mio AuSable Schools

Date

Desiree Baerlocher, Superintendent
Roscommon Area Public Schools

Date

Gail Hughey, Superintendent
West Branch - Rose City Area Schools

Date

Tina Williams, Director
Alternative Education Academy of Ogemaw County

Date

Shawn Petri, Superintendent
C.O.O.R. Intermediate School District

Date

John Thiel, Vice President of Academic Affairs
Kirtland Community College

Date

10. Information Items

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-Social Media Report for July - reach of 4,012
-Community & Family Connection holding car seat checks and seat giveaways for qualifying families at Ogemaw County Fair on Aug 19th and at Gerrish Township Hall on Sept 11th, 12-3pm.

- Alternative Educational Academy of Ogemaw County:

- 26-27 student handbook
- June 8, 2026 minutes
- Aug 3, 2026 agenda
- Q4 financial report

JULY SOCIAL MEDIA STATS



C.O.O.R.
INTERMEDIATE
SCHOOL DISTRICT

1



July 24 – Higgins Lake

- 👁️ REACH: 2,776
- 👍 REACTIONS: 87
- 👤 INTERACTIONS: 94
- ➡️ SHARES: 5

2



COOR Intermediate School District

Published by [Joseph Moore](#)

July 15 at 9:26 PM

The ESY and Summer SCI programs at the C.O.O.R. Educational Center will be closed Thursday (7/16), due to the hazardous air quality conditions. The school office and the ISD administration offices will remain open.

July 15 – Hazardous Air Quality

- 👁️ REACH: 1,236
- 👍 REACTIONS: 8
- 👤 INTERACTIONS: 17
- ➡️ SHARES: 6

TOTAL REACH

4,012



TOP 2 POSTS
OUT OF 2

TOTAL REACH

4,012

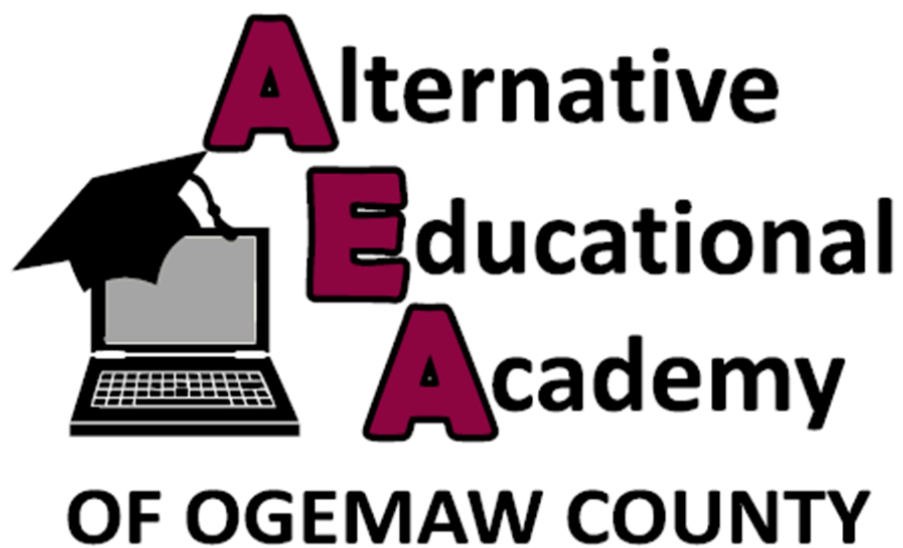
DOWN FROM

10,365

LAST MONTH

(JUNE)

↓ -6,353
(-61.3%)



STUDENT/PARENT HANDBOOK
2026-2027

The Alternative Educational Academy of Ogemaw County is a public school academy authorized by C.O.O.R. ISD and managed by Iosco Regional Educational Service Agency is located on two campuses:

WEST BRANCH Learning Lab 2479 South M-76 West Branch, MI 48661 (989) 343-9070 (989) 343-9080	Gladwin Michigan Works! Learning Lab 110 Buckeye St Gladwin, MI 48624 (989) 426-8571 Ext. 1320
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MISSION STATEMENT

The mission of the Alternative Educational Academy of Ogemaw County is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students' individual needs and circumstances.

VISION STATEMENT

"Recognizing Unlimited Potential"

ALTERNATIVE EDUCATION

Alternative Education is designed to serve 12- to 22-year-olds (grades 6-12) who, for any number of reasons, have fallen behind in traditional high school or have dropped out of school. Special areas of service include: life-competency skills, vocational education, and remediation. Credits for Alternative Education may be transferred from previous high schools or vocational schools. Credits will be evaluated according to the standards established by the Academy Board of Education.

GRADUATION REQUIREMENTS

NINETEEN (19) CREDITS ARE REQUIRED FOR GRADUATION

1. Four (4) credits in English
2. Four (4) credits in mathematics.
3. Three (3) credits in science.
4. Three (3) credits in social studies.
5. One (1) credit in health education
6. One (1) credit in visual, performing or applied arts.
7. Two (2) credits in world language
8. One (1) credit in college & career readiness (required for cohort 2025 and after)
9. Must have taken all portions of the State of Michigan's 11th grade Michigan Merit Exam

NO STUDENT WILL BE ALLOWED TO GRADUATE BEFORE THEIR COHORT CLASS.

Students who enter the program may not graduate before their cohort class has graduated. The cohort class is determined by adding four years or eight semesters to the time the student enrolled in grade 9.

COURSES OFFERED

All students enrolled in the Alternative Educational Academy of Ogemaw County will be enrolled in virtual courseware through Edmentum, Exact Path. Coursework will be completed by the student at home on the Internet and/or at the AEA learning lab.

Language Arts: English 6, English 7, English 8, English 9, English 10, English 11, English 12, Advanced English

Math: Math 6, Math 7, Math 8, Pre-Algebra, Algebra I, Geometry, Algebra II, Integrated Math, Consumer Math, Financial Math, Probability and Statistics

Social Studies: Social Studies 6, Social Studies 7, Social Studies 8, U.S. History, World History, World History Survey, World Geography, Government, Economics

Science: Science 6, Science 7, Science 8, Biology, Chemistry, Physics, Integrated Chemistry and Physics, High School Earth and Space Science

Arts: Art History and Appreciation

Health: Health, Physical Education

World Languages: Spanish I, Spanish II

Electives: Academic Success, Essential Career Skills, Career Explorations

CTE (online): Architecture & Construction, Graphic Design & Illustration, Accounting, Principles of Health Science, Computer Programming, Principles of Information Technology, Law-Public Safety-Corrections & Security, Principles of Engineering & Technology, Game Development, Agriculture-Food & Natural Resources, Professional Photography, Principles of Business-Marketing & Finance, Child Development & Parenting, Applied Medical Terminology, Principles of Hospitality & Tourism, Principles of Manufacturing, Marketing-Advertising & Sales, Drafting & Design, Principles of Transportation-Distribution & Logistics, Audio/Video Production, Culinary Arts, Digital Interactive Media, Entrepreneurship, Introduction to Android Mobile App Development, Introduction to iOS Mobile App Development, Sports and Entertainment Marketing, Robotics, Principles of Human Services, Introduction to Cybersecurity, Web Technologies, Principles of Education and Training, Principles of Government and Public Administration

College and Career: Senior Project

Courses may be modified to meet the needs and educational level of the student. Supplemental courseware, such as IXL Learning or Khan Academy, may be assigned by the student's teacher as part of individualized instruction or academic intervention to address identified learning needs.

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

CR - Credit

NC - No Credit

I - Incomplete

W – Withdrawal

GRADE LEVEL

AEA students are assigned to their grade level according to Michigan Merit Curriculum credits earned, not age or previous grade level. The grade levels and credit equivalencies at the Alternative Educational Academy of Ogemaw County are:

9th Grade: 0-4 credits
10th Grade: 4.5-9 credits
11th Grade: 9.5-13.5 credits
12th Grade: 14-19 credits

TESTING-OUT OF COURSES

The Alternative Educational Academy of Ogemaw County will grant credit for a course if a student demonstrates reasonable mastery of the subject matter by completing the End Of Semester exam and earning a score of 77% or higher. Students must schedule test-out exams with their teacher-mentor and are required to take the exam at the learning lab.

CAREER TECH CENTER

AEA students have the opportunity to participate in the Career Technical Education options offered by C.O.O.R. ISD. The following programs are available to students who are at a junior or senior grade level.

Automotive Technology
Cosmetology
Medical Occupations
Welding
Public Safety
Recreational Engines
Construction

DUAL ENROLLMENT

AEA students in grades 9 through 12 may take up to ten postsecondary courses. The AEA may assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME. Students interested in dual enrollment, should discuss this opportunity with their teacher-mentor.

HIGH SCHOOL EQUIVALENCY

Students, during their cohort year or after, may prepare for the Michigan High School Equivalency exams at the Alternative Educational Academy. If it is determined the best educational option, students will be enrolled in online GED or HiSet preparatory courses. Students wishing to take the GED/HiSet subject area exams must first pass the subject area pre-test. Upon passing each official subject area exam, students will be awarded equivalent Michigan Merit Curriculum diploma credit. To earn a State of Michigan High School Equivalency diploma, students must pass all four subject area exams: Math, Language Arts, Social Studies, and Science.

PERSONAL CURRICULUM

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please contact school administration.

RECORDS RETENTION

The Alternative Educational Academy of Ogemaw County uses the Records Retention and Disposal Schedule for Michigan Public Schools for the management of student, public, pupil accounting records.

AEA ENROLLMENT POLICY

The Director of Alternative Educational Academy has discretionary power in the case of transfer students or previously homeschooled students in relation to number of credits needed, program direction, placement, and attendance at AEA learning centers.

ACADEMIC GUIDANCE SERVICES

All students enrolling in classes will be advised by AEA staff. At the initial enrollment there will be an evaluation of the credits and scheduling of the courses needed to earn a diploma. School administrators, teachers, and support staff are available throughout the year to assist the student with any problems that may arise. Our staff is eager to make your educational experience a successful one, so please do not hesitate to call on us for help.

English Learner Services

The Alternative Educational Academy of Ogemaw County provides appropriate language assistance services to students identified as English Learners (ELs) in accordance with federal and state law. Students whose primary or home language is not English may be screened for English language proficiency upon enrollment. Eligible students will receive language support services designed to help them access the Academy's educational program. Parents or guardians who have questions regarding English Learner services should contact the Academy Director.

RESIDENCY

A student must meet the following requirements:

- Reside in the state of Michigan
- Be out of school. If enrolled in a school, the Academy must be determined the best educational environment for the student.

McKinney-Vento Homeless Assistance Act

The AEA will ensure that homeless children and youth in transition have access to a free and appropriate public education and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if the student is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, or abandoned building; or
- In a temporary or transitional foster care placement.

The District has designated the school social worker as the liaison under the Homeless Assistance Act. For questions or assistance, please contact the school at 989-343-9070 or visit the learning lab during regular business hours (8:00 a.m.-4:00 p.m.).

REQUIRED DOCUMENTATION: birth certificate

The AEA, according to the Revised School Code, section 1135, requires the person enrolling a new student for the first time to provide either a certified copy of the pupil's **birth certificate** or any other reliable proof of identification and age along with a notarized affidavit explaining the inability to produce a copy of the child's birth certificate.

The pupil's identity and birth may be verified through a variety of documents, including:

1. Birth certificate/copy of birth certificate
2. Baptismal certificate (indicating date/place of birth)
3. Court records
4. Governmental records (county, military, immigration)
5. Hospital records with a sworn statement
6. Family records (passport)
7. Life insurance policy

ATTENDANCE REQUIREMENTS

Students are required to log in and complete assignments in their classes a **minimum** of two times per week. Students must also have weekly, two-way **academic** communication with their on-site teacher/mentor at the Alternative Educational Academy of Ogemaw County. The two-way communication can be achieved through email, phone, text, Facebook messenger, face-to-face conversation, virtual meeting, or through the Edmentum discussion boards. The communication must between Wednesday and Tuesday of each week school is in session.

The AEA of Ogemaw County requires students to be placed in the appropriate attendance tier to support their academic success. Students will be placed in their attendance tier by their teacher-mentor. Students may be moved to a different tier depending on their current success, academic standing, teacher-mentor communication, and attendance history.

TIER THREE	Student is required to attend the learning lab for 3-5 days per week	Requirements for ALL Tiers: • WEEKLY progress in your coursework. • WEEKLY two-way communication with your teacher • Lab attendance for mandatory assessments
TIER TWO	Student is required to attend the learning lab 2 days per week	
TIER ONE	Student is required to attend the learning lab 1 day per week	
TIER ZERO	Student is not required to attend the learning lab, except for mandatory testing (NWEA, MSTEP/PSAT/SAT/WIN/MME)	

Students who fail to log in to their classes and do not contact their teacher/mentor for two consecutive weeks will be at risk of losing their AEA enrollment. Should this occur, a drop warning will be sent in the mail informing the student and family that the student will be withdrawn from the AEA after 5 business days. Students under the age of 18, will be considered truant and truancy proceedings may commence consistent with state law.

End of Semester Exams

AEA students complete their coursework at their own pace, individualizing their educational experience to best fit the needs of each student. Because each student completes courses at different times throughout the year, End of Semester exams must be scheduled with their teacher/mentor. End of Semester exams may be taken when all course assignments (tutorials, discussions, mastery tests, post-tests, and activities) are completed and approved by the teacher/mentor. Students will be proctored by an Alternative Educational Academy of Ogemaw County staff member either in person or online with the camera on as they take their exam. An End of Semester exam score of 60% or higher is required for course credit to be issued.

Michigan General School Laws - Section 1561

Every parent, guardian or other person in the State of Michigan, having control and charge of any child between the ages 6 and 18 years, shall be required to send such child, equipped with proper textbooks necessary to pursue his or her school work, to the public school during the school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which the child is enrolled; provided, that in School Districts which maintain school during the entire year and in which the school year is divided into quarters, no child shall be compelled to attend the public schools more than three quarters in any one year, but the absence of no child shall be permitted for any two consecutive quarters.

It shall be the duty of the attendance officer of the district, whenever notified by the teacher, superintendent, or other person of violations of this act, and the county attendance officer, when notified by the county superintendent of schools, to investigate all cases of non-attendance at school, and if the children complained of are not exempt from the provisions of this chapter under the conditions named in section 1561, then the attendance officer shall immediately proceed as provided hereinafter in this chapter. When a child has been repeatedly absent from school without valid excuse or is failing in school work or gives evidence of behavior problems and after attempts to confer with the parent or other person in parental relationship to such child have failed, the county superintendent of school may request the attendance officer to notify such parent or other person in parental relationship by registered mail to come to the school or to a place designated by him at a time specified to discuss the child's absence or failing work or behavior problems with the proper school authorities.

RE-ENROLLMENT OF PREVIOUS AEA STUDENTS

Students who were previously enrolled at the Alternative Educational Academy are not guaranteed re-enrollment when dropped for inactivity or lack of communication with their teacher-mentor. Re-enrollment will occur at the discretion of AEA staff and may include a probationary period of 30 days to determine if the AEA is the best educational placement for the student.

TRANSPORTATION

The Alternative Educational Academy is not responsible for providing transportation for students to attend

the learning labs; However, the AEA will assist students and families in finding appropriate transportation options.

The AEA of Ogemaw County has two school vans available for student transportation during field trips and other special events. Students under 18 years of age must have a signed permission slip on file to ride in the school van.

Students may drive their personal vehicle to school. Student drivers must be licensed and receive permission from the School District in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with their school and park only in designated areas. Driving and parking on school property are privileges that may be suspended or revoked for violations of school rules or unsafe operation of a vehicle.

Students under 18 years of age may not leave school in another student's vehicle without written permission from their parent or guardian.

CHILD NUTRITION PROGRAM

The Alternative Educational Academy participates in the National School Lunch Program and complies with all applicable federal and state requirements. Information regarding eligibility for free or reduced-price meals is available from the school office. The Academy prohibits discrimination in the administration of child nutrition programs on the basis of race, color, national origin, sex, age, or disability.

Wellness Policy

The AEA is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at <https://www.ogemawaea.net/o/aeaoc/page/school-food-services>.

SCHOOL CLOSINGS OR DELAYS

If school is unexpectedly closed, the cancellation will be posted on the school Facebook page, a phone call or text message will be sent to the student and/or parent phone number on file, and the public transit will be notified to not transport students to the learning centers. Severe weather closings or delays coincide with Ogemaw Heights High School for the West Branch learning lab and Gladwin Schools for the Gladwin learning lab. Remember: Even if the labs are closed, students will still be able to access their coursework online from another location and are expected to do so.

SCHOOL CALENDAR 2026-2027

Aug 25: Staff Return

Aug 31: School Begins

Sept 4-7: No School

Oct 5: AEA labs open for ½ day, closing at 12:00

Nov 2: School Closed for Teacher Inservice

Nov 16: No School

Nov 25-27: No school, Thanksgiving

Dec 7: AEA labs open for ½ day, closing at 12:00

Dec 23-Jan 1: Winter Break

Feb 12: School Closed for Teacher Inservice

Feb 15: No School

March 1: AEA labs open for ½ day, closing at 12:00

Mar 29–April 5: Spring Break

May 3: AEA labs open for ½ day, closing at 12:00

May 28-31: No School-Memorial Weekend

June 11: Last Day of School

June 9: Summer Session Begin

ILLNESS

If a decision is made that the student should be sent home, parents of students under 18 will be notified. No medical service, other than emergency first aid, will be given by school personnel. If, in our professional judgment, it is necessary to transport your student by ambulance to a medical facility, it will be the financial responsibility of the student/parent.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part

of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Academy Director.

IMMUNIZATIONS

For a student entering the District for the first time and entering 7th grade, a parent must provide the school 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 school 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 and upon entering 7th grade. A student may not attend school unless the parent provides evidence of immunizations or exemptions consistent with school policy and state law.

STUDENT RIGHTS AND RESPONSIBILITIES

Individual rights relate to individual responsibilities and must be seen in relation to the safety, health and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individuality in school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedom and the orderly operation of a classroom. All students should recognize the consequences of their language, manners, and actions toward each other and school staff. Students need to understand that they benefit from an orderly school operation and, as members of the school community, acknowledge their responsibility to promote a good learning environment. If a student feels unsafe or is threatened, the student or their parent/guardian should contact the director.

INDIVIDUALS 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. IDEA and Section 504 procedures and grievance processes can be found on the Academy's website: <https://www.ogemawaea.net/o/aeaoc/page/special-education-services>.

Contact the AEA at (989) 362-2575 to inquire about evaluation procedures and programs.

WIRELESS COMMUNICATION DEVICES

Students are prohibited from using Wireless Communication Devices (WCDs) on school grounds during instructional time. WCDs may be used during break time and during lunch, outside of the learning environment. Cell phone lockers will be available to store personal WCDs when not in use.

Per Michigan law, students may access their personal devices during instructional time only under the following conditions:

1. Medical Monitoring: Devices needed for health reasons (like tracking blood sugar) are fully permitted with a doctor's note on file.
2. Learning Accommodations: Students with specific needs outlined in an active IEP or 504 Plan will have access to required assistive technology.

A Critical Note on School Emergencies

Under Senate Bill 495, our school has updated its emergency protocols. In an active emergency or lockdown situation, student phones will remain in cell phone lockers until a teacher or first responder gives explicit permission to use them. During emergencies, unapproved phone use can spread dangerous misinformation, jam local cellular networks, and distract students from critical safety instructions.

Progressive Consequences for Non-Compliance

- 1st Offense: Verbal warning to student. Ask them to put it in the cell phone locker. If non-compliant, move to second offense.
- 2nd Offense: Behavioral Reset Contract signed by the student & teacher, clearly states that the next step involves a parent meeting. Parent notification will be given by an administrator that student has been non-compliant, and that a parent meeting will be required after the 3rd offense. If student is non-compliant, move to 3rd offense.
- 3rd Offense: A parent meeting is required to outline a plan moving forward before the student can return to the Learning Lab. This step also includes a restorative reflection paper on the impact of screen distraction and learning.

CODE OF STUDENT CONDUCT

The Alternative Educational Academy is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate response to student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school community, and any other relevant factors.

WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES:

The Code of Student Conduct applies before, during, and after school:

- When a student is at school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle (including public transit transportation to/from school), or at a school-sponsored activity or event, whether or not it is held on AEA or other school premises;

- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT:

Student misconduct is classified into three levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action. Ultimately, the Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for Level I and Level II violations. The staff will refer Level III violations directly to school administrator, because of the serious and/or unlawful

nature of the misconduct. At the option of school administrators, a student accused of any violation of the Code of Student Conduct may be referred to a social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

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.

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.

SEPARATION FROM LEARNING LAB:

A separation from the learning lab occurs when a student is separated for one (1) school day, up to and including (10) school days and may not physically attend any of the AEA learning labs. During a separation from school, the student is expected to continue attending virtually in their online courses from another location.

SHORT-TERM SUSPENSION:

A short-term suspension occurs when a student is suspended for one (1) school day, up to and including ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

LONG-TERM SUSPENSION:

A long-term suspension is when a student is suspended for more than ten (10) school days but fewer than sixty (60) days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

EXPULSION:

An expulsion occurs when the school district's board of education removes the student from school for sixty (60) or more school days.

LEVELS I, II, AND III VIOLATIONS

Depending on severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

LEVEL I VIOLATIONS:

1. Cheating/Academic Misconduct

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions in addition to other discipline.

2. Defacement of Property

A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

3. Disorderly Conduct

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another, among other behavior, constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

4. Inappropriate Displays of Affection

Students will not engage in inappropriate displays of affection, such as kissing or long embraces of a personal nature.

5. Inappropriate Dress and Grooming

A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others. A student will not dress in a manner that is disruptive to the extent that it interferes with the learning and teaching process. For example, students may not wear clothing that depicts the confederate flag, swastika, drugs, alcohol, or that is culturally insensitive. Clothing should cover the torso, including the stomach and back, and extend to mid-thigh or longer. Undergarments should not be visible.

6. Insubordination/Unruly Conduct

A student will not ignore or refuse to comply with directions or instructions given by school authorities. Refusing to open a book, write an assignment, work with another student, work in a group, take a test or do any other class or school-related activity not listed here.

7. Leaving School without Permission

A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.

8. Negligent or Improper Operation of a Motor Vehicle

A student will not negligently operate a motor vehicle on school property, so as to endanger the property, safety, health, or welfare of others. Because of our proximity to local businesses, this includes revving of engines and excessively loud music.

9. Possession of Inappropriate Personal Property

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene material, laser lights, personal entertainment devices etc.

10. Profanity and/or Obscenity toward Students

A student will not orally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any other student or staff member

11. Sexual Harassment (Level I)

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

12. Smoking

A student will not smoke, use tobacco, or possess any substance containing tobacco or nicotine in any area under the control of a school district, including all activities or events supervised by the school district.

13. Vaping

A student, regardless of age, will not use or possess vaping devices in any area under the control of the school district, including all activities or events supervised by the school district.

14. Tardiness

A student will not fail to be in his or her place of instruction at the assigned time without a valid excuse.

15. Technology Abuse

A student will not violate the district's "Technology Use Guidelines."

SCHOOL RESPONSES TO LEVEL I VIOLATIONS:

School administrators and staff may use appropriate intervention strategies, as determined by local district policies including, but not limited to, staff and student/parent conferences, auxiliary staff intervention and counseling programs, student programs for conflict resolution and peer mediation, restorative practices, and programs for anger management and violence prevention. Any of the following intervention strategies and disciplinary actions may be used:

- Administrator/student conference or reprimand
- Administrator and teacher-parent/guardian conferences
- Referrals and conferences involving various support staff or agencies
- Daily/weekly progress reports
- Behavioral contracts
- Change in student's class schedule
- School service assignment
- Confiscation of inappropriate item
- Restitution/restoration
- Before- and/or after-school detention
- Denial of participation in class and/or school activities
- Other intervention strategies, as needed
- Separation from the learning lab from one (1) school day up to and including ten (10) school days
- Out of school suspension
- Law enforcement agency notification

LEVEL II VIOLATIONS:

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

1. Discrimination, Harassment (including Sexual Harassment), and Bullying

Violating Board policy addressing anti-discrimination, anti-harassment, and anti-bullying.

2. Destruction of Property

A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing

system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.

3. Failure to Serve Assigned Detention or Complete a Behavior Contract

A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified.

4. False Identification

A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel or falsely obtain money or property.

5. Refusing to Cooperate During Investigation

A student will not provide false or misleading information or refuse to cooperate during an Academy authorized investigation.

6. Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video

A student will not physically fight with another person, incite violence, film a fight or assault, or distribute or publish a fight or assault video.

7. Forgery

A student will not sign the name of another person for the purpose of defrauding school personnel or the Board of Education.

8. Fraud

A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

9. Gambling

A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

10. Gang Activity

A student will not, by use of violence, force, coercion, threat of violence, or gang activity, cause disruption or obstruction to the educational process.

Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district's education mission.

Gang activity includes:

- a. Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang.
- b. Using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang.
- c. Gathering of two or more persons for purposes of engaging in activities or discussions promoting gangs.
- d. Recruiting student(s) for gangs.

11. Hazing

A student will not haze or conspire to engage in hazing of another. As used in this section, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime, or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace. The term "hazing" does not include customary athletic events or similar contests or competitions.

12. Improper, Negligent, or Reckless Operation of a Motor Vehicle

A student will not intentionally or recklessly operate a motor vehicle, so as to endanger the safety, health or welfare of others on school property.

13. Loitering

A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.

14. Profanity and/or Obscenity toward Staff

A student will not verbally, in writing, electronically, or with photographs or drawings, direct profanity or insulting, obscene gestures toward any school district staff members or adult volunteers.

15. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.

16. Verbal or Written Threat

A student will not make a statement that constitutes a threat against a student, employee, other person, or school property.

17. Trespassing

If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

SCHOOL RESPONSES TO LEVEL II VIOLATIONS:

Intervention strategies are not limited to those listed herein. Other methods of addressing misconduct may be more appropriate, depending upon the circumstances. Any or all of the following intervention strategies and disciplinary actions may be used:

- Any school response to a Level I violation, listed above;
- Out-of-school suspension (short-term) for one (1) school day, up to and including ten (10) school days.

NOTE: Fighting poses an immediate threat to student safety. In most cases, out-of-school suspension is imposed even for a first offense. The length of suspension will depend on severity or repetition.

- Recommendation to the school district board of education or its designees for long-term suspension or expulsion
- Law enforcement agency notification
- Denial of driving privileges

LEVEL III VIOLATIONS:

Depending on severity or repetition, a Level I or Level II violation may be reclassified as a Level III.

1. Illegal Substances or Paraphernalia, including Alcohol and Marijuana

A student is prohibited from the possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.

2. Arson (Starting a Fire)

A student will not purposefully, intentionally, or maliciously set a fire on school property.

If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement.

3. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

4. False Fire Alarm; Tampering with Fire Alarm System

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

5. Verbal or Written Threat, Including Bomb or Similar Threat

A student will not make a statement that constitutes a threat against a student, employees, other person, or school property.

6. Fireworks

A student will not possess, handle, transmit, conceal, or use any fireworks or firecrackers.

7. Interference with School Authorities

A student will not interfere with administrators, teachers or other school personnel by threat of force or violence.

8. Physical Assault

A student will not intentionally cause or attempt to cause physical harm to another through force or violence. If a student commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee shall suspend or expel the student from the school district permanently, subject to possible reinstatement.

9. Robbery

A student will not take or attempt to take from another person any property, by force or threat of force, expressed or implied.

10. Theft or Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property that does not belong to the student.

13. Weapons: Dangerous Instruments

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors; or box cutters.

14. Weapons: Firearms

A student will not possess a firearm. A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, but not including an antique firearm. Consequence: Mandatory permanent expulsion, pursuant to state law.

15. Other Dangerous Weapons

A student will not possess, attempt to possess, handle, use or transmit a dagger, dirk, stiletto, knife with a blade 3" or more in length, pocketknife opened by mechanical device, iron bar, or brass knuckles.

16. Lookalike Weapons

A student will not possess, attempt to possess, handle, use or transmit a toy weapon or look-alike or replica weapon without the prior approval of a teacher or administrator.

17. Other Weapons

A student will not possess, attempt to possess, handle, use or transmit any other weapons or instrument used as a weapon, including, but not limited to a martial arts weapon; an air gun; a knife with a blade less than 3" in length; or any instrument or item that inherently, or by its use in a particular case, inflicts or may inflict injury or endangers personal health or safety.

18. Inappropriate Sexual Activity

A student will not engage in sexual activity, whether consensual or non-consensual, which is not appropriate for students, but which does not rise to the level of criminal sexual conduct.

19. Criminal Sexual Conduct

A student shall not engage in conduct that violates Michigan's Criminal Sexual Conduct statutes, including MCL 750.520b, 750.520c, 750.520d, 750.520e, or 750.520g.

This prohibition applies regardless of whether the conduct occurs on school property or elsewhere when the conduct involves another student enrolled in the Alternative Educational Academy and substantially affects the safety, welfare, or orderly operation of the school.

Protections for Alleged Victims of Sexual Assault

In accordance with MCL 380.1310c, a student who reports being, or is reported to have been, the victim of sexual assault or attempted sexual assault (conduct that would constitute criminal sexual conduct under MCL 750.520b, 750.520c, 750.520d, 750.520e, or 750.520g) shall not be expelled or suspended for more than ten (10) school days for conduct that occurred immediately before, immediately after, or that can reasonably be connected to the reported assault, unless one or more of the following applies:

1. The student is convicted of or found responsible for conduct described in MCL 380.1310c(2)(a) or MCL 380.1310c(2)(b).
2. A Title IX investigation concludes that the report of sexual assault was knowingly false.
3. The Board of Directors or its designee determines, after considering all relevant facts and circumstances, that an expulsion or suspension of more than ten (10) school days is justified under the law.

Nothing in this policy limits the Academy's authority to take appropriate measures to protect the safety and well-being of students or to comply with applicable federal or state law, including Title IX.

SCHOOL RESPONSES TO LEVEL III VIOLATIONS:

Any or all of the following intervention strategies or disciplinary actions may be used:

- Any school response to a Levels I or II violation, listed above
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion or permanent expulsion.
- In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county legal authority, the DHS or county community mental health agency (MCL 380.1311[5])
- Requesting an emotional, behavioral, and/or chemical dependency evaluation and treatment and/or counseling recommendation. The intervention strategy or discipline may require the student to follow any or all treatment recommendations of the evaluation. The evaluation must be from a source approved by the administration.

Staff Authority

The authority of any member of the school staff extends to all students while 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.

School Activities

A student who is suspended from school for any reason will not be allowed to participate in, or attend any school activity, regardless of location, during the suspension (including events held by other school districts on weekdays, weekends and/or holidays).

Maintaining Class Progress

When appropriate in the judgment of the director, a suspended or expelled student may maintain academic progress under the terms and conditions set forth by the teacher.

DUE PROCESS PROCEDURES

Short-Term Suspension

Except in extraordinary circumstances, alleged violations of the Code of Student Conduct are initially handled at the student's school. If a short-term suspension is contemplated, the director or assistant director shall provide the student with oral or written notice of the charges or allegations, and an explanation of the evidence or basis for the charges. The student shall be given the opportunity to present an explanation or a differing statement of the facts.

If the misconduct is found, the assistant director may authorize disciplinary action in accordance with this Code of Student Conduct, including short-term suspensions. The student and parent/guardian shall be notified of the circumstances and action taken.

Long-Term Suspension or Expulsion

If recommended by the director, the school's board of education or its designee shall conduct a hearing to determine whether to impose a long-term suspension or expulsion.

The student and parent/guardian shall be notified of the allegation; the recommended disciplinary action; the time, date and location of the hearing; and of their right to attend and participate in the hearing.

The board of education or its designee shall conduct a hearing. The student shall be advised of the alleged violation and be given an explanation of the facts. The explanation may include the written or oral testimony of others.

At the request of the student or the student's parents, the board of education may meet in a closed session to "consider the dismissal, suspension, or disciplining of a student."

The student and parent/guardian may be represented at the hearing by an attorney or other adult at their own cost. Written or oral evidence may be presented at the hearing on behalf of the student.

After the hearing, the Board of Education or its designee shall issue a decision, including a determination of disciplinary action.

Appeal to Board of Education for Reconsideration

A student aggrieved by the decision of the Board of Education may, within five (5) days of receipt of the decision, petition the board of education for the opportunity to request review or reconsideration by the board or its designee. The petition shall be in writing and contain the reasons that the board or its designee's decision should be reviewed or reconsidered. The board of education may grant or deny the request for an appeal or request for reconsideration. If granted, the board shall notify the student in writing of the procedures to be used for the appeal or request for reconsideration.

Interviews of Students by Police or Other Public Agencies

The Alternative Educational Academy of Ogemaw County endeavors to cooperate with law enforcement agencies. Students may be interviewed in school by law enforcement officials. School officials will grant law enforcement interviews with a student after considering the (1) type of incident; (2) seriousness of the incident; (3) age and maturity of the student; (4) relationship of the incident to school and the educational process; and (5) whether time is of the essence.

When practical, school personnel will be present during the police interview, and an attempt will be made to contact the parent/guardian prior to the interview. If the student is a minor and the parent was not present during the interview, the parent/guardian will be notified by the director that an interview has taken place.

Notification to Law Enforcement Agencies

State law requires each school board to comply with the statewide school safety policy adopted by the Superintendent of Public Instruction, Attorney General, and Director of Michigan State Police on October 4, 1999. (MCL 380.1308). The statewide school safety policy requires the following types of incidents occurring at school be reported to a local law enforcement agency:

Armed Student or Hostage Robbery or Extortion

Suspected Armed Student Unauthorized Removal of Student

Weapons on School Property Threat of Suicide

Death or Homicide, Suicide Attempt

Drive-By Shooting Larceny (Theft)

Physical Assault (Fights) Intruders (Trespassing)

Bomb Threat, Illegal Drug Use or Overdose Explosion,

Drug Possession or Drug Sale

Arson, Vandalism or Destruction of Property

Sexual Assault, CSC (Criminal Sexual Conduct), MIP (Alcohol), MIP (Tobacco)

SEARCH AND SEIZURE

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.

BULLYING

It is the policy of the Academy to provide a safe and nurturing environment for all of its students. Appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of students, as well as administrators, faculty, staff, visitors, and volunteers.

Bullying and Cyberbullying are Prohibited

Bullying and cyberbullying of a student, whether by other students, staff, visitors, Board

members, parents, guests, contractors, vendors, and volunteers, is prohibited. All students are protected under this policy and bullying and cyberbullying are prohibited without regard to their subject matter or motivating animus.

Definitions

“Bullying” means any written, verbal, or physical act, or any electronic communication, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the Academy’s or school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. Adversely affecting the ability of a student to participate in or benefit from the Academy’s or school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Since “bullying” also includes “cyberbullying,” any reference in this policy to “bullying,” shall also be deemed to refer to “cyberbullying.”

Bullying and cyberbullying are prohibited at school. “At school” is defined as on school premises, at school-sponsored activities or events, in a school-related vehicle, or using a telecommunications access device or a telecommunications service provider if the telecommunications access device or telecommunications service provider is owned by or under the control of the Academy. “Telecommunications access device” and “telecommunications service provider” mean those terms as defined in MCL §750.219a.

Bullying and cyberbullying that does not occur “at school” as defined above, but that causes a substantial disruption to the educational environment, may be subject to disciplinary action in accordance with this policy and applicable law.

Reporting and Investigating Reports of Bullying

Every student is encouraged to promptly report any situation that he or she believes to be bullying behavior directed toward himself/herself or another student to a teacher, a counselor, a building principal, or an assistant principal. Staff members shall report any reports made by students or situations that they believe to be bullying behavior directed toward a student to the Assistant Director. Complaints against the Assistant Director shall be reported to the Director. Complaints against the Director shall be reported to the Board President.

Under State law, a school employee, school volunteer, student, or parent or guardian who promptly reports in good faith an act of bullying to the appropriate school official designated in this policy and who makes this report in compliance with the procedures set forth in this policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. This immunity does not apply to a school official who is responsible for implementing this policy or for remedying the bullying, when acting in that capacity.

Retaliation or false accusation against a target of bullying, a witness, or another person with information about an act of bullying is prohibited. Suspected retaliation should be reported in the same manner as suspected bullying behavior. Making intentionally false accusations of bullying is likewise prohibited. Retaliation and making intentionally false accusations of bullying may result in disciplinary action up to and including expulsion.

All complaints about bullying that may violate this policy shall be promptly investigated and documented. The building principal or the principal's designee is responsible for the investigation. If the investigation results in a finding that bullying has occurred, it shall result in prompt and appropriate disciplinary action, up to and including expulsion for students, up to and including discharge for employees, and up to and including exclusion from school property for parents, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

Where the investigation results in a finding that bullying has occurred, both the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying shall be notified promptly in writing. In addition, administrators investigating alleged bullying may notify parents of the victim or perpetrator of bullying sooner than the conclusion of the investigation if circumstances dictate such earlier Notification.

Each school shall document any prohibited incident that is reported and shall document all verified incidents of bullying and the resulting consequences, including the required notification of parents or guardians and any discipline and referrals.

The Director is the school official responsible for ensuring that the policy is Implemented.

Confidentiality

The Academy will comply with all applicable laws regarding confidentiality of personally identifiable information from education records. In addition, the identity of an

individual who reports an act of bullying or cyberbullying shall be and remain confidential. The principal, or the principal's designee, shall ensure that the name of an individual who reports an act of bullying or cyberbullying is withheld from the alleged perpetrator and the perpetrator's parent(s), legal guardian(s) and representative(s), and is redacted from any report of bullying or cyberbullying that is publicly disclosed.

Notification

This policy will be annually circulated to parents and students and shall be posted on the Academy website.

Reporting

As required by State statute, the Director shall provide a report of all verified incidents of bullying and other required information to the Michigan Department of Education on an annual basis, according to the form and procedures established by the Department.

M.C.L. 380.131B (Matt's Safe School Law, PA 241 of 2011)
Policies on Bullying, Michigan State Board of Education

NOTICE OF NONDISCRIMINATION

The Alternative Educational Academy of Ogemaw County does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally prohibited category in its programs or activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law. The following person(s) have been designated to handle inquiries regarding the nondiscrimination policies and to provide further grievance procedures: Tina Williams, Alternative Educational Academy Director.

Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Department of Health, Education, and Welfare, Washington, DC 20201. For further information on notice of nondiscrimination, see the following website:
<http://www.ed.gov/offices/OCR/docs/nondisc.html>.

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. Title IX information and forms can be found on the Academy's website: <https://www.ogemawaea.net/o/aeaoc/page/title-ix>. Formal complaints of sexual harassment must be filed with a Title IX Coordinator:

Tina Williams
Alternative Educational Academy of Ogemaw County
2479 S. M-76, West Branch, MI, 48661
(989)-343-9070
twilliams@ioscoresa.net

Peter Newman
Alternative Educational Academy of Ogemaw County
2479 S. M-76, West Branch, MI, 48661
(989)-343-9070
pnewman@ioscoresa.net

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with the Section 504 Coordinator:

Stephanie Davis
Alternative Educational Academy of Ogemaw County
2479 S. M-76, West Branch, MI, 48661
(989) 362-2575
sdavis@ioscoresa.net

If you or someone you know has been subject 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 the Civil Rights Coordinator:

Tina Williams
Alternative Educational Academy of Ogemaw County
2479 S. M-76, West Branch, MI, 48661
(989)-343-9070
twilliams@ioscoresa.net

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.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Academy Director a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Director, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. The annual notification states that the Ogemaw Academy intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-8520

The Freedom of Information Act (FOIA)

5 U.S.C. § 552, was enacted in 1966 and generally provides that: Any person has the right to request access public records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them. Not all records can be made available; there are nine exemptions to the FOIA that protect certain records from disclosure. A government agency can charge a fee, but it must be limited to actual duplication, mailing and clerical labor costs. The Ogemaw Academy may require a good faith deposit at the time of request. The deposit shall not exceed 1/2 of the total cost. If a request for a record is denied, written notice of the denial will be provided to the requester within five days, or within 15 days under unusual circumstances. A failure to respond within the time limits, or a failure to respond at all, also amounts to a denial. When a request is denied, the public body must provide the requestor with a full explanation of the reasons for the denial and the requester's right to seek judicial review. The FOIA request form can be obtained by contacting the Alternative Educational Academy of Ogemaw County or a request can be sent to the attention of the FOIA Director:

Iosco RESA Superintendent, (989) 362-3006, ext. 130.

TECHNOLOGY ACCEPTABLE USE AND NETWORK ACCESS AGREEMENT

Purpose

The Alternative Educational Academy of Iosco County ("Academy") provides students with access to

computers, networks, Internet services, software, cloud-based applications, and other educational technologies to support teaching, learning, communication, creativity, and collaboration.

Use of Academy technology resources is a privilege, not a right. Students are expected to use all technology responsibly, ethically, safely, and in accordance with this policy, the Student Code of Conduct, and applicable federal and state laws.

Technology Resources Covered

This policy applies to all Academy-owned and personally owned devices used to access Academy technology resources, including but not limited to:

- Desktop and laptop computers
- Chromebooks and tablets
- Wireless networks (Wi-Fi)
- Internet access
- Google Workspace for Education and other cloud-based applications
- Email and electronic communications
- Printers and peripheral devices
- Learning management systems
- Personal devices connected to Academy networks

Student Responsibilities

Students are expected to:

- Use technology primarily for educational purposes.
- Follow teacher directions regarding technology use.
- Protect their usernames and passwords and never share login credentials with others.
- Respect the privacy and intellectual property rights of others.
- Report security concerns, suspicious emails, or inappropriate content to a staff member immediately.
- Care for Academy-issued devices and report damage or loss promptly.

Privacy and Monitoring

Students should have no expectation of privacy when using Academy technology resources or Academy-issued devices.

The Academy reserves the right to monitor, inspect, access, review, copy, store, and disclose files, Internet activity, electronic communications, cloud storage, and other digital information created, stored, transmitted, or accessed using Academy technology resources when permitted by law.

Internet activity may be filtered and monitored in accordance with the Children's Internet Protection Act (CIPA). Additionally, in compliance with the Children's Online Privacy Protection Act (COPPA), the Academy consents on behalf of parents/guardians to the collection of necessary student data for educational applications and services.

Appropriate Use

Students may use Academy technology to:

- Complete school assignments.
- Conduct educational research.
- Communicate with teachers and classmates regarding school activities.
- Access approved educational websites and applications.
- Participate in teacher-approved collaborative learning activities.

Prohibited Uses

Students shall not:

1. Access, attempt to access, or interfere with files, accounts, systems, or information without authorization.
2. Share passwords or use another person's account.
3. Circumvent Internet filters, firewalls, security software, or other network protections, including through VPNs, proxy servers, or unauthorized wireless hotspots.
4. Download, install, or run unauthorized software, applications, browser extensions, or executable programs.
5. Create, distribute, or knowingly introduce viruses, malware, ransomware, or other malicious software.
6. Use technology to bully, harass, intimidate, threaten, stalk, discriminate against, or impersonate another person.
7. Access, create, possess, transmit, or display material that is obscene, sexually explicit, discriminatory, threatening, violent, or otherwise inappropriate for a school setting.
8. Photograph, video record, or audio record another individual without permission except as authorized for educational purposes or by school staff.
9. Access social media, streaming services, gaming sites, or other non-educational resources during instructional time unless specifically authorized by school personnel.
10. Violate copyright laws, software licensing agreements, or intellectual property rights.
11. Conduct commercial activities, solicitations, political campaigning, or fundraising unless authorized by the Academy.
12. Disclose confidential or personally identifiable information about students or staff without authorization.
13. Damage, vandalize, or intentionally misuse Academy technology or equipment.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools, including but not limited to ChatGPT, Google Gemini, Microsoft Copilot, Grammarly AI, image generators, and similar technologies, may be used only when authorized by the student's teacher or required for an approved educational activity.

Students shall not:

- Submit AI-generated work as their own without teacher permission.
- Use AI to cheat or circumvent learning objectives.

- Use AI to create false, misleading, defamatory, or inappropriate content.
- Use AI to impersonate another individual or create deceptive images, audio, or video (deepfakes).

Unauthorized use of AI may result in academic and disciplinary consequences.

Digital Citizenship

Students are expected to demonstrate responsible digital citizenship by:

- Communicating respectfully.
- Protecting personal information.
- Evaluating online information critically.
- Citing sources appropriately.
- Respecting the rights and dignity of others.
- Using technology in a manner consistent with Academy values.

Internet Safety

Students shall not knowingly disclose personal information, including addresses, telephone numbers, passwords, or other identifying information, to unknown individuals through the Internet or electronic communications.

Students should immediately report any online communication that makes them feel uncomfortable, threatened, or unsafe.

Device Care

Students are responsible for the reasonable care of Academy-issued technology.

Students shall:

- Bring charged devices to school when required.
- Use protective cases when provided.
- Report loss, theft, or damage immediately.
- Avoid food and beverages near electronic equipment.

The Academy may assess restitution for intentional or negligent damage consistent with Board policy.

Consequences

Violations of this policy may result in one or more of the following:

- Warning
- Temporary or permanent suspension of technology privileges
- Parent or guardian notification
- Restitution for damages
- School disciplinary action consistent with the Student Code of Conduct

- Referral to law enforcement when appropriate

The severity of the consequence shall depend upon the nature of the violation and the student's disciplinary history.

Limitation of Liability

The Academy does not guarantee uninterrupted access to technology resources or the accuracy of information obtained through the Internet.

The Academy is not responsible for data loss, interruption of service, damage to personal devices, or costs incurred through unauthorized use of technology resources.

Acknowledgment

Students and parents/guardians acknowledge that:

- Technology resources are provided primarily for educational purposes.
- Student use may be monitored in accordance with law and Board policy.
- Internet filtering cannot eliminate access to all objectionable material.
- The Academy may modify, suspend, or revoke technology access when necessary to protect students, staff, or Academy technology resources or to enforce this policy.

Use of Academy technology resources constitutes acceptance of this Technology Acceptable Use and Network Access Agreement.

DIRECTORY INFORMATION (FERPA) – PARENTAL RIGHTS

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that The Alternative Ed Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, The Ogemaw Academy may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ogemaw County Academy to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.
- Recognition of your child on the schools website, ex. Student of the Month (This could include a picture).

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving

assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information:

*Names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Ogemaw Academy to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within one week following enrollment or simply initial under the FERPA omission statement in the student handbook.

Parental rights under the protection of pupil rights amendment (PPRA)

The Alternative Educational Academy of Ogemaw County will only survey students through mail delivery. Parents will be afforded the right to have their child answer only the questions that they deem appropriate. PROPOSED POLICY

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Ed (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Ogemaw Academy will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Ogemaw Academy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Academy will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Academy will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

Collection, disclosure, or use of personal information for marketing, sales or other distribution.

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202.

Asbestos Management Plan (AHERA)

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the Alternative Educational Academy maintains an Asbestos Management Plan for each school building. The plan identifies the location and condition of any asbestos-containing building materials and outlines the procedures used to safely manage them.

Parents, guardians, employees, and members of the public may review the Asbestos Management Plan during normal business hours by contacting the school office.

Pest Management Notification

The Alternative Educational Academy is committed to providing a safe and healthy learning environment through the use of Integrated Pest Management (IPM) practices. IPM emphasizes prevention, monitoring, sanitation, and non-chemical methods of pest control whenever practical, while minimizing the use of pesticides.

When pesticide applications become necessary, the Academy will comply with the requirements of the Michigan Natural Resources and Environmental Protection Act and all applicable state regulations.

Parents and guardians have the right to:

- Receive advance notice of scheduled pesticide applications made at the school, except in emergency situations.
- Request to be placed on the school's advance notification registry to receive notice before pesticide applications are made.
- Obtain additional information regarding the school's pest management program.

To request advance notification or for additional information, please contact school administration.

Safe Firearm Storage Information

The safety of our students is a shared responsibility between schools, families, and the community.

Michigan law requires schools to provide annual information regarding the importance of securely storing firearms in homes and vehicles where children may be present.

Families who own or have access to firearms are strongly encouraged to:

- Store all firearms unloaded when not in use.
- Secure firearms in a locked safe, gun cabinet, or other locked storage device.
- Store ammunition separately from firearms in a locked location.
- Use a trigger lock or cable lock whenever possible.
- Ensure that children and unauthorized individuals cannot access firearms.
- Teach children to never touch a firearm and to immediately notify a trusted adult if they encounter one.

Safe firearm storage significantly reduces the risk of accidental injury, suicide, and unauthorized access by children.

Students are also reminded that firearms, look-alike firearms, BB guns, pellet guns, airsoft guns, and other dangerous weapons are prohibited on school property and at school-sponsored activities, except as otherwise permitted by law.

Families are encouraged to review safe storage practices regularly and to take every precaution to prevent unauthorized access to firearms. For more information, visit <https://www.michigan.gov/mdhhs/safety-injury-prev/firearm-injury-prevention/firearm-safety>

INTERPRETATION OF HANDBOOK

This Student/Parent Handbook is intended to provide general information regarding the policies, procedures, and expectations of the Alternative Educational Academy of Ogemaw County. It is not intended to create contractual rights.

If any provision of this handbook conflicts with applicable federal or state law, the Revised School Code, or Academy Board policy, the applicable law or Board policy shall govern. Any such conflict shall not affect the validity of the remaining provisions of this handbook.

The Academy Board reserves the right to revise this handbook at any time to comply with changes in law.

Board policy, or the educational needs of the Academy. Families will be notified of significant revisions as appropriate.

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.- Michigan Works, West Branch, MI
Minutes-June 8, 2026

Location: Michigan Works Service Center
2389 S. M-76
West Branch MI, 48661

9:07 Call to Order by Tina Williams

Roll Call

Board Present: Bryan Crainer, Trisha Ziegler, Gail Hughey, Mark Berdan, Lisa Bolen (on phone)
Staff Present: Tina Williams

Mission and Vision statements read aloud by Mark Berdan

Public Comment

None

Additions to Agenda:

-A. Aikens

Approval of Agenda:

Motion by Mark Berdan; Second by Gail Hughey to approve the agenda as amended
Motion passes 4-0

Approval of Minutes from May 11, 2026:

Motion by Gail Hughey; Second by Trisha Ziegler to approve the minutes.
Motion passes 4-0

Reports:

- a. Tina shared the following updates:
 - i. Graduation was a success; Tina shared reflections
 - ii. School Success liaison for AEAO has resigned; position will be posted through NEMCSA
 - iii. Summer building projects include the parking lot, painting the exterior of the building in West Branch, and stripping/waxing floors
 - iv. Summer session is T-Th 8:00-2:00 through July 16th.
- b. Current Enrollment was discussed; approximately 120 are currently enrolled.
- c. Enrollment process was discussed; no concerns noted.
- d. Gail Hughey up for renewal of board appointment, 7/1/26-6/30/29

Old Business:

none

New Business:

- a-b. Motion by Mark Berdan; Second by Gail Hughey to approve the 2025-2026 Final Budget and the 2025-2026 Final Food Service Budget
Yeas: Crainer, Berdan, Hughey, Ziegler

- Nays: none
Motion passes 4-0
- c-d. Motion by Mark Berdan; Second by Bryan Crainer to approve 2026-2027 General Fund Budget and the 2026-2027 Food Service Budget
Yeas: Ziegler, Hughey, Berdan, Crainer
Nays: none
Motion passes 4-0
- e. Motion by Gail Hughey; Second by Trisha Ziegler to approve the 2026-2027 board meeting schedule.
Motion passes 4-0
- f. Motion by Mark Berdan; Second by Gail Hughey to approve the 2026-2027 contract addenda and updates
Yeas: Crainer, Ziegler, Berdan, Hughey
Nays: none
Motion passes 4-0
- g. Motion by Gail Hughey; Second by Bryan Crainer to approve the MHSSA 2026-2027 agreement.
Motion passes 4-0
- h. Motion by Gail Hughey; Second by Trisha Ziegler to approve the posting for a full-time School Social Worker position.
Motion passes 4-0
- i. Motion by Mark Berdan; Second by Gail Hughey to approve the ESP agreement between AEAO and Iosco RESA.
Yeas: Berdan, Crainer, Ziegler, Hughey
Nays: none
Motion passes 4-0
- j. Motion by Gail Hughey; Second by Bryan Crainer to approve the parking lot bid package and award to ACE Paving of Saginaw \$93,125.00
Yeas: Ziegler, Hughey, Crainer, Berdan
Nays: none
Motion passes 4-0
- k. Motion by Bryan Crainer; Second by Mark Berdan to approve the 2026-2027 IEE Contract
Yeas: Ziegler, Hughey, Crainer, Berdan
Nays: none
Motion passes 5-0
- l. Motion by Mark Berdan; Second by Gail Hughey to approve the rescinding of the resignation by Amy Aikens.
Motion passes 4-0

Next meeting: August 3, 2026, 9:00 am

Community Input:
none

Board Comments:

Berdan-Look out for a benefit for the Aikens.
Hughey-Graduation was great.

Adjourned at 10:03 a.m.

Minutes respectfully submitted by Tina Williams

Alternative Educational Academy of Ogemaw County Board Meeting
9:00 a.m.-Michigan Works Service Center in West Branch, MI
Agenda-August 3, 2026

1. Call to Order
2. Roll Call
3. Mission and Vision Statement

The mission of the Alternative Educational Academy is to provide innovative and responsive educational experiences through non-traditional programs that effectively meet the needs of at-risk students. The Academy will enhance educational opportunities for students by developing programs based on students' individual needs and circumstances.

“Recognizing Unlimited Potential”

4. Public Comment
5. Appointment Renewal of Board Trustee-Gail Hughey (July 1, 2026-June 30, 2029)
6. Election of Officers
7. Additions to Agenda
8. Approval of Agenda
9. Approval of Minutes from June 8, 2026
10. Reports:
 - a. General Updates
 - b. Current Enrollment
 - c. Enrollment Process
 - d. Annual Evaluation
11. Old Business
12. New Business:
 - a. 2026-2027 Student/Parent Handbook
 - b. 2026-2027 Curriculum
 - c. 2026-2027 Policies and Bylaws
 - d. 2026-2027 Legal Counsel
 - e. 2025-2026 4th Quarter Account Activity
 - f. Recommendation to hire Ben Wiltse as School Social Worker
 - g. \$1,702.00 grant My Michigan Health/United Way
 - h. Posting for 2026-2027 Robotics Coach
 - i. Posting for 2026-2027 Assistant Bowling Coach
13. Future Meeting Date – September 14, 2026

14. Community Input
15. Board Comments
16. Adjournment

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account									
Description	A/R - AEAO		Account Balance		\$0.00	Budget	0.00	Budget	0.00
Account Number	11-2-121					Budget Balance	0.00	Budget Proposed	0.00
ASN Number	121230001					Encumbrance	0.00	Budget Approved	0.00
						Next Mo. Bills	(\$94,160.83)		
						Ecumb. Balance	\$94,160.83		
Acct's Payable	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO	2526	04/03/2026	244.04	931961693	04/02/2026	Xerox Financial Services			4/3/26
A/R - AEAO(parking)	160	04/03/2026	24.00	24251504	04/03/2026	Bowers, Richard V.			4/3/26
legal training	20	04/06/2026	100.00	974190978	04/06/2026	MASSP			3/26/26
robotics travel	20	04/06/2026	76.00	974190950	04/06/2026	Chick-Fil-A			3/20/26
File folders	20	04/06/2026	28.78	974190939	04/06/2026	Amazon.com			3/18/26
DINNER AT MACUL	20	04/06/2026	14.41	974190990	04/06/2026	Olga's Kitchen			3/19/26
charges for 03/01/2026-03/31/2026	20	04/06/2026	163.20	974190949	04/06/2026	Charter Communications			3/17/26
legal matters	20	04/06/2026	1,862.50	974190952	04/06/2026	Clark Hill, PLC			3/17/26
water delivery	20	04/06/2026	73.00	974190957	04/06/2026	Culligan Water Conditioning			3/16/26
February charges	20	04/06/2026	25.17	974191006	04/06/2026	Verizon Wireless			3/15/26
robotics tool	20	04/06/2026	17.99	974190939	04/06/2026	Amazon.com			3/14/26
Laminator Sheets	20	04/06/2026	10.98	974190939	04/06/2026	Amazon.com			3/14/26
robotics	20	04/06/2026	12.12	974190939	04/06/2026	Amazon.com			3/14/26
microsoft license-Williams computer	20	04/06/2026	114.99	974190939	04/06/2026	Amazon.com			3/12/26
robotics materials	20	04/06/2026	30.50	974190939	04/06/2026	Amazon.com			3/11/26
robotics tool	20	04/06/2026	19.89	974190939	04/06/2026	Amazon.com			3/11/26
robotics materials	20	04/06/2026	29.97	974191008	04/06/2026	Walmart			3/10/26
membership	20	04/06/2026	58.17	974190939	04/06/2026	Amazon.com			3/9/26
robotics travel	20	04/06/2026	71.39	974190958	04/06/2026	Culver's			3/7/26
Scanners for staff	20	04/06/2026	827.07	974190939	04/06/2026	Amazon.com			3/8/26
days inn coaches robotics	20	04/06/2026	206.61	974190960	04/06/2026	Days Inn			3/6/26
robotics travel	20	04/06/2026	139.66	974190945	04/06/2026	Buffalo Wild Wings			3/7/26
Dinner for Robotics	20	04/06/2026	54.85	974190991	04/06/2026	Olive Garden			3/7/26
For File Folders	20	04/06/2026	(32.29)	974190939	04/06/2026	Amazon.com			3/7/26
robotics travel snacks	20	04/06/2026	105.00	974191008	04/06/2026	Walmart			3/5/26
MAEO Stars snacks for Read-A-Thon	20	04/06/2026	43.92	974191008	04/06/2026	Walmart			3/3/26
Set A Goal Banner	20	04/06/2026	50.35	974190946	04/06/2026	Canva US Inc.			3/3/26
MAEO Stars Read-A-Thon Gift Cards	20	04/06/2026	260.00	974191008	04/06/2026	Walmart			3/3/26
Kitchen supplies	20	04/06/2026	44.36	974191008	04/06/2026	Walmart			3/11/26
february 2026 charges	20	04/06/2026	90.44	974190937	04/06/2026	Adobe Inc.			3/9/26
Robotics lunch	20	04/06/2026	9.62	974190979	04/06/2026	McDonalds			3/6/26
A/R - AEAO	2526	04/06/2026	303.95	966822926	04/06/2026	WEX BANK			4/6/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account										
Description		A/R - AEAO		Account Balance		\$0.00		Budget		0.00
Account Number		11-2-121						Budget Balance		0.00
ASN Number		121230001						Encumbrance		0.00
								Next Mo. Bills		(\$94,160.83)
								Ecumb. Balance		\$94,160.83
Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
Refund for MAASE reservation		20	04/06/2026	(121.50)	040626	04/06/2026	Grand Traverse Resort			3/6/26
robotics travel boys room		20	04/06/2026	413.23	974190960	04/06/2026	Days Inn			3/6/26
Robotics Eye Wash kits		20	04/06/2026	9.16	974191008	04/06/2026	Walmart			3/6/26
robotics travel		20	04/06/2026	47.97	974190979	04/06/2026	McDonalds			3/7/26
March subscription		20	04/06/2026	30.00	974190946	04/06/2026	Canva US Inc.			3/8/26
robotics travel girls room		20	04/06/2026	413.23	974190960	04/06/2026	Days Inn			3/6/26
Robotics Lunch		20	04/06/2026	8.89	974190974	04/06/2026	Little Caesars			3/6/26
robotics travel		20	04/06/2026	65.43	974190979	04/06/2026	McDonalds			3/21/26
robotics travel		20	04/06/2026	238.00	974190977	04/06/2026	Marriott			3/21/26
Stamps for Testing Letter mailings.		20	04/06/2026	78.00	974191005	04/06/2026	United States Postal Service			3/20/26
robotics travel		20	04/06/2026	238.00	974190977	04/06/2026	Marriott			3/21/26
robotics travel		20	04/06/2026	55.85	974190964	04/06/2026	Domino's Pizza			3/21/26
robotics travel		20	04/06/2026	46.02	974190964	04/06/2026	Domino's Pizza			3/20/26
robotics travel		20	04/06/2026	238.00	974190977	04/06/2026	Marriott			3/21/26
robotics travel		20	04/06/2026	119.00	974190977	04/06/2026	Marriott			3/21/26
robotics travel		20	04/06/2026	185.91	974190991	04/06/2026	Olive Garden			3/19/26
robotics travel		20	04/06/2026	103.98	974190956	04/06/2026	Cracker Barrel			3/20/26
MACUL Lodging		20	04/06/2026	199.92	974190996	04/06/2026	Residence Inn			3/20/26
Food supplies		20	04/06/2026	9.94	974191008	04/06/2026	Walmart			3/19/26
Robotics		20	04/06/2026	24.92	974191008	04/06/2026	Walmart			3/19/26
charges 03/01/2026-03/31/2026		20	04/06/2026	136.34	974190949	04/06/2026	Charter Communications			3/17/26
February 2026		20	04/06/2026	58.25	974190942	04/06/2026	AT&T Mobility			3/17/26
bowers spring conference		20	04/06/2026	329.00	974190976	04/06/2026	MACUL			3/2/26
Two-Pocket Folders		20	04/06/2026	64.58	974190939	04/06/2026	Amazon.com			3/2/26
robotics food		20	04/06/2026	63.87	974191002	04/06/2026	Taco Bell			2/28/26
A/R - AEAO	2526	04/07/2026		760.03	974312647	04/07/2026	Consumers Energy			4/7/26
A/R - AEAO(march mileage)	160	04/17/2026		227.65	24251533	04/17/2026	Tuttle, Wendy			4/17/26
A/R - AEAO(march mileage)	160	04/17/2026		186.76	24251534	04/17/2026	Williams, Tina M.			4/17/26
A/R - AEAO(supplies)	161	04/17/2026		32.88	81201	04/17/2026	Ace Hardware			4/17/26
A/R - AEAO	161	04/17/2026		63.00	81208	04/17/2026	Gladwin City County Transit			4/17/26
A/R - AEAO(navigator jan-march)	161	04/17/2026		7,500.00	81214	04/17/2026	Region 7B Consortium			4/17/26
A/R - AEAO(march mileage)	160	04/17/2026		52.20	24251512	04/17/2026	Davis, Stephanie			4/17/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account										
Description		A/R - AEAO		Account Balance		\$0.00		Budget		0.00
Account Number		11-2-121						Budget Balance		0.00
ASN Number		121230001						Encumbrance		0.00
								Next Mo. Bills		(\$94,160.83)
								Ecumb. Balance		\$94,160.83
Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO(2nd of 3 invoices)		160	04/17/2026	10,000.00	24251520	04/17/2026	NEMCSA			4/17/26
A/R - AEAO		2526	04/21/2026	858.95	1114923464	04/21/2026	DTE Energy			4/21/26
A/R - AEAO		2526	04/21/2026	403.07	1100708428	04/21/2026	WM Corporate Services, Inc.			4/21/26
A/R - AEAO		161	04/24/2026	378.00	81226	04/24/2026	MAEO			4/24/26
A/R - AEAO		161	04/24/2026	713.50	81231	04/24/2026	Ogemaw County Public Transit			4/24/26
A/R - AEAO		160	04/24/2026	23.13	24251537	04/24/2026	Arnold Sales			4/24/26
A/R - AEAO(602952-00)		160	04/24/2026	370.00	24251539	04/24/2026	Central Michigan Paper			4/24/26
A/R - AEAO		2526	04/30/2026	996.66	1207560722	04/30/2026	AT&T Mobility			4/30/26
A/R - AEAO(prom reimbursements)		160	05/01/2026	958.01	24251564	05/01/2026	Leibold, Denise			5/1/26
A/R - AEAO Rent		161	05/01/2026	2,081.22	81239	05/01/2026	Region 7B Consortium			5/1/26
A/R - AEAO(inv. #3282)		160	05/01/2026	1,597.50	24251562	05/01/2026	Integrated Systems Corporation			5/1/26
A/R - AEAO(field trip reimbursement)		161	05/04/2026	1,395.00	81240	05/04/2026	Tawas Area Elks #2525			5/4/26
April deliveries		9	05/05/2026	73.00	1256497891	05/05/2026	Culligan Water Conditioning			4/16/26
bball trophy		9	05/05/2026	34.99	1256497873	05/05/2026	Amazon.com			4/16/26
Post card stamps		9	05/05/2026	61.00	1256497949	05/05/2026	United States Postal Service			4/13/26
Stamps		9	05/05/2026	78.00	1256497949	05/05/2026	United States Postal Service			4/13/26
April charges		9	05/05/2026	20.50	1256497871	05/05/2026	Adobe Inc.			4/9/26
Surface Screen Protector		9	05/05/2026	14.84	1256497873	05/05/2026	Amazon.com			4/5/26
food service		9	05/05/2026	23.98	1256497873	05/05/2026	Amazon.com			4/20/26
April charges		9	05/05/2026	136.19	1256497884	05/05/2026	Charter Communications			4/17/26
bball jerseys		9	05/05/2026	49.99	1256497873	05/05/2026	Amazon.com			4/18/26
robotics		9	05/05/2026	94.07	1256497904	05/05/2026	Gs Pizzeria & Deli			4/15/26
April Subscription Fee		9	05/05/2026	30.00	1256497882	05/05/2026	Canva US Inc.			4/8/26
March phone charges		9	05/05/2026	51.64	1256497877	05/05/2026	AT&T Mobility			4/17/26
April 2026 charges		9	05/05/2026	532.21	1256497884	05/05/2026	Charter Communications			4/17/26
A/R - AEAO		2526	05/05/2026	463.32	1257525480	05/05/2026	WEX BANK			5/5/26
GED pretest vouchers		9	05/05/2026	425.00	1256497926	05/05/2026	New Readers Press			4/24/26
bug traps		9	05/05/2026	125.34	1256497906	05/05/2026	Home Depot			4/21/26
windex		9	05/05/2026	11.48	1256497906	05/05/2026	Home Depot			4/21/26
Surface Case		9	05/05/2026	18.49	1256497873	05/05/2026	Amazon.com			3/30/26
March 2026 charges		9	05/05/2026	25.17	1256497951	05/05/2026	Verizon Wireless			4/15/26
HVAC filters		9	05/05/2026	53.95	1256497873	05/05/2026	Amazon.com			4/14/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account										
Description		A/R - AEAO		Account Balance		\$0.00		Budget		0.00
Account Number		11-2-121						Budget Balance		0.00
ASN Number		121230001						Encumbrance		0.00
								Next Mo. Bills		(\$94,160.83)
								Ecumb. Balance		\$94,160.83
Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
robotics		9	05/05/2026	23.10	1256497953	05/05/2026	Walmart			4/14/26
Spring Competition Registration		9	05/05/2026	378.00	1256497910	05/05/2026	MAEO			4/14/26
Office Supplies		9	05/05/2026	24.36	1256497953	05/05/2026	Walmart			4/14/26
Student of the Month Cards		9	05/05/2026	70.00	1256497953	05/05/2026	Walmart			4/14/26
Office Supplies		9	05/05/2026	57.99	1256497873	05/05/2026	Amazon.com			4/14/26
Surface fan		9	05/05/2026	13.77	1256497873	05/05/2026	Amazon.com			4/22/26
A/R - AEAO		2526	05/06/2026	471.04	1261166803	05/06/2026	Xerox Business Solutions			5/6/26
A/R - AEAO		2526	05/06/2026	748.53	1274964458	05/07/2026	Consumers Energy			5/6/26
A/R - AEAO		161	05/08/2026	66.00	81246	05/08/2026	Gladwin City County Transit			5/8/26
A/R - AEAO april (lunch)		161	05/08/2026	1,242.50	81251	05/08/2026	Oscoda Schools Food Services			5/8/26
A/R - AEAO		161	05/08/2026	299.31	81253	05/08/2026	West Branch Township			5/8/26
A/R - AEAO(inv. #2017425)		160	05/08/2026	2,622.00	24251585	05/08/2026	Student Achievement Systems LLC			5/8/26
A/R - AEAO(apr mileage)		160	05/15/2026	409.77	24251616	05/15/2026	Tuttle, Wendy			5/15/26
A/R - AEAO (apr mileage)		160	05/15/2026	106.72	24251618	05/15/2026	Williams, Tina M.			5/15/26
A/R - AEAO(graduation costs)		161	05/15/2026	300.00	81255	05/15/2026	Columbus Home Association			5/15/26
A/R - AEAO		161	05/15/2026	704.00	81258	05/15/2026	Ogemaw County Public Transit			5/15/26
A/R - AEAO(jan/april breakfast)		161	05/15/2026	4,505.00	81261	05/15/2026	West Branch-Rose City Area Schools			5/15/26
A/R - AEAO(jan/april lunch)		161	05/15/2026	8,797.50	81261	05/15/2026	West Branch-Rose City Area Schools			5/15/26
A/R - AEAO(april travel)		160	05/15/2026	155.15	24251594	05/15/2026	Davis, Stephanie			5/15/26
A/R - AEAO		2526	05/20/2026	392.34	1400050986	05/20/2026	WM Corporate Services, Inc.			5/20/26
A/R - AEAO		2526	05/21/2026	257.09	1415169256	05/21/2026	DTE Energy			5/21/26
A/R - AEAO(inv. #6425109)		160	05/22/2026	22.44	24251634	05/22/2026	Xerox Business Solutions			5/22/26
A/R - AEAO		161	05/22/2026	4,260.75	81267	05/22/2026	Russo Engineering Inc.			5/22/26
A/R - AEAO		161	05/29/2026	4,486.00	81289	05/29/2026	Kirtland Community College			5/29/26
A/R - AEAO		2526	06/01/2026	996.66	1526994122	06/01/2026	AT&T Mobility			6/1/26
Basketballs		9	06/05/2026	45.36	1569639530	06/05/2026	Walmart			4/29/26
Ogemaw graduation		9	06/05/2026	29.04	1569639472	06/05/2026	Home Depot			5/19/26
May Student of the Month cards		9	06/05/2026	80.00	1569639530	06/05/2026	Walmart			5/20/26
Cleaning supplies.		9	06/05/2026	15.87	1569639530	06/05/2026	Walmart			5/20/26
Kitchen Supplies		9	06/05/2026	40.87	1569639530	06/05/2026	Walmart			5/20/26
Graduation supplies (helium)		9	06/05/2026	118.98	1569639530	06/05/2026	Walmart			5/19/26
Cupcakes for graduation.		9	06/05/2026	102.27	1569639530	06/05/2026	Walmart			5/19/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account										
Description	A/R - AEAO			Account Balance		\$0.00	Budget 0.00		Budget 0.00	
Account Number	11-2-121						Budget Balance 0.00		Budget Proposed 0.00	
ASN Number	121230001						Encumbrance 0.00		Budget Approved 0.00	
							Next Mo. Bills (\$94,160.83)			
							Ecumb. Balance \$94,160.83			
Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
graduation		9	06/05/2026	350.00	1569639471	06/05/2026	Holly Rosebrugh Photography			5/19/26
Roses for graduation		9	06/05/2026	185.40	1569639505	06/05/2026	Rose City Greenhouse			5/18/26
05/01/26-05/31/26		9	06/05/2026	136.19	1569639450	06/05/2026	Charter Communications			5/18/26
advertisement for parking lot bids		9	06/05/2026	155.52	1569639494	06/05/2026	Ogemaw County Herald			5/18/26
Honor Cords for graduation		9	06/05/2026	15.10	1569639436	06/05/2026	Amazon.com			5/11/26
GED vouchers		9	06/05/2026	522.00	1569639490	06/05/2026	NCS Pearson			5/11/26
Helium, miscellaneous grad supplies.		9	06/05/2026	79.84	1569639530	06/05/2026	Walmart			5/6/26
Diploma Covers		9	06/05/2026	320.20	1569639436	06/05/2026	Amazon.com			5/6/26
Student Garden		9	06/05/2026	83.85	1569639505	06/05/2026	Rose City Greenhouse			5/5/26
Tassel and Honor Cord		9	06/05/2026	7.55	1569639436	06/05/2026	Amazon.com			5/5/26
Kitchen supplies.		9	06/05/2026	29.30	1569639530	06/05/2026	Walmart			4/28/26
A/R - AEAO(reimb)	160	9	06/05/2026	31.12	24251650	06/05/2026	Haley-Stein, Kimberly			6/5/26
S.O.M. Gift Cards		9	06/05/2026	70.00	1569639530	06/05/2026	Walmart			5/4/26
Plastic cutlery.		9	06/05/2026	7.29	1569639530	06/05/2026	Walmart			5/4/26
Van Maintenance		9	06/05/2026	71.51	1569639524	06/05/2026	Timmy Tire Inc.			5/4/26
Cleaning supplies		9	06/05/2026	39.94	1569639472	06/05/2026	Home Depot			4/30/26
MAEO Conference. Dinner out.		9	06/05/2026	123.20	1569639522	06/05/2026	The Park Place Hotel			4/30/26
Cleaning supplies		9	06/05/2026	33.91	1569639472	06/05/2026	Home Depot			4/30/26
pd travel		9	06/05/2026	271.10	1569639495	06/05/2026	Park Place			5/1/26
pd travel		9	06/05/2026	271.10	1569639495	06/05/2026	Park Place			5/1/26
professional services		9	06/05/2026	6,533.50	1569639516	06/05/2026	SME			4/30/26
Dinner out. MAEO Conference. Nine		9	06/05/2026	110.21	1569639523	06/05/2026	The Pub			4/30/26
janitorial supply		9	06/05/2026	33.94	1569639472	06/05/2026	Home Depot			5/11/26
graduation patch cable		9	06/05/2026	39.99	1569639436	06/05/2026	Amazon.com			5/12/26
A/R - AEAO	2526	9	06/05/2026	454.95	1561220415	06/05/2026	WEX BANK			6/5/26
A/R - AEAO	161	9	06/05/2026	995.25	81317	06/05/2026	Russo Engineering Inc.			6/5/26
A/R - AEAO	161	9	06/05/2026	2,366.00	81318	06/05/2026	SME			6/5/26
april charges		9	06/05/2026	58.35	1569639442	06/05/2026	AT&T Mobility			5/17/26
water delivery		9	06/05/2026	37.00	1569639455	06/05/2026	Culligan Water Conditioning			5/16/26
van repair		9	06/05/2026	68.07	1569639524	06/05/2026	Timmy Tire Inc.			5/14/26
Senior Luncheon		9	06/05/2026	280.85	1569639508	06/05/2026	Sandbaggers Bar & Grill			5/13/26
April phone charges		9	06/05/2026	25.15	1569639527	06/05/2026	Verizon Wireless			5/15/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account										
Description A/R - AEAO			Account Balance		\$0.00		Budget		0.00	
Account Number 11-2-121							Budget Balance		0.00	
ASN Number 121230001							Encumbrance		0.00	
							Next Mo. Bills		(\$94,160.83)	
							Ecumb. Balance		\$94,160.83	
Budget								Budget		0.00
Budget Proposed								Budget Proposed		0.00
Budget Approved								Budget Approved		0.00

Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
Honor Cords for graduation.		9	06/05/2026	37.75	1569639436	06/05/2026	Amazon.com			5/13/26
Styrofoam Cups		9	06/05/2026	41.89	1569639436	06/05/2026	Amazon.com			5/14/26
Bottled water for graduation.		9	06/05/2026	42.08	1569639530	06/05/2026	Walmart			5/13/26
Gladwin Senior Luncheon		9	06/05/2026	91.70	1569639510	06/05/2026	Scoops & Slices Pizzeria			5/12/26
Teacher Appreciation Lunch		9	06/05/2026	156.72	1569639475	06/05/2026	Jersey Mike's Subs			5/7/26
Graduation decoration set.		9	06/05/2026	62.95	1569639436	06/05/2026	Amazon.com			5/11/26
Canva Monthly Subscription		9	06/05/2026	30.00	1569639447	06/05/2026	Canva US Inc.			5/8/26
Class of 26 Wristbands		9	06/05/2026	33.37	1569639436	06/05/2026	Amazon.com			5/11/26
May 9-June 9 charges		9	06/05/2026	20.50	1569639434	06/05/2026	Adobe Inc.			5/9/26
bball game lunch		9	06/05/2026	45.45	1569639530	06/05/2026	Walmart			5/8/26
Flag replacement		9	06/05/2026	35.09	1569639436	06/05/2026	Amazon.com			5/24/26
supplies		9	06/05/2026	9.70	1569639530	06/05/2026	Walmart			5/8/26
Graduation Gowns		9	06/05/2026	349.05	1569639436	06/05/2026	Amazon.com			5/8/26
Gas Card for homeless student/parent.		9	06/05/2026	50.00	1569639513	06/05/2026	Shell Fleet Plus			5/6/26
Pops for Teacher Appreciation		9	06/05/2026	12.90	1569639530	06/05/2026	Walmart			5/7/26
Graduation Tassels.		9	06/05/2026	157.18	1569639436	06/05/2026	Amazon.com			5/7/26
A/R - AEAO	2526	06/08/2026	244.04	1595730184	06/08/2026	Xerox Financial Services				6/8/26
A/R - AEAO	2526	06/09/2026	786.16	1601006162	06/09/2026	Consumers Energy				6/9/26
A/R - AEAO	161	06/12/2026	78.00	81322	06/12/2026	Gladwin City County Transit				6/12/26
A/R - AEAO breakfast	161	06/12/2026	980.00	81333	06/12/2026	West Branch-Rose City Area Schools				6/12/26
A/R - AEAO lunch	161	06/12/2026	1,874.25	81333	06/12/2026	West Branch-Rose City Area Schools				6/12/26
A/R - AEAO(snowplowing/lawn care)	161	06/12/2026	5,755.00	81331	06/12/2026	TNT Snow & Lawn Care				6/12/26
A/R - AEAO(may stmt)	160	06/12/2026	182.00	24251675	06/12/2026	Print 'n' Go				6/12/26
A/R - AEAO	160	06/12/2026	251.95	24251662	06/12/2026	Arnold Sales				6/12/26
A/R - AEAO(May mileage)	160	06/12/2026	364.24	24251682	06/12/2026	Tuttle, Wendy				6/12/26
A/R - AEAO(may mileage)	160	06/12/2026	130.50	24251666	06/12/2026	Davis, Stephanie				6/12/26
A/R - AEAO(may mileage)	160	06/12/2026	80.04	24251683	06/12/2026	Williams, Tina M.				6/12/26
A/R - AEAO	2526	06/22/2026	394.91	1730580186	06/22/2026	WM Corporate Services, Inc.				6/22/26
A/R - AEAO	2526	06/22/2026	168.20	1732392577	06/22/2026	DTE Energy				6/22/26
A/R - AEAO(inv. #2017446)	160	06/26/2026	474.00	24251697	06/26/2026	Student Achievement Systems LLC				6/26/26
A/R - AEAO	161	06/26/2026	438.00	81337	06/26/2026	Iosco County News Herald				6/26/26
A/R - AEAO	161	06/26/2026	701.75	81340	06/26/2026	Ogemaw County Public Transit				6/26/26

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account									
Description	A/R - AEAO	Account Balance	\$0.00	Budget	0.00	Budget	0.00		
Account Number	11-2-121			Budget Balance	0.00	Budget Proposed	0.00		
ASN Number	121230001			Encumbrance	0.00	Budget Approved	0.00		
				Next Mo. Bills	(\$94,160.83)				
				Ecumb. Balance	\$94,160.83				

Acct's Payable	(Continued)	Batch #	Expensed	Amount	Check#	Check	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO		161	06/26/2026	21.18	81334	06/26/2026	Ace Hardware			6/26/26
A/R - AEAO		2526	06/30/2026	44.55	0		WEX BANK			6/30/26
A/R - AEAO		2526	06/30/2026	926.45	0		Consumers Energy			6/30/26
A/R - AEAO		160	06/30/2026	67.88	24251699	07/01/2026	Arnold Sales			6/30/26
Void A/R - AEAO(06/16-06/26)		160	06/30/2026	300.00	24251719	07/01/2026	TNT Snow & Lawn Care			6/30/26
Kitchen supplies		9	06/30/2026	12.16	1889348409	07/07/2026	Walmart			6/25/26
May charges		9	06/30/2026	25.16	1889348406	07/07/2026	Verizon Wireless			6/15/26
may expenses		9	06/30/2026	20.50	1889348359	07/07/2026	Adobe Inc.			6/9/26
Monthly Subscription		9	06/30/2026	30.00	1889348367	07/07/2026	Canva US Inc.			6/8/26
06/01/2026-06/30/2026 services		9	06/30/2026	163.20	1889348371	07/07/2026	Charter Communications			6/17/26
May charges		9	06/30/2026	58.36	1889348362	07/07/2026	AT&T Mobility			6/17/26
May charges		9	06/30/2026	51.59	1889348362	07/07/2026	AT&T Mobility			6/17/26
May charges		9	06/30/2026	77.80	1889348362	07/07/2026	AT&T Mobility			6/17/26
May charges		9	06/30/2026	42.28	1889348362	07/07/2026	AT&T Mobility			6/17/26
May charges		9	06/30/2026	248.64	1889348362	07/07/2026	AT&T Mobility			6/17/26
06/01/2026-06/30/2026 services		9	06/30/2026	136.19	1889348371	07/07/2026	Charter Communications			6/17/26
may charges		9	06/30/2026	139.00	1889348374	07/07/2026	Culligan Water Conditioning			6/16/26
budget ad		9	06/30/2026	135.00	1889348394	07/07/2026	Ogemaw County Herald			6/3/26
Summer School Food Supplies.		9	06/30/2026	93.03	1889348409	07/07/2026	Walmart			6/2/26
A/R - AEAO		161	06/30/2026	19.50	81356	07/10/2026	Gladwin City County Transit			6/30/26
A/R - AEAO(breakfast)		161	06/30/2026	182.50	81367	07/10/2026	West Branch-Rose City Area Schools			6/30/26
A/R - AEAO(lunch)		161	06/30/2026	344.25	81367	07/10/2026	West Branch-Rose City Area Schools			6/30/26
A/R - AEAO(June mileage)		160	06/30/2026	104.40	24251724	07/10/2026	Davis, Stephanie			6/30/26
A/R - AEAO(June mileage)		160	06/30/2026	91.06	24251733	07/10/2026	Tuttle, Wendy			6/30/26
A/R - AEAO june mileage		160	06/30/2026	80.04	24251734	07/10/2026	Williams, Tina M.			6/30/26
A/R - AEAO		161	06/30/2026	197.00	81376	07/24/2026	Ogemaw County Public Transit			6/30/26
A/R - AEAO(april-june)		161	06/30/2026	7,500.00	81377	07/24/2026	Region 7B Consortium			6/30/26
A/R - AEAO		161	06/30/2026	600.00	81378	07/24/2026	TNT Snow & Lawn Care			6/30/26
Total Acct's Payable				\$110,498.23						

Cash Receipt	Batch #	Received	Amount	Receipt#	Receipt	Vendor Name	PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO (March State Aid)	2	04/01/2026	(125,716.23)	0		Cash			
A/R - AEAO (April State Aid)	7	05/07/2026	(129,125.89)	202657		Cash			

Account Activity

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IOSCO RESA

Date Range: 4/1/2026 to 6/30/2026

Account												
Description	A/R - AEAO			Account Balance		\$0.00	Budget		0.00	Budget	0.00	
Account Number	11-2-121						Budget Balance		0.00	Budget Proposed	0.00	
ASN Number	121230001						Encumbrance		0.00	Budget Approved	0.00	
							Next Mo. Bills		(\$94,160.83)			
							Ecumb. Balance		\$94,160.83			
Cash Receipt		(Continued)	Batch #	Received	Amount	Receipt#	Receipt	Vendor Name		PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO (MI Alt Ed Org)			20	05/20/2026	(250.00)	2026520		Cash				
A/R - AEAO (May State Aid)			11	06/11/2026	(124,873.10)	2026611		Cash				
A/R - AEAO (June State Aid)			30	06/30/2026	(125,627.84)	20251220		Cash				
Total Cash Receipt					(\$505,593.06)	Only Web 5 Activity for Date Range (\$505,593.06)						
Journal Source:AJ			Batch #	Posted	Amount	Transaction#		Vendor Name		PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO			4	04/30/2026	(4,081.20)	2059				April JE#12		
A/R - AEAO (OAS Food Service Bill)			27	05/27/2026	(1,242.50)	2064				May JE#2		
A/R - AEAO (Lunch)			9	05/31/2026	(3,222.57)	2065				May JE#10		
A/R - AEAO (JE to AEAO from IRESA)			22	06/22/2026	200.00	2074				June JE#5		
A/R - AEAO (Rent for AEAO)			23	06/23/2026	1,862.86	2083				June JE#13		
A/R - AEAO (April, May, June)			8	06/30/2026	(8,410.59)	2087				June JE#22		
Total Journal Source:AJ					(\$14,894.00)							
Journal Source:XA			Batch #	Posted	Amount	Transaction#		Vendor Name		PO#/Misc Ref	Invoice#	Invoice
A/R - AEAO (Interst Income)			29	06/30/2026	(87,819.37)	2099				June JE#33		
A/R - AEAO (Admin fee)			29	06/30/2026	105,000.00	2099				June JE#33		
A/R - AEAO (4th Q Activity)			29	06/30/2026	392,808.20	2099				June JE#33		
Total Journal Source:XA					\$409,988.83							
Account Balance					\$0.00							

11. Communications

244

- Potential updating of ISD wall map

Billing/Shipping

C.O.O.R. ISD
 Becky Socia
 11015 N Cut Rd
 Roscommon, MI 48653

Quote

No CISC-070826-AL.1
Date 7/7/2026

www.rockfordmap.com

124 N Water Street p (815) 708-6324
 Rockford, Illinois (800) 321-1627
 61107-3970 f (815) 977-5954

Quantity	Description of Services	Price
1	Custom School District Map. C.O.O.R. ISD 48"W x 42"H PDF Map Map features to include: district boundaries, counties, townships, cities, major roads and highways, schools, major water features, a legend, and logo.	\$550.00

Project duration will be approximately 2-4 weeks.
 Project timeline will be provided upon contract acceptance.

Quote is valid for 60 days. All sales are final.
 Please contact with any questions. Unless credit terms have
 been extended, payment is due upon acceptance of quote.

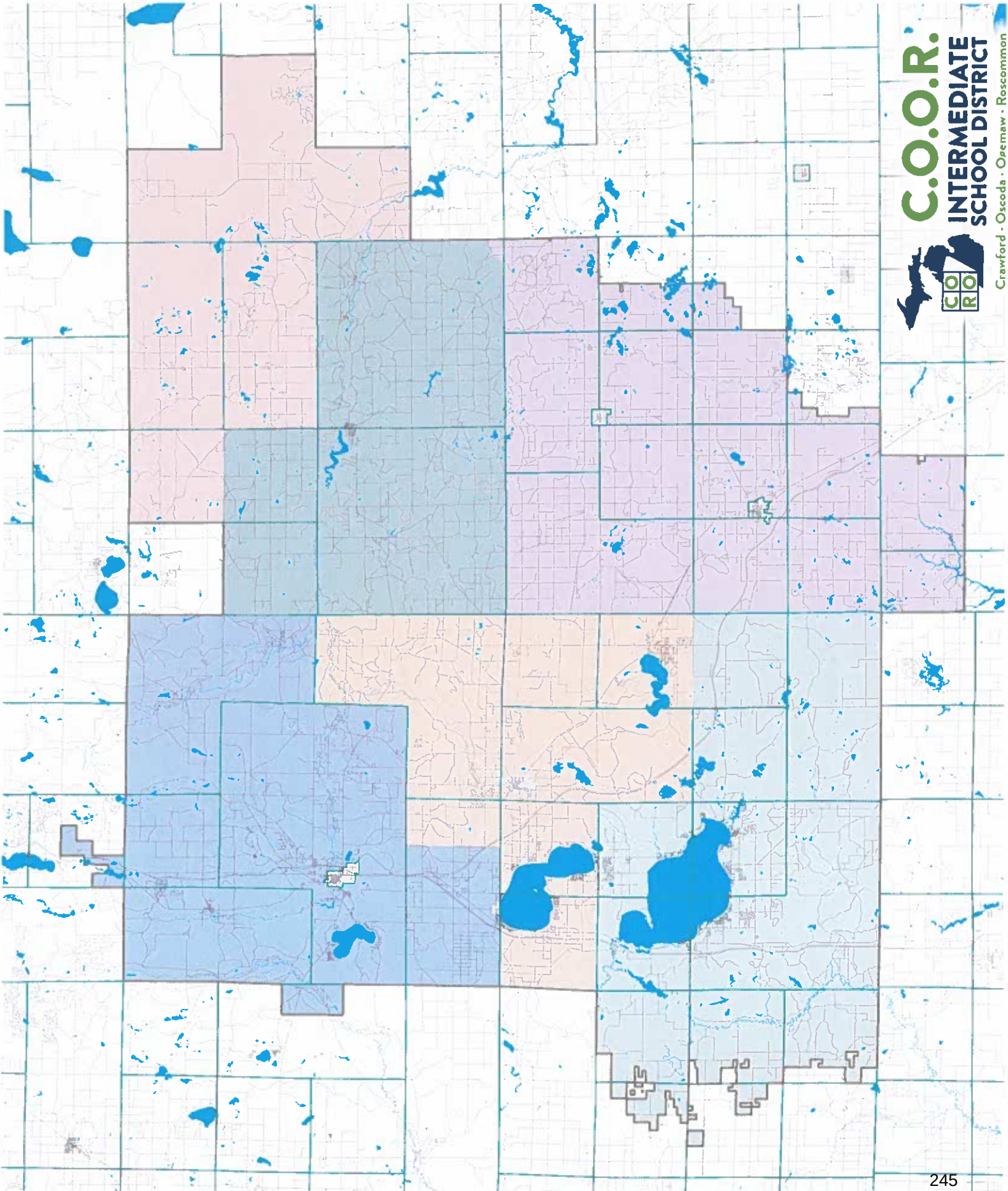
Make checks payable to
 Rockford Map Publishers Inc.
 124 N Water St, Suite 10
 Rockford, IL 61107



Subtotal	\$550.00
Tax	0.00
Shipping	0.00
Total	\$550.00

Thank you for this opportunity.
 I look forward to beginning your project.

Account Contact:
 Austin Larson
 Custom Map Specialist
 (800) 321-1627 ex. 227
austinl@rockfordmap.com



RE: Custom Plat Map Quote

Austin Larson <austinl@rockfordmap.com>
To: Becky Socia <sociar@coorisd.net>

Wed, Jul 8, 2026 at 8:48 AM

Hi Becky,

That sounds great. The final version of the map would include the following features: district boundaries, counties, townships, cities, major roads and highways, schools, major water features, a legend, and your logo. Please let me know if I left anything out.

If you decide to place an order just let me know, and I could send an electronic invoice to get the ball rolling for us. Once payment is received, we would add your map to our schedule and get to work. We also know that some school districts only operate with purchase orders. If that is the case, we can accept a PO in place of a payment up front.

[Quoted text hidden]

12. **Adjournment**
-Time: