Kent ISD Organizational School Board Meeting

Monday, July 20, 2026 4:00 PM
Grand Room ESC Building, 2930 Knapp St NE , Grand Rapids, MI 49525

A. **Call to Order**

B. **Welcome Visitors and Roll Call**

C. **Approve the Kent ISD School Board meeting agenda as presented.**

D. **Organizational Items**

D.1. Election of the Board of Officers for the 2026-27 school year:
President _____
Vice-President_____
Secretary _____
Treasurer _____
Trustee _____

D.2. Resolution to authorize the former Treasurer to continue to sign checks until the necessary documents can be processed and the equipment modified, not to exceed ninety (90) days from this date. (Only needed if a new treasurer is elected)

D.3. Approve the resolution to designate depositories.

D.4. Approve the resolution to authorize accounts through JPMorgan Chase Bank, NA.

D.5. Approve the resolution designating the superintendent or his designee to assume the responsibilities of the treasurer for the administration of funds and to sign checks, contracts, agreements, and purchase orders.

D.6. Approve the School Board meeting dates for the 2026-2027 school year.

D.7. Approve the resolution outlining the procedure to call special meetings of the Board.

D.8. Approve the resolution to appoint legal counsel to represent Kent ISD.

D.9. Approve the resolution for Kent ISD staff members to use Kent ISD credit cards for district business.

D.10. Approve the resolution authorizing electronic transactions and designating an Electronic Transfer Officer.

E. **Presentation: Career & Talent Development**

F. **Action Items**
Consent Grouping: Action items may be approved with one motion unless a board member requests that an item or items be removed for separate action.

F.1. Approve the Financial Report allowing bills from June 1, 2026, through June 30, 2026.

F.2. Approval of the minutes from the regular school board meeting on June 15, 2026.

F.3. Approve the personnel recommendations and report as presented

F.4. Approve the contract for an Assistant Principal at Lincoln School for the 2026-2027 school year.

F.5. Approve the contract for a Curriculum & Work-Based Learning Supervisor for the 2026-2027 school year.

F.6. Approve the Adult Education Student Handbook for the 2026-2027 school year.

F.7. Approve the Secondary Programs Handbook for the 2026-2027 school year.

F.8. Approve the contract and MOU between Kent ISD Adult Education and the Center for Medical Technology.

F.9. Approve the Letter of Understanding for Lincoln Pines between Kent ISD Administration and the KIEA.

F.10. Approve Quality Environmental to provide the abatement and hazardous material removal work at the former Dutton Elementary site

F.11. Approve an increase in the budget for the Lincoln Campus paving and sitework project.

F.12. Approve the cost increase for the Pine Grove Learning Center paving and sitework project.

F.13. Approve the purchase of capital outlay for Center Programs and TC/VI.

F.14. Approve the Capital Outlay request for the Career Focus-Exploration Program.

F.15. Approve the purchase of furniture from Custer Office Environments for the Superintendent's Office area

F.16. Approve the surplus equipment and grant the Kent ISD administration authority to dispose of the items in accordance with Kent ISD policies and guidelines.

F.17. Approve the Microsoft EES Licensing contract pricing change.

F.18. Approve the purchase of Proofpoint Core Email protection through CDWG.

F.19. Approve the Memo of Understanding between Kent ISD and local districts to grow CTE pathway programs.

G. **Approve the renewal of the interoffice courier services agreement with Professional Courier Services.**

H. **Approve the purchase of Goalbook Toolkit Subscriptions for Center Programs and local districts' special education teachers and staff.**

I. **Approve the purchase agreements with TECHnista for the MEERA lab equipment package and the subscription services.**

J. **Approve Owen Ames Kimball's demolition package to demolish and excavate the former Dutton Elementary site**

K. **Approve the purchase and installation of new boilers at Pine Grove Learning Center.**

L. **Approve the Capital Outlay for secondary programs technology**

M. **Approve the annual board policy updates provided by Thrun Law.**

N. **Public Comment**

O. **Items from Board Members**

P. **Superintendent's Report**

Q. **Adjournment**

RESOLUTION

Kent Intermediate School Board

July 20, 2026

On motion of Member _____, supported by Member _____, it was resolved to authorize**,** former treasurer, to continue to sign checks until the necessary documents can be processed and equipment modified. This period is not to exceed ninety (90) days from this date.

Ayes: Members
Nays:
Motion declared to have carried.

Date: July 20, 2026

_____
Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 20, 2026

On motion of Member _____, supported by Member _____, it was resolved that the following financial institutions be designated as depositories for district funds:

1. JP Morgan Chase Bank, NA
2. Fifth Third Bank
3. Flagstar Bank
4. Huntington National Bank
5. Mercantile Bank
6. Michigan Liquid Asset Fund
7. PNC Bank
8. Bonds, bills or notes of the United States, or obligations of the State of Michigan; Section 622.2 (a)
9. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase, Section 622.2 (c).
10. Certificates of deposit issued by financial institutions which means a state or nationally-chartered bank or a state or federally-chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in Michigan under Michigan and Federal laws.
11. Securities issued or guaranteed by agencies or instrumentalities of the United States government; Section 622.2 (d).
12. United States government or Federal agency obligation repurchase agreements; Section 622.2(e).
13. Banker's acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation; Section 622.2 (f)
14. Investment pools as authorized by the Surplus Funds Investment Pool Act, Act No. 367 of the Public Act of 1982 being Section 129.111 to 129.118 of the Michigan Compiled Laws, composed entirely of instruments that are legal for direct investment by an intermediate school district.
15. Mutual Funds composed entirely of investment vehicles that are legal for direct investment by a school district.

Ayes: Members
Nays:
Motion declared to have carried.

Date Approved: July 20, 2026

_____
Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 20, 2026

The following resolution was offered by Member _____, supported by Member _____:

RESOLVED, that **JP Morgan Chase Bank, NA**, as designated depository of this Corporation, be and it is hereby requested, authorized, and directed when receiving deposits to the account of this Corporation to pay over and remit in cash to the agent making the deposit all or any part of such deposit, notwithstanding any endorsements of the deposited items to the contrary, provided only that the deposit slip shall show the amount so paid over and remitted in cash and shall bear the signature of the following person:

_____, Treasurer

Consolidated Checking Account

Consolidated Savings

Disbursement Account

Internal Service Fund Account

Payroll Account

EDUStaff Checking Account

Ayes: Members
Nays:
Motion declared to have carried.

Date: July 20, 2026

_____
Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board
July 20, 2026

On motion of Member _____, supported by Member _____, it was resolved that the Superintendent or his designee assume the responsibilities of the Treasurer for the administration of district funds.

It was further resolved to authorize the Superintendent or his designee to sign checks, contracts, agreements, and purchase orders for Kent ISD.

Ayes: Members
Nays:
Motion declared to have carried.

Date: July 20, 2026

_____
Board Secretary

/ml

Kent ISD

KENT ISD SCHOOL BOARD

2026-2027 SCHEDULE OF MEETINGS

July 20, 2026	January 11, 2027
August 17, 2026	February 8, 2027
September 21, 2026	March 15, 2027
October 19, 2026	April 19, 2027
November 16, 2026	May 17, 2027
December 14, 2026	June 21, 2027

All meetings will be held at 4:00 p.m. in the Grand Room of the Educational Service Center located at 2930 Knapp St NE, Grand Rapids, MI 49525.

Upon request to the Superintendent, the District shall make reasonable accommodations to ensure accessibility for individuals wishing to participate in the meetings.

Board Minutes are located in the Superintendent's Office of the Kent ISD Educational Service Center, 2930 Knapp St NE, Grand Rapids, MI 49525. For more information, contact Mandy Lovell at (616) 365-2217.

ml: 7/9/26

RESOLUTION

Kent Intermediate School Board

July 20, 2026

The following resolution was offered by Member _____, supported by Member _____:

It was resolved that special meetings of the School Board may be called by the Superintendent, President of the Board, or any two (2) members thereof, by serving on the other members a written notice of the day, time, and place of such meetings.

Service of the notices for a special meeting shall be by:

a. Delivering the notice to the member personally, at least twenty-four (24) hours before said meeting is to take place; or

b. Leaving the notice at the member's residence with some person of the household at least twenty-four (24) hours before said meeting is to take place; or

c. Depositing the notice in a government mail receptacle, enclosed in a sealed envelope plainly addressed to such member at his/her last known address at least seventy-two (72) hours before said meeting is to take place.

Service as prescribed may be made by a member of the Board, the Secretary of the Board, or any employee of the Board.

All resolutions or parts of resolutions in conflict with this resolution are hereby rescinded.

Ayes: Members
Nays:
Motion declared to have carried.

Date: July 20, 2026

_____
Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 20, 2026

On motion of Member _____, supported by Member _____, it was resolved to appoint the following Legal Counsel to represent Kent ISD.

Clark Hill	General Counsel
Miller Johnson	General Counsel
Thrun Law Firm, P.C., Lansing	General School Law, Bonding, Elections, Policies

Ayes: Members
Nays:
Motion declared to have carried.
Date: July 20, 2026

_____
Board Secretary

/ml

RESOLUTION

Kent Intermediate School Board

July 20, 2026

On motion of Member _____, supported by Member _____, it was resolved that the following positions be authorized to use a Kent ISD credit card to be used for district business:

TITLE	LOCATION
ACCOUNTING COORDINATOR	ESC
ACCOUNTING COORDINATOR- GRANTS & BUSINESS OFFICE SYSTEMS	ESC
ACCOUNTING SUPERVISOR	ESC
ACCOUNTS PAYABLE	ESC
ADMININISTRATIVE ASSISTANT SPECIAL EDUCATION FINANCE	ESC
ADMINISTRATIVE ASSISTANT ADMIN & INSTRUCTIONAL SERVICES	ESC
ADMINISTRATIVE ASSISTANT CENTER PROGRAMS	ESC
ADMINISTRATIVE ASSISTANT DHH	DHH NORTH OAKVIEW
ADMINISTRATIVE ASSISTANT EARLY ON	LCC
ADMINISTRATIVE ASSISTANT EMPOWER U CENTRAL	EMPOWER U CENTRAL
ADMINISTRATIVE ASSISTANT EMPOWER U NORTH	EMPOWER U NORTH
ADMINISTRATIVE ASSISTANT EMPOWER U SOUTH	EMPOWER U SOUTH
ADMINISTRATIVE ASSISTANT FACILITIES	FACILITIES
ADMINISTRATIVE ASSISTANT GSRP	LINCOLN COLLABORATION CENTER
ADMINISTRATIVE ASSISTANT KCTC PRINCIPAL	KCTC
ADMINISTRATIVE ASSISTANT KEC OAKLEIGH	KEC OAKLEIGH
ADMINISTRATIVE ASSISTANT LINCOLN DEVELOPMENTAL CENTER	LINCOLN DEVELOPMENT CENTER
ADMINISTRATIVE ASSISTANT LINCOLN SCHOOL	LINCOLN SCHOOL
ADMINISTRATIVE ASSISTANT OF MYSCHOOL @ KENT	KCTC
ADMINISTRATIVE ASSISTANT OF TECHNOLOGY SERVICES	ESC
ADMINISTRATIVE ASSISTANT PD HUB	ESC
ADMINISTRATIVE ASSISTANT PINE GROVE LEARNING CENTER	PINE GROVE LEARNING CENTER
ADMINISTRATIVE ASSISTANT STUDENT SERVICES	ESC
ADMINISTRATIVE ASSISTANT TEACHING AND LEARNING	ESC
ADMINISTRATOR EMPOWER U SOUTH & PROJECT SEARCH	EMPOWER U SOUTH
ADMINSTRATOR ASSISTANT SPECIAL EDUCATION/MEDICAID	ESC
ADMINSTRATOR AT EMPOWER U CENTRAL	EMPOWER U CENTRAL
ASSISTANT FACILITIES SUPERVISOR	FACILITIES
ASSISTANT PRINCIPAL- KCTC	KCTC
ASSISTANT SUPERINTENDENT OF ADMINISTRATIVE SERVICES	ESC
ASSISTANT SUPERINTENDENT OF CAREER AND TALENT DEVELOPMENT	CONFERENCE CENTER
ASSISTANT SUPERINTENDENT OF HR	ESC
ASSISTANT SUPERINTENDENT OF INSTRUCTIONAL SERVICES	ESC
ASSISTANT SUPERINTENDENT OF STUDENT SERVICES	ESC
AUTO TECH & TOOL CRIB	KCTC
BRIGHT BEGINNINGS COORDINATOR	LCC
BUILDING MAINTENANCE LEAD	FACILITIES

C.O.R.E. INSTRUCTOR	KCTC
CAREER READINESS CONSULANT	EMPOWER U CENTRAL
CENTER PROGRAM TEACHER	LINCOLN SCHOOL
COMMUNICATIONS ADMINISTRATIVE ASSISTANT	ESC
CONTINIOUS IMPROVEMENT CONSULTANT	ESC
COORDINATED SUPPORTS CONSULTANT	ESC
COORDINATOR PD HUB	ESC
COORDINATOR TEACHING AND LEARNING	ESC
CO-PRINCIPAL OF LINCOLN SCHOOL	LINCOLN SCHOOL
CTE SPECIALIST- DIESEL	KCTC
CULINARY AIDE	KCTC
DIRECTOR OF ADULT EDUCATION	ADULT EDUCATION
DIRECTOR OF CAREER READINESS	CONFERENCE CENTER
DIRECTOR OF COMMUNICATIONS	ESC
DIRECTOR OF EARLY CHILDHOOD	LINCOLN COLLABORATION CENTER
DIRECTOR OF FACILITIES	FACILITIES
DIRECTOR OF FISCAL SERVICES	ESC
DIRECTOR OF GRANTS AND STRATEGIC PARTNERSHIPS	ESC
DIRECTOR OF INFRASTRUCTURE	ESC
DIRECTOR OF PERSONNEL	ESC
DIRECTOR OF RESEARCH AND CONTINUOUS IMPROVEMENT	ESC
DIRECTOR OF STUDENT SERVICES	ESC
DIRECTOR OF TEACHING AND LEARNING	ESC
DIRECTOR OF TRANSITION SERVICES AND EMPOWER U	ESC
DIRECTOR OF WORKFORCE DEVELOPMENT	CONFERENCE CENTER
DIRECTOR OF SAFETY & SECURITY	ESC
DIRECTOR OF STRATEGIC & ORGANIZATIONAL INITIATIVES	ESC
DIRECTOR OF CENTER PROGRAMS	ESC
EARLY LITERACY COACH	ESC
EDUCATIONAL CONSULTANT	ESC
EDUCATIONAL CONSULTANT- SCIENCE	ESC
EDUCATIONAL TECHNOLOGY CONSULTANT	ESC
EDUCATOR & STUDENT SUCCESS COORDINATOR	ADULT EDUCATION
EDUCATOR SUPPORT CONSULTANT	ESC
EXECUTIVE ASSISTANT TO THE SUPERINTENDENT	ESC
EXECUTIVE DIRECTOR EDUCATIONAL ADVOCATES W MI	ESC
FINANCE & SUPPORTS COORDINATOR	ESC
FUEL CARD EMPOWERU CENTRAL	EMPOWERU CENTRAL
FUEL CARD EMPOWERU SOUTH	EMPOWERU SOUTH
FUEL CARD KEC BELTLINE	KEC BELTLINE
FUEL CARD LINCOLN SCHOOL	LINCOLN SCHOOL
FUEL CARD PINE GROVE LEARNING CENTER	PINE GROVE LEARNING CENTER
FUEL EMPOWERU NORTH	EMPOWERU NORTH
GROUNDSKEEPER	FACILITIES
GSQ DIRECTOR	LCC

GSRP INTAKE	LINCOLN COLLABORATION CENTER
GSRP LEAD TEACHERS	LOCALS
GSRP PROGRAM INTAKE SPECIALIST	LCC
GSRP SUPERVISOR	LCC
HEALTH EDUCATION CONSULTANT	ESC
HR COORDINATOR	ESC
HR SPECIALIST	ESC
INNOVATIVE LEARNING CONSULTANT	ESC
INSTRUCTOR- AUTOMOTIVE TECH	KCTC
INSTRUCTOR- CULINARY ARTS	KCTC
INSTRUCTOR- HEALTH CAREERS	KCTC
INSTRUCTOR- INFORMATION TECHNOLOGY	KCTC
INSTRUCTOR- MARKETING	KCTC
INSTRUCTOR- MARKETING & DESIGN	KCTC
INSTRUCTOR- RETAIL	KCTC
INSTRUCTOR- APPLIED CONSTRUCTION	KCTC
INSTRUTOR- AGRISCIENCE	KCTC
INSTRUTOR- HVAC	KCTC
INTRUCTOR- CRIMINAL JUSTICE	KCTC
MAINTENANCE SPECIALIST	FACILITIES
MAINTENANCE TECHNICIAN 1	FACILITIES
MAINTENANCE TECHNICIAN 2	FACILITIES
MATH CONSULTANT	ESC
MATH SPECIALIST	ESC
MTSS CONSULTANT	ESC
MTSS COORDINATOR	ESC
NURSE COORDINATOR	ESC
OFFICE ASSISTANT - KCTC WEST	KCTC
PAYROLL AND BENEFITS COORDINATOR	ESC
PD HUB SUPERVISOR	ESC
PRINCIPAL KCTC	KCTC
PRINCIPAL MYSCHOOL @ KENT	KCTC
PRINCIPAL EMPOWER U NORTH	EMPOWER U NORTH
PRINCIPAL KCTC	KCTC
PRINCIPAL KEC BELTLINE	KEC BELTLINE
PRINCIPAL KEC OAKLEIGH	KEC OAKLEIGH
PRINCIPAL LINCOLN DEVELOPMENT CENTER	LINCOLN DEVELOPMENT CENTER
PRINCIPAL PINE GROVE LEARNING CENTER	PINE GROVE LEARNING CENTER
PROGRAM COORDINATOR	EMPOWER U NORTH
PROGRAM COORDINATOR DHH	DHH TOTAL COMMUNICATIONS NVPS
PROGRAM COORDINATOR ORAL/DEAF PROGRAM	DHH ORAL DEAF NVPS
PROGRAM COORDINATOR WMTC	CONFERENCE CENTER
PROJECT COORDINATOR- CHILD CARD NAVIGATION	LCC
PUPIL ACCOUNTING SUPERVISOR	ESC
QUALITY IMPROVEMENT COORDINATOR	LCC

READY BY FIVE COORDINATOR	LCC
RECEPTIONIST KENT CONFERENCE CENTER	CONFERENCE CENTER
REGION 4 ADULT EDUCATION CONSULTANT	ADULT EDUCATION
SCHOOL SOCIAL WORKER	EMPOWER U SOUTH
SECONDARY PROGRAM FINANCE COORDINATOR	KCTC
SITE SUPERVISOR ADULT EDUCATION	ADULT EDUCATION
SNN MANAGING EDITOR	ESC
STAFF ACCOUNTANT- PURCHASING	ESC
STEM CONSULTANT	ESC
SUPERINTENDENT	ESC
SUPERVISOR FACILITY	FACILITIES
TOOL CRIB & AIDES	KCTC
TRUANCY CASE MANAGER	ESC
VI MEDIA SPECIALIST	LCC
WMTC PROGRAM COORDINATOR	CONFERENCE CENTER
WMTC SUPERVISOR OF TEACHER DEVELOPMENT	CONFERENCE CENTER
WORKBASED LEARNING SUPPORT SPECIALIST	KCTC
WORKFORCE DEVELOPMENT CONSULTANT	CONFERENCE CENTER
WORKFORCE DEVELOPMENT COORDINATOR	KCTC
SAM'S CLUB MEMBERSHIP CARDS	**LOCATION**
SARAH JENSEN	ESC
KAREN LEZAN	LCC
RENEE LAFURGEY	ADULT EDUCATION
AMANDA KETTEL	KCTC
PATRICIA WALSTRA	ESC
KYLE RETAN	KCTC
MARY WARD	GSRP LOCAL

Ayes: Members
Nays: None
Motion declared to have carried.

Date: July 20, 2026

_____
Board Secretary

RESOLUTION

Kent Intermediate School Board

Grand Rapids, Michigan July 20, 2026

At the organizational meeting of the School Board of said school district, which was held on the 20th day of July, 2026, at 4:00 p.m., the following resolution was offered by Member ____ _____ and supported by Member _____.

WHEREAS, Electronic payments of public funds are required for some federally mandated transactions of public funds, and electronic payments have become a commonly accepted practice by banks and other financial institutions and

WHEREAS, Public Act 738 of 2002, effective December 30, 2002, authorizes school boards to make electronic transactions involving public funds by electronic payment, debit, or credit transfer processed through an automated clearing house, and

WHEREAS, PA 738 authorizes a board treasurer to enter into an ACH arrangement for a national and governmental organization that has authority to process electronic payments (ACH), including, but not limited to, the national automated clearing house association and the federal reserve system, and

WHEREAS, the Kent ISD Board deems that it is in the best interest of the district to make certain financial transactions by electronic payments as described in PA 738.

NOW, THEREFORE BE IT HEREBY RESOLVED, that the Kent ISD Board authorizes the district to utilize electronic transactions in compliance with the written procedures and internal controls developed as the District's ACH policy and presented to the Board on April 19, 2004, and revised on June 20, 2005.

BE IT FURTHER RESOLVED, that the Kent ISD Board designates the Director of Fiscal Services, Dennis Baine, as the Electronic Transfer Officer (ETO) in accordance with Board Policy 3213.

Ayes: Members
Nays:
Motion declared to have carried.

July 20, 2026 _____
School Board Secretary

/ml

CHECKS (DISBURSEMENTS) WRITTEN BY FUND
06/01/26 - 06/30/26

11. GENERAL EDUCATION	$	10,958,622.59
21. SPECIAL EDUCATION-CENTER PROGRAMS	$	307,553.56
22. SPECIAL EDUCATION	$	21,976,794.76
23. COMMUNITY SERVICE (ENHANCEMENT MILLAGE)	$	534,426.19
26. CAREER TECHNICAL EDUCATION	$	806,509.43
27. COOPERATIVE EDUCATION **	$	104,672.69
29. STUDENT/SCHOOL ACTIVITY FUND	$	10,310.37
CAPITAL PROJECTS	$	-
41. GENERAL EDUCATION	$	73,887.00
42. SPECIAL EDUCATION	$	470,791.92
46. CAREER TECHNICAL EDUCATION	$	33,871.86
81. INTERNAL SERVICE FUND	$	-
TOTAL	$	35,277,440.37

Total Transfers Out to LEAs (K-12 and Charter Schools) $ 19,514,186.85

*** Disbursements from fund 28 are included in fund 27-Cooperative Education totals.*

Kent ISD Check Register 6/1/2026 to 6/30/2026

Check #	Vendor Name	Fund	Fund Amount	Check Total	Check Comment
300035858	DEAN TRANSPORTATION INC	22	3,107,593.12		
	DEAN TRANSPORTATION INC	26	2,192.85		
			Check Total	**3,109,785.97**	MAR 26 REG 1/2 TRANSPORT
300035886	GRAND RAPIDS PUBLIC SCHOOLS	22	2,450,970.50		
			Check Total	**2,450,970.50**	JUN26 SA SECT 51A SPED
300036060	DEAN TRANSPORTATION INC	22	2,281,585.32		
			Check Total	**2,281,585.32**	APR 26 REG 1/2 TRANSPORT
300035893	KENTWOOD PUBLIC SCHOOLS	22	1,743,673.02		
			Check Total	**1,743,673.02**	JUN26 SA SECT 51A SPED
606252601	MICH PUBLIC SCHOOL EMPLOYEES	11	1,275,547.95		
			Check Total	**1,275,547.95**	RETIREMENT 06.12.26
606102601	MICH PUBLIC SCHOOL EMPLOYEES	11	1,254,898.19		
			Check Total	**1,254,898.19**	RETIREMENT 05.29.26
300035953	GRAND RAPIDS PUBLIC SCHOOLS	22	1,134,513.00		
			Check Total	**1,134,513.00**	IDEA Thru May 2026 - Current Y
606252602	NEXT GENERATION ENROLLMENT INC	11	627,381.88		
	NEXT GENERATION ENROLLMENT INC	21	35,229.32		
	NEXT GENERATION ENROLLMENT INC	22	43,097.06		
	NEXT GENERATION ENROLLMENT INC	26	96,099.33		
	NEXT GENERATION ENROLLMENT INC	27	28,272.62		
	NEXT GENERATION ENROLLMENT INC	28	2,664.75		
			Check Total	**832,744.96**	JUL PREMIUMS
300035878	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	813,777.66		
			Check Total	**813,777.66**	JUN26 SA SECT 51A SPED

606122622	UNITED STATES TREASURY	11	787,348.91		
			Check Total	**787,348.91**	PAYROLL TAXES
606262621	UNITED STATES TREASURY	11	750,020.05		
			Check Total	**750,020.05**	PAYROLL TAXES
300035954	GRAND RAPIDS PUBLIC SCHOOLS	11	680,065.00		
			Check Total	**680,065.00**	GSRP Thru May 2026 - Current Y
300035952	GRAND RAPIDS PUBLIC SCHOOLS	11	680,000.00		
			Check Total	**680,000.00**	GSRP TRANSPORTATION 2025-2026
300035902	ROCKFORD PUBLIC SCHOOLS	11	4,847.18		
	ROCKFORD PUBLIC SCHOOLS	22	671,170.40		
			Check Total	**676,017.58**	JUN26 SA SECT 51A SPED
300035887	GRANDVILLE PUBLIC SCHOOLS	22	652,472.90		
			Check Total	**652,472.90**	JUN26 SA SECT 51A SPED
300035907	WYOMING PUBLIC SCHOOLS	22	617,143.25		
			Check Total	**617,143.25**	JUN26 SA SECT 51A SPED
300036026	THORNAPPLE KELLOGG SCHOOLS	11	502,577.00		
			Check Total	**502,577.00**	GSRP Thru May 2026 - Current Y
300036002	MICH FAMILY RESOURCES	11	496,219.00		
			Check Total	**496,219.00**	GSRP Thru May 2026 - Current Y
300035871	BYRON CENTER PUBLIC SCHOOLS	22	465,120.01		
			Check Total	**465,120.01**	JUN26 SA SECT 51A SPED
300035891	KENOWA HILLS PUBLIC SCHOOLS	22	456,425.27		
			Check Total	**456,425.27**	JUN26 SA SECT 51A SPED
300035903	SPARTA AREA SCHOOLS	11	87,768.81		
	SPARTA AREA SCHOOLS	22	368,545.17		
			Check Total	**456,313.98**	JUN26 SA SECT 51A SPED
300035993	LEARNING CARE GROUP	11	434,811.00		
			Check Total	**434,811.00**	GSRP Thru May 2026 - Current Y

300035890	KELLOGGSVILLE PUBLIC SCHOOLS	22	430,439.40	
			Check Total	**430,439.40** JUN26 SA SECT 51A SPED
300035872	CALEDONIA COMMUNITY SCHOOLS	22	418,415.86	
			Check Total	**418,415.86** JUN26 SA SECT 51A SPED
300035884	GODWIN HEIGHTS PUBLIC SCHOOLS	22	418,036.52	
			Check Total	**418,036.52** JUN26 SA SECT 51A SPED
300035875	COMSTOCK PARK PUBLIC SCHOOLS	22	405,210.90	
			Check Total	**405,210.90** JUN26 SA SECT 51A SPED
300035873	CEDAR SPRINGS PUBLIC SCHOOLS	22	387,211.68	
			Check Total	**387,211.68** JUN26 SA SECT 51A SPED
300035985	KENTWOOD PUBLIC SCHOOLS	22	338,208.00	
			Check Total	**338,208.00** IDEA Thru May 2026 - Current Y
300035924	CEDAR SPRINGS PUBLIC SCHOOLS	22	330,322.00	
			Check Total	**330,322.00** IDEA Thru May 2026 - Current Y
300035895	LOWELL AREA SCHOOLS	22	327,341.01	
			Check Total	**327,341.01** JUN26 SA SECT 51A SPED
300035904	THORNAPPLE KELLOGG SCHOOLS	22	315,210.02	
			Check Total	**315,210.02** MEDICAID DCS FY26 PMT 1
300035898	NORTHVIEW PUBLIC SCHOOLS	22	301,871.87	
			Check Total	**301,871.87** JUN26 SA SECT 51A SPED
67173	PLAYCORE WISCONSIN INC	42	275,516.50	
			Check Total	**275,516.50** LNS Playground
300035969	KELLOGGSVILLE PUBLIC SCHOOLS	22	244,472.00	
			Check Total	**244,472.00** IDEA Thru May 2026 - Current Y
300035922	BYRON CENTER PUBLIC SCHOOLS	11	224,847.00	
			Check Total	**224,847.00** GSRP Thru May 2026 - Current Y
300035883	GODFREY LEE PUBLIC SCHOOLS	22	223,591.41	
			Check Total	**223,591.41** JUN26 SA SECT 51A SPED

300036023	THORNAPPLE KELLOGG SCHOOLS	22	201,227.00	
			Check Total	**201,227.00** IDEA Thru May 2026 - Current Y
80614261	JPMORGAN CHASE BANK NA	11	64,106.13	
	JPMORGAN CHASE BANK NA	21	41,865.86	
	JPMORGAN CHASE BANK NA	22	15,566.94	
	JPMORGAN CHASE BANK NA	26	60,514.06	
	JPMORGAN CHASE BANK NA	27	1,471.79	
	JPMORGAN CHASE BANK NA	28	592.44	
	JPMORGAN CHASE BANK NA	29	4,664.52	
			Check Total	**188,781.74** AMAZON MKTPL*M62RZ85S3
300035961	GRANDVILLE PUBLIC SCHOOLS	22	184,449.00	
			Check Total	**184,449.00** IDEA Thru May 2026 - Current Y
300035877	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	179,550.03	
			Check Total	**179,550.03** JUN26 SA SECT 51A SPED
300035892	KENT CITY COMMUNITY SCHOOLS	22	172,611.00	
			Check Total	**172,611.00** JUN26 SA SECT 51A SPED
300035984	KENTWOOD PUBLIC SCHOOLS	11	165,130.00	
			Check Total	**165,130.00** GSRP FY26 SITE/FACILITY COSTS
300035976	KENOWA HILLS PUBLIC SCHOOLS	22	158,349.00	
			Check Total	**158,349.00** IDEA Thru May 2026 - Current Y
300035935	CROSS CREEK CHARTER ACADEMY	22	156,812.00	
			Check Total	**156,812.00** IDEA Thru May 2026 - Current Y
300035975	KENOWA HILLS PUBLIC SCHOOLS	11	153,853.69	
			Check Total	**153,853.69** WMTC STIPEND - S.SANDERS
300035923	CEDAR SPRINGS PUBLIC SCHOOLS	11	142,621.00	
			Check Total	**142,621.00** 25-26 GSRP TRANSPORTATION
300035942	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	134,504.00	
			Check Total	**134,504.00** IDEA Thru May 2026 - Current Y

300036036	WYOMING PUBLIC SCHOOLS	22	129,862.00		
			Check Total	**129,862.00**	IDEA Thru May 2026 - Current Y
300036015	ROCKFORD PUBLIC SCHOOLS	22	124,499.00		
			Check Total	**124,499.00**	IDEA Thru May 2026 - Current Y
606122624	STATE OF MICHIGAN	11	122,214.33		
			Check Total	**122,214.33**	PAYROLL TAXES
300035959	GRAND VALLEY STATE UNIVERSITY	26	111,795.00		
			Check Total	**111,795.00**	DUAL ENROLLMENT TUITION 2025-2
606262623	STATE OF MICHIGAN	11	109,828.41		
			Check Total	**109,828.41**	PAYROLL TAXES
300035920	BYRON CENTER PUBLIC SCHOOLS	22	108,663.00		
			Check Total	**108,663.00**	IDEA Thru May 2026 - Current Y
300035999	LOWELL AREA SCHOOLS	11	94,459.00		
			Check Total	**94,459.00**	GSRP Thru May 2026 - Current Y
300036012	MICHIGAN PREPARATORY VIRTUAL SCHOOL	22	82,646.00		
			Check Total	**82,646.00**	IDEA Thru May 2026 - Current Y
300035983	KENT COUNTY TREASURER	11	1,288.71		
	KENT COUNTY TREASURER	22	51,898.21		
	KENT COUNTY TREASURER	23	13,022.20		
	KENT COUNTY TREASURER	26	12,736.73		
	KENT COUNTY TREASURER	42	1,529.79		
	KENT COUNTY TREASURER	46	1,529.79		
			Check Total	**82,005.43**	REFUND 2024 TAXES-ALPINE TOWNS
300036048	GRAND RAPIDS PUBLIC SCHOOLS	23	80,546.39		
			Check Total	**80,546.39**	FY26 ENHANCE 2026-06-29
300035987	KENTWOOD PUBLIC SCHOOLS	11	73,294.00		
			Check Total	**73,294.00**	Title I Thru May 2026 - Curre

300036003	MILESTONES CDC LLC	11	72,368.00	
			Check Total	**72,368.00** GSRP Thru May 2026 - Current Y
300035908	ZEELAND PUBLIC SCHOOLS	11	72,255.79	
			Check Total	**72,255.79** JUN26 SA SECT 107 ADULT ED
67143	STEPHANIE BURRAGE	11	70,870.00	
			Check Total	**70,870.00** GRPS STAFFING SUPPORT
300035939	EVERDAY BLOOMS MONTESSORI	11	69,786.00	
			Check Total	**69,786.00** GSRP Thru May 2026 - Current Y
300036005	MILESTONES CDC LLC	11	66,717.00	
			Check Total	**66,717.00** GSRP Thru May 2026 - Current Y
606122601	CITY OF GRAND RAPIDS	11	65,752.81	
			Check Total	**65,752.81** GRAND RAPIDS CITY TAX
300035846	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	5,955.85	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	21,378.61	
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	37,745.63	
			Check Total	**65,080.09** ACCT# 41000 - ELECTRIC 04/01/2
300035894	LIGHTHOUSE ACADEMY	22	64,940.75	
			Check Total	**64,940.75** MEDICAID DCS FY26 PMT 1
300036007	NORTHVIEW PUBLIC SCHOOLS	22	64,849.00	
			Check Total	**64,849.00** IDEA Thru May 2026 - Current Y
67265	RESOLUTE INDUSTRIAL LLC	42	64,023.95	
			Check Total	**64,023.95** LDC EMERGENCY BOILER RENTAL
67257	OWEN-AMES-KIMBALL CO	41	62,447.73	
			Check Total	**62,447.73** ESC RENOVATION - FISCAL YEAR 2
67292	YMCA OF GREATER GR	11	61,999.00	
			Check Total	**61,999.00** GSRP Thru May 2026 - Current Y
300035948	GODWIN HEIGHTS PUBLIC SCHOOLS	22	61,930.00	
			Check Total	**61,930.00** IDEA Thru May 2026 - Current Y

300035996	LOWELL AREA SCHOOLS	22	61,283.00		
			Check Total	**61,283.00**	IDEA Thru May 2026 - Current Y
67310	STATE OF MICHIGAN	22	58,000.00		
			Check Total	**58,000.00**	SUMMER MRS AGREEMENT
300035980	KENT CITY COMMUNITY SCHOOLS	22	56,302.00		
			Check Total	**56,302.00**	IDEA Thru May 2026 - Current Y
300035938	EAST GRAND RAPIDS PUBLIC SCHOOLS	22	55,928.00		
			Check Total	**55,928.00**	IDEA Thru May 2026 - Current Y
300036053	KENTWOOD PUBLIC SCHOOLS	23	55,673.99		
			Check Total	**55,673.99**	FY26 ENHANCE 2026-06-29
300036045	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	23	55,622.72		
			Check Total	**55,622.72**	FY26 ENHANCE 2026-06-29
67119	MICHIGAN STATE UNIVERSITY	11	55,147.95		
			Check Total	**55,147.95**	MSU EPIC RESEARCH FY26
300035899	ORCHARD VIEW SCHOOLS	11	54,430.21		
			Check Total	**54,430.21**	JUN26 SA SECT 107 ADULT ED
300035906	WEST MICHIGAN ACADEMY OF ENVIRONMENTAL SCIENCE	22	53,155.71		
			Check Total	**53,155.71**	MEDICAID DCS FY26 PMT 1
67020	LEADING EDUCATORS INC	11	50,644.00		
			Check Total	**50,644.00**	LEADING EDUCATORS PD - 2 INSTA
300036006	MILESTONES CDC LLC	11	50,153.00		
			Check Total	**50,153.00**	GSRP Thru May 2026 - Current Y
300036020	SPARTA AREA SCHOOLS	22	49,137.00		
			Check Total	**49,137.00**	IDEA Thru May 2026 - Current Y
67185	NETWORK CRAZE TECHNOLOGIES INC	26	47,640.00		
			Check Total	**47,640.00**	RAM DISTRICT WIDE EQ

300036004	MILESTONES CDC LLC	11	45,905.00		
			Check Total	**45,905.00**	GSRP Thru May 2026 - Current Y
300036056	ROCKFORD PUBLIC SCHOOLS	23	45,855.37		
			Check Total	**45,855.37**	FY26 ENHANCE 2026-06-29
300036030	VISTA CHARTER ACADEMY	22	45,693.00		
			Check Total	**45,693.00**	IDEA Thru May 2026 - Current Y
300035960	GRANDVILLE PUBLIC SCHOOLS	11	45,570.00		
			Check Total	**45,570.00**	GSRP 25/26 SITE/FACILITY COSTS
300035826	UNITED COMMERCIAL SERVICES INC	21	38,773.18		
	UNITED COMMERCIAL SERVICES INC	26	6,536.02		
			Check Total	**45,309.20**	EUC JANITORIAL SERVICES
300035936	CUSTER OFFICE ENVIRONMENTS INC	42	45,199.08		
			Check Total	**45,199.08**	LNS REPLACEMENT CAFETERIA FURN
300035990	KNAPP CHARTER ACADEMY	22	42,765.00		
			Check Total	**42,765.00**	IDEA Thru May 2026 - Current Y
300035928	COMSTOCK PARK PUBLIC SCHOOLS	22	41,051.00		
			Check Total	**41,051.00**	IDEA Thru May 2026 - Current Y
300035926	CHANDLER WOODS CAMPUS	22	40,706.00		
			Check Total	**40,706.00**	IDEA Thru May 2026 - Current Y
300035839	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	11	40,180.00		
	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	26	317.00		
			Check Total	**40,497.00**	KCTC TRANSPORTATION - MAY 2026
300035927	COMSTOCK PARK PUBLIC SCHOOLS	11	39,881.43		
			Check Total	**39,881.43**	WMTC RESIDENT STIPENDS
67160	VIDEOLAND SERVICE CO INC	41	7,380.10		
	VIDEOLAND SERVICE CO INC	42	380.00		
	VIDEOLAND SERVICE CO INC	46	31,757.60		

67160			**Check Total**	**39,517.70** PA PROJECT 1805 FY26
300036031	WALKER CHARTER ACADEMY	22	37,932.00	
			Check Total	**37,932.00** IDEA Thru May 2026 - Current Y
300035951	GR COMMUNITY COLLEGE	11	37,872.00	
			Check Total	**37,872.00** GSRP Thru May 2026 - Current Y
300035865	LOWELL AREA SCHOOLS	11	37,024.56	
			Check Total	**37,024.56** REFUND DUPLICATE PAYMENT INV 3
67273	STEEPLETOWN NEIGHBORHOOD SERVICES	11	36,782.00	
			Check Total	**36,782.00** GSRP Thru May 2026 - Current Y
67242	ANSELU LLC	11	33,758.00	
			Check Total	**33,758.00** GSRP Thru May 2026 - Current Y
300035897	NEW BRANCHES SCHOOL	22	33,587.03	
			Check Total	**33,587.03** MEDICAID DCS FY26 PMT 1
300036049	GRANDVILLE PUBLIC SCHOOLS	23	33,513.53	
			Check Total	**33,513.53** FY26 ENHANCE 2026-06-29
300035946	GODFREY LEE PUBLIC SCHOOLS	22	33,453.00	
			Check Total	**33,453.00** IDEA Thru May 2026 - Current Y
67100	POSTMA CORPORATION	27	33,139.91	
			Check Total	**33,139.91** WAN MAINTENANCE
67267	SAN JUAN DIEGO ACADEMY	11	32,943.00	
			Check Total	**32,943.00** GSRP Thru May 2026 - Current Y
300035798	ADN ADMINISTRATORS INC	11	32,837.11	
			Check Total	**32,837.11** DENTAL CLAIMS
300035905	WILLIAM C ABNEY ACADEMY	22	32,718.41	
			Check Total	**32,718.41** MEDICAID DCS FY26 PMT 1
300036029	VANGUARD CHARTER ACADEMY	22	31,824.00	
			Check Total	**31,824.00** IDEA Thru May 2026 - Current Y
300035817	KENT COUNTY TREASURER	11	492.15	

300035817	KENT COUNTY TREASURER	22	19,819.12		
	KENT COUNTY TREASURER	23	4,973.02		
	KENT COUNTY TREASURER	26	4,863.75		
	KENT COUNTY TREASURER	42	584.47		
	KENT COUNTY TREASURER	46	584.47		
			Check Total	**31,316.98**	REFUND 2025 TAXES - BYRON TOWN
300036013	RIDGE PARK CHARTER ACADEMY	22	29,956.00		
			Check Total	**29,956.00**	IDEA Thru May 2026 - Current Y
67270	ST MARK LUTHERAN CHURCH OF GRAND RAPIDS MI	11	29,167.00		
			Check Total	**29,167.00**	GSRP Thru May 2026 - Current Y
300035919	BYRON CENTER PUBLIC SCHOOLS	11	12,835.00		
	BYRON CENTER PUBLIC SCHOOLS	26	15,602.75		
			Check Total	**28,437.75**	2025-2026 SCHOOLINKS REIMBURSM
300035876	CREATIVE TECHNOLOGIES ACADEMY	22	28,436.72		
			Check Total	**28,436.72**	MEDICAID DCS FY26 PMT 1
67166	ACQUIA INC	26	28,145.00		
			Check Total	**28,145.00**	WEB & ACCESS COMPLIANCE RENEWA
300035880	FRUITPORT COMMUNITY SCHOOLS	11	28,041.69		
			Check Total	**28,041.69**	JUN26 SA SECT 107 ADULT ED
300036040	BYRON CENTER PUBLIC SCHOOLS	23	27,580.41		
			Check Total	**27,580.41**	FY26 ENHANCE 2026-06-29
67122	MONA SHORES PUBLIC SCHOOLS	11	27,141.03		
			Check Total	**27,141.03**	WMTC RESIDENT STIPENDS
300036041	CALEDONIA COMMUNITY SCHOOLS	23	27,079.51		
			Check Total	**27,079.51**	FY26 ENHANCE 2026-06-29
300035866	MICHIGAN SCHOOLS ENERGY COOPERATIVE	11	1,389.49		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	21	10,354.76		
	MICHIGAN SCHOOLS ENERGY COOPERATIVE	26	15,227.55		

300035866			**Check Total**	**26,971.80**	ACCT#41000 NATURAL GAS - APRIL
300036019	SIEMENS INDUSTRY INC	11	3,694.57		
	SIEMENS INDUSTRY INC	21	1,709.76		
	SIEMENS INDUSTRY INC	26	19,632.67		
			Check Total	**25,037.00**	DISTRICT-WIDE FIRE ALARM INSPE
67216	FAMILY PROMISE OF GRAND RAPIDS	11	24,793.53		
			Check Total	**24,793.53**	MV - Thru May 2026 - Current Y
300036028	UNITED METHODIST COMMUNITY HOUSE	11	24,287.00		
			Check Total	**24,287.00**	GSRP Thru May 2026 - Current Y
300035885	GR CHILD DISCOVERY CENTER	22	24,051.78		
			Check Total	**24,051.78**	MEDICAID DCS FY26 PMT 1
67062	UNBOUNDED LEARNING INC	11	24,000.00		
			Check Total	**24,000.00**	UNBOUNDED LEARNING
67258	THOMAS SKILLING	11	23,902.00		
			Check Total	**23,902.00**	GSRP Thru May 2026 - Current Y
300035957	GRAND RAPIDS EARLY DISCOVERY CENTER	11	23,672.00		
			Check Total	**23,672.00**	GSRP Thru May 2026 - Current Y
300035958	GRAND RIVER PREPARATORY HIGH SCHOOL	22	22,919.00		
			Check Total	**22,919.00**	IDEA Thru May 2026 - Current Y
67235	INSTITUTE FOR MULTI-SENSORY EDUCATION LLC	22	22,900.00		
			Check Total	**22,900.00**	IMSE Comprehensive Orton-Gilli
67023	LITERACY CENTER OF WEST MICHIGAN	11	22,765.00		
			Check Total	**22,765.00**	ADULT ED - CURRICULUM DEVELOPM
67241	KENT COUNTY TREASURER	26	22,566.27		
			Check Total	**22,566.27**	25-26 SRO OFFICER (JULY 2025 -
67197	JEFFREY JAMES GROVE	11	2,375.00		
	JEFFREY JAMES GROVE	26	20,040.00		
			Check Total	**22,415.00**	CTC-E INTERIOR PAINTING

67117	KATERBERG VERHAGE INC	42	22,365.00		
			Check Total	**22,365.00**	LNS PAVING AND SITEWORK
67167	AMMON CONSULTING GROUP LLC	26	22,000.00		
			Check Total	**22,000.00**	Transportation Analysis
300035940	EXCEL CHARTER ACADEMY	22	21,951.00		
			Check Total	**21,951.00**	IDEA Thru May 2026 - Current Y
300035852	THORNAPPLE KELLOGG SCHOOLS	11	20,826.68		
	THORNAPPLE KELLOGG SCHOOLS	26	1,016.73		
			Check Total	**21,843.41**	KCTC TRANSPORTATION - MAY 2026
300035870	BYRON CENTER CHARTER	22	21,650.62		
			Check Total	**21,650.62**	MEDICAID DCS FY26 PMT 1
300036014	RIVER CITY SCHOLARS CHARTER ACADEMY	22	20,947.00		
			Check Total	**20,947.00**	IDEA Thru May 2026 - Current Y
300035900	PLAINWELL COMMUNITY SCHOOLS	11	20,606.36		
			Check Total	**20,606.36**	JUN26 SA SECT 107 ADULT ED
300036059	WYOMING PUBLIC SCHOOLS	23	20,551.21		
			Check Total	**20,551.21**	FY26 ENHANCE 2026-06-29
300035956	GRAND RAPIDS EARLY DISCOVERY CENTER	11	20,403.00		
			Check Total	**20,403.00**	GSRP Thru May 2026 - Current Y
300036054	LOWELL AREA SCHOOLS	23	20,180.24		
			Check Total	**20,180.24**	FY26 ENHANCE 2026-06-29
67088	TREECE HOME CARE INC	22	19,869.00		
			Check Total	**19,869.00**	COMMUNITY CARE GIVERS BUS NURS
300036055	NORTHVIEW PUBLIC SCHOOLS	23	18,853.55		
			Check Total	**18,853.55**	FY26 ENHANCE 2026-06-29
67247	LITTLE EXPLORERS CHILD CARE CENTER LLC	11	18,825.00		
			Check Total	**18,825.00**	GSRP Thru May 2026 - Current Y

300035889	HOPE ACADEMY OF WEST MICHIGAN	22	18,544.04		
			Check Total	**18,544.04**	MEDICAID DCS FY26 PMT 1
300036044	EAST GRAND RAPIDS PUBLIC SCHOOLS	23	18,360.65		
			Check Total	**18,360.65**	FY26 ENHANCE 2026-06-29
300035955	OCTAVIA PACE	11	18,327.00		
			Check Total	**18,327.00**	GSRP Thru May 2026 - Current Y
300035931	COVENANT HIGH SCHOOL GRAND RAPIDS	11	17,521.00		
			Check Total	**17,521.00**	Title III Thru May 2026 - Curr
300035986	KENTWOOD PUBLIC SCHOOLS	22	17,511.00		
			Check Total	**17,511.00**	IDEA Thru May 2026 - Preschool
300036042	CEDAR SPRINGS PUBLIC SCHOOLS	23	17,320.51		
			Check Total	**17,320.51**	FY26 ENHANCE 2026-06-29
300035821	NORTHVIEW PUBLIC SCHOOLS	11	16,747.50		
	NORTHVIEW PUBLIC SCHOOLS	21	495.60		
			Check Total	**17,243.10**	WMTC STIPENDS-ROCHELEAU/SIPMAN
300036058	THORNAPPLE KELLOGG SCHOOLS	23	16,857.94		
			Check Total	**16,857.94**	FY26 ENHANCE 2026-06-29
300035868	ALLEGAN PUBLIC SCHOOLS	11	16,659.82		
			Check Total	**16,659.82**	JUN26 SA SECT 107 ADULT ED
67278	STRAIGHT LINE FENCE LLC	26	16,625.00		
			Check Total	**16,625.00**	MAIN CAMPUS EXTERIOR FENCING
67316	STATE OF MICHIGAN	22	16,500.00		
			Check Total	**16,500.00**	LEO-BUREAU OF BLIND PERSONS -
300035816	KENOWA HILLS PUBLIC SCHOOLS	11	16,400.00		
			Check Total	**16,400.00**	WMTC STIPENDS-ANDERSON/GRODUS/
67262	RAPID SERVICES OF WEST MICHIGAN LLC	21	16,043.00		
			Check Total	**16,043.00**	LDC ASPHALT REPLACEMENT AT BOI

300035879	FREMONT PUBLIC SCHOOLS	11	15,941.54		
			Check Total	**15,941.54**	JUN26 SA SECT 107 ADULT ED
606122621	GLP & ASSOCIATES	11	15,907.21		
			Check Total	**15,907.21**	ANNUITY
300035911	ALDERGATE UNITED METHODIST CHURCH	11	15,876.00		
			Check Total	**15,876.00**	GSRP Thru May 2026 - Current Y
67123	PUBLIC SCHOOLS OF THE CITY OF MUSKEGON	11	15,823.12		
			Check Total	**15,823.12**	WMTC RESIDENT STIPEND
67099	POSTMA CORPORATION	27	15,630.57		
			Check Total	**15,630.57**	WAN MAINTENANCE
606262620	GLP & ASSOCIATES	11	15,603.77		
			Check Total	**15,603.77**	ANNUITY
300035989	KEYES REFRIGERATION INC	26	15,603.52		
			Check Total	**15,603.52**	CTC-E D405 COOLING UNIT
300036034	WILLIAM C ABNEY ACADEMY	22	15,600.00		
			Check Total	**15,600.00**	IDEA Thru May 2026 - Current Y
67274	STEEPLETOWN NEIGHBORHOOD SERVICES	11	15,457.00		
			Check Total	**15,457.00**	GSRP Thru May 2026 - Current Y
67042	READ MUSKEGON	11	15,251.64		
			Check Total	**15,251.64**	ADULT ED - CURRICULUM DEVELOPM
300036033	WELLSPRING PREPARATORY HIGH SCHOOL	22	15,178.00		
			Check Total	**15,178.00**	IDEA Thru May 2026 - Current Y
67124	NETWRIX CORP	26	15,053.57		
			Check Total	**15,053.57**	NETWRIX AUDITOR SUBSCRIPTION 6
300036051	KENOWA HILLS PUBLIC SCHOOLS	23	14,797.01		
			Check Total	**14,797.01**	FY26 ENHANCE 2026-06-29
300035881	GERALD DAWKINS ACADEMY	22	14,134.11		
			Check Total	**14,134.11**	MEDICAID DCS FY26 PMT 1

300035971	KELLOGGSVILLE PUBLIC SCHOOLS	11	14,122.00		
			Check Total	**14,122.00**	Title I Thru May 2026 - Curre
300035874	CENTRAL MONTCALM PUB SCH	11	13,972.72		
			Check Total	**13,972.72**	JUN26 SA SECT 107 ADULT ED
300035838	ENVIRO-CLEAN	21	13,928.54		
			Check Total	**13,928.54**	EU-N CUSTODIAL SERVICES
300035869	BELDING AREA SCHOOLS	11	13,903.63		
			Check Total	**13,903.63**	JUN26 SA SECT 107 ADULT ED
67225	GR CHRISTIAN SCHOOLS	11	13,894.00		
			Check Total	**13,894.00**	GSRP Thru May 2026 - Current Y
300035995	LIGHTHOUSE ACADEMY	22	13,752.00		
			Check Total	**13,752.00**	IDEA Thru May 2026 - Current Y
300035845	LAKESHORE LEARNING MATERIALS	11	13,477.75		
			Check Total	**13,477.75**	GSRP start-up funds supplies &
300036057	SPARTA AREA SCHOOLS	23	13,467.16		
			Check Total	**13,467.16**	FY26 ENHANCE 2026-06-29
67196	WHITEHALL DISTRICT SCHOOLS	11	13,059.46		
			Check Total	**13,059.46**	JUN26 SA SECT 107 ADULT ED
300035867	PROGRESSIVE ARCHITECTURAL ENGINEERS	26	13,039.21		
			Check Total	**13,039.21**	MASTER PLANNING-PROF SERVICES
300036050	KELLOGGSVILLE PUBLIC SCHOOLS	23	12,915.44		
			Check Total	**12,915.44**	FY26 ENHANCE 2026-06-29
300035915	BAXTER COMMUNITY CENTER	11	12,896.00		
			Check Total	**12,896.00**	GSRP Thru May 2026 - Current Y
67280	THE VILLAGE LEARNING CENTER INC	11	12,572.00		
			Check Total	**12,572.00**	GSRP Thru May 2026 - Current Y
67052	STATE OF MICHIGAN	22	12,370.70		
			Check Total	**12,370.70**	Medicaid School Based Services

67251	MONTAGUE AREA PUBLIC SCHOOLS	11	12,230.80		
			Check Total	**12,230.80**	WMTC STIPENDS-BRIGGS/KNAPP/PLU
606122623	PARADIGM EQUITIES INC	11	12,054.20		
			Check Total	**12,054.20**	ANNUITY
66987	CONSUMERS ENERGY CO	21	11,254.58		
	CONSUMERS ENERGY CO	26	786.28		
			Check Total	**12,040.86**	100013175326 (4958 VAN LAAR #A
300036000	MANER COSTERISAN & ELLIS PC	11	4,500.00		
	MANER COSTERISAN & ELLIS PC	22	3,000.00		
	MANER COSTERISAN & ELLIS PC	26	4,500.00		
			Check Total	**12,000.00**	2026 AUDIT - PROGRESS BILLING
67268	SEIDLITZ EDUCATION LLC	11	11,967.00		
			Check Total	**11,967.00**	Seidlitz Trainings ELL 6/23 &
300035863	KENOWA HILLS PUBLIC SCHOOLS	11	11,867.00		
			Check Total	**11,867.00**	GSRP FACILITY COST FY26
300035934	CREATIVE TECHNOLOGIES ACADEMY	11	11,783.00		
			Check Total	**11,783.00**	GSRP Thru May 2026 - Current Y
606262622	PARADIGM EQUITIES INC	11	11,739.20		
			Check Total	**11,739.20**	ANNUITY
300036047	GODWIN HEIGHTS PUBLIC SCHOOLS	23	11,650.83		
			Check Total	**11,650.83**	FY26 ENHANCE 2026-06-29
67065	VAN DYKEN MECHANICAL INC	11	1,185.25		
	VAN DYKEN MECHANICAL INC	21	2,370.50		
	VAN DYKEN MECHANICAL INC	26	7,906.33		
			Check Total	**11,462.08**	KCTC REPLACE CRANK CASE HEATER
67254	MUSKEGON AREA ISD	11	11,377.30		
			Check Total	**11,377.30**	WMTC STIPENDS

67047	SAUGATUCK PUBLIC SCHOOLS	11	11,355.44		
			Check Total	**11,355.44**	WMTC STIPENDS - J.TOLLEY & N.R
67245	LANGLEY CHILD CARE	11	11,328.00		
			Check Total	**11,328.00**	GSRP Thru May 2026 - Current Y
67070	XEROX CORPORATION	26	10,766.01		
			Check Total	**10,766.01**	CLEO STREEM FAXBLADE SOFTWARE
300035970	KELLOGGSVILLE PUBLIC SCHOOLS	22	10,680.00		
			Check Total	**10,680.00**	IDEA Thru May 2026 - Preschool
67252	MR SERVICES AND HANDLING LLC	11	1,480.50		
	MR SERVICES AND HANDLING LLC	42	9,126.00		
			Check Total	**10,606.50**	EUS MOVING SERVICES FOR REMODE
67201	B&H FOTO & ELECTRONICS CORP	11	899.67		
	B&H FOTO & ELECTRONICS CORP	22	2,101.00		
	B&H FOTO & ELECTRONICS CORP	42	7,600.24		
			Check Total	**10,600.91**	ESC AV 3 ADDITIONAL TVS
300035849	P & M HOLDING GROUP LLP	41	4,059.17		
	P & M HOLDING GROUP LLP	42	6,540.83		
			Check Total	**10,600.00**	PA PROJECT SOW THROUGH 6/30/26
300035803	CEDAR SPRINGS PUBLIC SCHOOLS	26	10,500.00		
			Check Total	**10,500.00**	25-26 SCHOOLINKS PLATFORM & TR
67183	LIGHTSPEED COMMERCE INC	26	10,242.50		
			Check Total	**10,242.50**	POINT OF SALE UPDATE - KCTC PR
300036043	COMSTOCK PARK PUBLIC SCHOOLS	23	10,211.55		
			Check Total	**10,211.55**	FY26 ENHANCE 2026-06-29
67279	TEAMDYNAMIX HOLDINGS INC	26	10,000.00		
			Check Total	**10,000.00**	TEAM DYNAMIX HELPDESK TICKETIN
67306	PARADISE TEAMS INC	11	9,962.00		
			Check Total	**9,962.00**	FIRST ROBOTICS-MDE 99H STIPEND

606262613	PARADIGM EQUITIES-ROTH	11	9,736.60		
			Check Total	**9,736.60**	ANNUITY
606262614	GLP & ASSOCIATES - 457	11	9,585.80		
			Check Total	**9,585.80**	ANNUITY
67087	CITY OF GRAND RAPIDS	11	453.97		
	CITY OF GRAND RAPIDS	21	4,547.04		
	CITY OF GRAND RAPIDS	26	4,064.90		
			Check Total	**9,065.91**	WS2081139 (2930 KNAPP ST NE) 4
67256	OTTAWA AREA ISD	11	8,838.28		
			Check Total	**8,838.28**	GRANT CONSULTANT
300035808	GRANDVILLE PUBLIC SCHOOLS	11	8,826.91		
			Check Total	**8,826.91**	WMTC STIPENDS-KIRKSEY/LOVE/DIC
67193	VK ENDEAVOURS LLC	42	8,710.13		
			Check Total	**8,710.13**	LINCOLN CAMPUS PAVING-PROF SER
300035937	DEAN TRANSPORTATION INC	21	8,468.58		
			Check Total	**8,468.58**	PINE GROVE - TRANSPORTATION AP
606122620	ASR CORP	11	8,365.98		
			Check Total	**8,365.98**	KENT ISD FLEX
67227	GRAND HAVEN PUBLIC SCHOOLS	11	8,289.05		
			Check Total	**8,289.05**	WMTC STIPENDS-VELDHOUSE/KOVACH
67041	COURIERED LLC	11	8,276.06		
			Check Total	**8,276.06**	Inter and Intra District Couri
67044	REPUBLIC SERVICES INC	11	370.36		
	REPUBLIC SERVICES INC	21	4,571.07		
	REPUBLIC SERVICES INC	26	3,292.73		
			Check Total	**8,234.16**	3-0240-0360530 06/01/26-06/30
300035805	EAST GRAND RAPIDS PUBLIC SCHOOLS	11	8,161.27		
			Check Total	**8,161.27**	WMTC STIPENDS-G.SHERMAN & P.GU

300035896	MASON COUNTY CENTRAL SCHOOLS	11	7,975.91	
			Check Total	**7,975.91** JUN26 SA SECT 107 ADULT ED
300036025	THORNAPPLE KELLOGG SCHOOLS	11	7,904.00	
			Check Total	**7,904.00** Title III Thru May 2026 - Curr
300035864	ANA L RAMIREZ-SAENZ	21	4,639.73	
	ANA L RAMIREZ-SAENZ	22	3,241.00	
			Check Total	**7,880.73** LA FUENTE TRANSLATION SERVICES
67068	VERIZON WIRELESS SERVICES LLC	11	1,491.23	
	VERIZON WIRELESS SERVICES LLC	21	2,601.36	
	VERIZON WIRELESS SERVICES LLC	22	2,462.09	
	VERIZON WIRELESS SERVICES LLC	26	541.66	
	VERIZON WIRELESS SERVICES LLC	28	767.12	
			Check Total	**7,863.46** 587269487-00001 4/11/26-5/10/
606122615	GLP & ASSOCIATES - 457	11	7,855.80	
			Check Total	**7,855.80** ANNUITY
300035962	GRANDVILLE PUBLIC SCHOOLS	22	7,845.00	
			Check Total	**7,845.00** IDEA Thru May 2026 - Preschool
300036046	GODFREY LEE PUBLIC SCHOOLS	23	7,831.31	
			Check Total	**7,831.31** FY26 ENHANCE 2026-06-29
67112	HERITAGE-CRYSTAL CLEAN INC	26	7,762.83	
			Check Total	**7,762.83** KCTC EAST - DISPOSAL SERVICE
606262619	ASR CORP	11	7,750.98	
			Check Total	**7,750.98** KENT ISD FLEX
300035918	BYRON CENTER CHARTER	22	7,714.00	
			Check Total	**7,714.00** IDEA Thru May 2026 - Current Y
300036052	KENT CITY COMMUNITY SCHOOLS	23	7,561.65	
			Check Total	**7,561.65** FY26 ENHANCE 2026-06-29
300035914	AMAZON.COM LLC	21	5,568.68	

300035914	AMAZON.COM LLC	26	1,795.20		
			Check Total	**7,363.88**	FILTER FIRST FILTERS
300035806	EYEMED	11	7,305.03		
			Check Total	**7,305.03**	JUNE PREMIUMS
300035888	GRANT PUBLIC SCHOOLS	11	7,301.09		
			Check Total	**7,301.09**	JUN26 SA SECT 107 ADULT ED
300036037	WYOMING PUBLIC SCHOOLS	22	7,136.00		
			Check Total	**7,136.00**	IDEA Thru May 2026 - Preschool
300036009	NORTHVIEW PUBLIC SCHOOLS	11	7,082.00		
			Check Total	**7,082.00**	Title III Thru May 2026 - Curr
67199	ATECH TRAINING INC	26	7,058.00		
			Check Total	**7,058.00**	ELECTRICAL TRAINING BOARD COMP
66994	ENHANCE AVL	42	6,972.44		
			Check Total	**6,972.44**	LNS AV REPLACEMENT IN GYM
300035856	BYRON CENTER CHARTER	11	6,860.00		
			Check Total	**6,860.00**	2025-26 GSRP FACILITY OPERATIO
67091	DJ'S LANDSCAPE MANAGEMENT	21	6,848.88		
			Check Total	**6,848.88**	EUS LAWNCARE
67071	CONSUMERS ENERGY CO	21	6,828.97		
			Check Total	**6,828.97**	103047440922 (3630 BYRON CTR S
67141	STELLAR ROOFING COMPANY	26	6,826.00		
			Check Total	**6,826.00**	KCC REPAIR ICE DAMAGED BUILDIN
67172	POSTMA CORPORATION	27	6,730.00		
			Check Total	**6,730.00**	WAN MAINTENANCE
66984	RACHLAN 26 INC	21	6,724.44		
			Check Total	**6,724.44**	KEC-B PAINTING
300035847	NEW BRANCHES SCHOOL	11	6,446.05		
			Check Total	**6,446.05**	WMTC STIPENDS - H.WOOD-GRAMZA

300035925	CEDAR SPRINGS PUBLIC SCHOOLS	22	6,381.00		
			Check Total	**6,381.00**	IDEA Thru May 2026 - Preschool
67059	TONY BETTEN & SONS FORD INC	26	6,238.71		
			Check Total	**6,238.71**	KCTC COLLISION - RESALE SUPPLI
67286	VERIZON WIRELESS SERVICES LLC	11	1,491.23		
	VERIZON WIRELESS SERVICES LLC	21	2,601.36		
	VERIZON WIRELESS SERVICES LLC	22	822.11		
	VERIZON WIRELESS SERVICES LLC	26	551.66		
	VERIZON WIRELESS SERVICES LLC	28	767.12		
			Check Total	**6,233.48**	587269487-00001 05/11/26-06/1
300035933	CREATIVE TECHNOLOGIES ACADEMY	22	6,161.00		
			Check Total	**6,161.00**	IDEA Thru May 2026 - Current Y
67187	PAUL H BROOKES PUBLISHING CO	21	6,157.00		
			Check Total	**6,157.00**	EARLY ON - SOFTWARE SUBSCRIPTI
67036	OTTAWA AREA ISD	11	6,136.05		
			Check Total	**6,136.05**	WMTC STIPEND - EMELANDER & KRE
67069	WEST OTTAWA PUBLIC SCHOOLS	11	5,930.00		
			Check Total	**5,930.00**	WMTC STIPEND - D.CHANTHAVONG
606122614	PARADIGM EQUITIES-ROTH	11	5,871.60		
			Check Total	**5,871.60**	ANNUITY
300035819	LOWELL AREA SCHOOLS	11	5,832.20		
			Check Total	**5,832.20**	WMTC STIPEND -O D.CORNELLE
300035921	BYRON CENTER PUBLIC SCHOOLS	22	5,781.00		
			Check Total	**5,781.00**	IDEA Thru May 2026 - Preschoo
300035836	CUSTER OFFICE ENVIRONMENTS INC	42	5,505.33		
			Check Total	**5,505.33**	LCC STORAGE FOR ROOM 124
67089	CRITICAL SYSTEM SERVICES LLC	11	5,482.64		
			Check Total	**5,482.64**	ESC - REPAIR DATA CENTER COOLI

67109	GRAND VALLEY AUTOMATION INC	26	5,382.00	
			Check Total	**5,382.00** CTC-E B-WING BOOSTER PUMP CONT
606122605	MG TRUST COMPANY-MIDWEST	11	5,160.12	
			Check Total	**5,160.12** ANNUITY
606262604	MG TRUST COMPANY-MIDWEST	11	5,122.62	
			Check Total	**5,122.62** ANNUITY
67244	KENT SCHOOL SERVICES NETWORK	11	5,108.50	
			Check Total	**5,108.50** 2025-2026 RENT/UTILITIES/COPIE
300035977	KENOWA HILLS PUBLIC SCHOOLS	22	5,041.00	
			Check Total	**5,041.00** IDEA Thru May 2026 - Preschool
300035820	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	**5,000.00** CONSULTATION AND GOVERNMENTAL
300036001	MCALVEY MERCHANT & ASSOCIATES	11	5,000.00	
			Check Total	**5,000.00** CONSULTATION AND GOVERNMENTAL
67057	TEAMDYNAMIX HOLDINGS INC	26	4,950.00	
			Check Total	**4,950.00** TEAM DYNAMIX HELPDESK TICKETIN
300035857	CLARK HILL PLC	11	1,625.30	
	CLARK HILL PLC	22	1,625.30	
	CLARK HILL PLC	26	1,625.30	
			Check Total	**4,875.90** CLIENT 058607 MATTER 0448217-L
67026	MATHISON ARCHITECTS LLC	42	4,869.26	
			Check Total	**4,869.26** EU CENTRAL RENO-PROF SERVICES
300035829	AMAZON.COM LLC	11	72.83	
	AMAZON.COM LLC	26	436.95	
	AMAZON.COM LLC	42	4,292.94	
			Check Total	**4,802.72** GSRP Snacks
67081	BOLD SERVICES INC	26	4,800.00	
			Check Total	**4,800.00** CTC-E REPLACEMENT DUST COLLECT

67146	TENDER LAWN CARE	11	426.38		
	TENDER LAWN CARE	21	2,172.07		
	TENDER LAWN CARE	26	2,075.57		
			Check Total	**4,674.02**	MAIN CAMPUS LAWN AND LANDSCAPE
110760629	STATE OF MICHIGAN	11	229.09		
	STATE OF MICHIGAN	26	4,437.33		
			Check Total	**4,666.42**	MAY 2026 SALES TAX
67072	ACTION CHEMICAL INC	26	4,603.38		
			Check Total	**4,603.38**	MAIN CAMPUS REPLACEMENT VACUUM
67161	WEATHER SHIELD ROOFING SYSTEMS	11	4,595.00		
			Check Total	**4,595.00**	ESC ROOF REPAIRS
300035843	UKG KRONOS SYSTEMS LLC	11	605.29		
	UKG KRONOS SYSTEMS LLC	21	2,942.79		
	UKG KRONOS SYSTEMS LLC	22	403.53		
	UKG KRONOS SYSTEMS LLC	26	605.30		
			Check Total	**4,556.91**	CUST# 6084679; UKG READY 5/1-5
606262611	PLANMEMBER-ER	11	4,527.14		
			Check Total	**4,527.14**	ANNUITY
67224	PLAYCORE WISCONSIN INC	42	4,500.00		
			Check Total	**4,500.00**	LNS Playground
300035981	KENT CITY COMMUNITY SCHOOLS	22	4,432.00		
			Check Total	**4,432.00**	IDEA Thru May 2026 - Preschool
271561226	EDUSTAFF LLC	11	668.71		
	EDUSTAFF LLC	21	2,520.27		
	EDUSTAFF LLC	22	829.01		
	EDUSTAFF LLC	26	308.36		
			Check Total	**4,326.35**	EDUSTAFF 06/12/2026

300035901	PORTLAND PUBLIC SCHOOLS	11	4,326.18	
			Check Total	**4,326.18** JUN26 SA SECT 107 ADULT ED
300035966	HOPE ACADEMY OF WEST MICHIGAN	22	4,314.00	
			Check Total	**4,314.00** IDEA Thru May 2026 - Current Y
300035945	GERALD DAWKINS ACADEMY	22	4,257.00	
			Check Total	**4,257.00** IDEA Thru May 2026 - Current Y
606122612	PLANMEMBER-ER	11	4,196.84	
			Check Total	**4,196.84** ANNUITY
66975	ACTION CHEMICAL INC	21	4,165.00	
			Check Total	**4,165.00** CENTER PROG. MINI FLOOR EXTRAC
300035943	FOREST HILLS PUBLIC SCHOOLS ADMINSTRATION	22	4,110.00	
			Check Total	**4,110.00** IDEA Thru May 2026 - Preschool
67178	FRED WARREN HAYWARD JR	11	4,107.50	
			Check Total	**4,107.50** BLDG AUTOMATION SERVICE AND CO
300035833	CEDAR SPRINGS PUBLIC SCHOOLS	27	4,098.00	
			Check Total	**4,098.00** REFUND OVERPAYMENT INV 33083-S
67302	LITERACY CENTER OF WEST MICHIGAN	11	4,070.00	
			Check Total	**4,070.00** ADULT ED SECT 107A - CURRICULU
300035809	MARTIN GRANT	26	3,984.00	
			Check Total	**3,984.00** Contracted services For Aviati
67018	DOLLY ANN KELLOGG	11	3,953.90	
			Check Total	**3,953.90** Contracted services for GRSEPN
67058	TENDER LAWN CARE	11	1,637.88	
	TENDER LAWN CARE	21	1,354.07	
	TENDER LAWN CARE	26	864.07	
			Check Total	**3,856.02** MAIN CAMPUS LAWN AND LANDSCAPE
300035998	LOWELL AREA SCHOOLS	11	3,812.50	
			Check Total	**3,812.50** MV - Thru May 2026 - Current Y

67179	HERITAGE-CRYSTAL CLEAN INC	26	3,677.11		
			Check Total	**3,677.11**	KCTC - DRUM CLEANOUT/DISPOSAL
606262603	PLANMEMBER SECURITIES CORP	11	3,662.13		
			Check Total	**3,662.13**	ANNUITY
300035825	THRUN MAATSCH AND NORDBERG PC	11	1,215.18		
	THRUN MAATSCH AND NORDBERG PC	22	1,215.18		
	THRUN MAATSCH AND NORDBERG PC	26	1,215.18		
			Check Total	**3,645.54**	CLIENT 0720 MATTER 00001 - LEG
606122604	PLANMEMBER SECURITIES CORP	11	3,627.31		
			Check Total	**3,627.31**	ANNUITY
67240	DOLLY ANN KELLOGG	11	3,620.94		
			Check Total	**3,620.94**	Contracted services for GRSEPN
300035967	HOPE ACADEMY OF WEST MICHIGAN	11	3,531.00		
			Check Total	**3,531.00**	GSRP Thru May 2026 - Current Y
66982	BLACK MALE EDUCATORS ALLIANCE	11	3,500.00		
			Check Total	**3,500.00**	BMEA PD CONTRACT
67025	MICH ASSN OF SECONDARY SCHOOL PRINCIPALS	11	3,500.00		
			Check Total	**3,500.00**	5D TRAINING FOR ADMIN
67269	SEYFERTH & ASSOCIATES INC	11	3,500.00		
			Check Total	**3,500.00**	Weighted Funding Formula Coali
67079	B&H FOTO & ELECTRONICS CORP	11	2,678.94		
	B&H FOTO & ELECTRONICS CORP	26	610.00		
			Check Total	**3,288.94**	CTC-W CO - B155 REPLACE AV SYS
606122607	PARADIGM - 457	11	3,250.00		
			Check Total	**3,250.00**	ANNUITY
67209	COMCAST HOLDINGS CORPORATION	11	1,155.00		
	COMCAST HOLDINGS CORPORATION	21	2,093.34		
			Check Total	**3,248.34**	MONTHLY INTERNET ACCESS YR 3/3

67120	MISDU	11	3,231.71		
			Check Total	**3,231.71**	GARNISHMENT
300035941	FIRE PROS INC	11	221.10		
	FIRE PROS INC	26	3,000.00		
			Check Total	**3,221.10**	CTC-E CUSTODIAL OFFICE FIRE SU
300035804	CLARK HILL PLC	11	1,069.50		
	CLARK HILL PLC	22	1,069.50		
	CLARK HILL PLC	26	1,069.50		
			Check Total	**3,208.50**	CLIENT 058607 MATTER 0448217 -
67210	CONSUMERS ENERGY CO	26	3,174.02		
			Check Total	**3,174.02**	100038620934 (1633 E BELTLINE
300035978	KENOWA HILLS PUBLIC SCHOOLS	11	3,161.00		
			Check Total	**3,161.00**	MV - Thru May 2026 - Current Y
300035828	THE DISTRIBUTION GROUP INC	26	3,125.75		
			Check Total	**3,125.75**	VAN EERDEN RESALE EXPENSES SEM
300035950	GR COMMUNITY COLLEGE	11	2,912.20		
			Check Total	**2,912.20**	ADULT ED - GRCC ACADEMIC NAVIG
67164	WEST OTTAWA PUBLIC SCHOOLS	11	2,902.91		
			Check Total	**2,902.91**	WMTC STIPENDS L.MINNEBO & D.AR
67090	CRYSTAL FLASH LTD PARTNERSHIP OF MICH	26	2,866.65		
			Check Total	**2,866.65**	DIESEL FUEL
67002	GRAFTON SCHOOL INCORPORATED	21	2,841.01		
			Check Total	**2,841.01**	Replacement Ukeru Pads for Lin
66988	CONTINUED.COM LLC	21	2,772.00		
			Check Total	**2,772.00**	CONTINU-ED.COM-LLC, CE TRAININ
300035799	AMAZON.COM LLC	26	2,457.10		
	AMAZON.COM LLC	42	251.96		
			Check Total	**2,709.06**	CTC-E CO HAND & POWER TOOLS DU

300035848	THE PITNEY BOWES BANK INC	11	2,644.82		
			Check Total	**2,644.82**	8000-9000-0299-2026O - POSTAGE
67253	MULLERS SHADE CO	26	2,612.25		
			Check Total	**2,612.25**	FAC WINDOW BLINDS FOR THE FINA
66980	AXSYS CORPORATION	26	2,610.00		
			Check Total	**2,610.00**	MASTERCAM SOFTWARE FOR MECHATR
67249	MISDU	11	2,593.04		
			Check Total	**2,593.04**	GARNISHMENT
67275	STELLAR ROOFING COMPANY	26	2,589.00		
			Check Total	**2,589.00**	CTC-E ROOF REPAIR AT EWING & C
67194	XEROX CORPORATION	26	2,565.15		
			Check Total	**2,565.15**	MOS AGREEMENT - KCTC GRAPHICS
67153	VAN DYKEN MECHANICAL INC	26	2,521.50		
			Check Total	**2,521.50**	KCTC-E CUSTODIAL OFFICE HVAC
300035932	COVENANT HIGH SCHOOL GRAND RAPIDS	11	2,512.00		
			Check Total	**2,512.00**	MV - Thru May 2026 - Current Y
67033	ASCEND LEARNING HOLDINGS LLC	26	2,475.00		
			Check Total	**2,475.00**	CCMA EXAMS REGIONAL HEALTH
606122625	VALIC	11	2,444.57		
			Check Total	**2,444.57**	ANNUITY
606262624	VALIC	11	2,444.57		
			Check Total	**2,444.57**	ANNUITY
300035910	CONTINENTAL AMERICAN INSURANCE COMPANY	11	2,397.96		
			Check Total	**2,397.96**	JUN PREMIUMS
66991	ZACHARY D START	11	1,022.21		
	ZACHARY D START	21	1,375.00		
			Check Total	**2,397.21**	ESC - INSTALL MORTISE LOCK

67101	FOUR SEASONS YARD & SPORT INC	26	2,388.10	
			Check Total	**2,388.10** MAIN CAMPUS REPAIRS TO JOHN DE
67294	CONSUMERS ENERGY CO	21	2,375.70	
			Check Total	**2,375.70** 103009405624 (225 MAYFIELD NE)
300035823	SPARTA AREA SCHOOLS	11	2,336.20	
			Check Total	**2,336.20** WMTC STIPEND - FAULKNER
300036011	OAKRIDGE PUBLIC SCHOOLS	11	2,333.00	
			Check Total	**2,333.00** WMTC STIPEND - S.MCMANUS
67213	EDUCATION STATION	11	2,308.00	
			Check Total	**2,308.00** GSRP Thru May 2026 - Current Y
606262606	PARADIGM - 457	11	2,250.00	
			Check Total	**2,250.00** ANNUITY
300035854	AREA COMM SERVICES EMPLOYMT & TRAINING COUNCIL	11	2,123.52	
			Check Total	**2,123.52** ADULT ED - SECT 107 PROGRAM BI
67038	PARENTS AS TEACHERS NATL CENTER INC	11	2,070.00	
			Check Total	**2,070.00** BERIGHT BEGINNINGS-SUBSCRIPTIO
300036021	SPARTA AREA SCHOOLS	22	2,054.00	
			Check Total	**2,054.00** IDEA Thru May 2026 - Preschool
271562626	EDUSTAFF LLC	11	403.09	
	EDUSTAFF LLC	21	1,126.70	
	EDUSTAFF LLC	22	516.77	
			Check Total	**2,046.56** EDUSTAFF 06/26/2026
606262608	PARADIGM ER	11	2,037.75	
			Check Total	**2,037.75** ANNUITY
606122609	PARADIGM ER	11	2,037.53	
			Check Total	**2,037.53** ANNUITY
300035949	GODWIN HEIGHTS PUBLIC SCHOOLS	22	2,020.00	
			Check Total	**2,020.00** IDEA Thru May 2026 - Preschool

606122618	GLP ASSOCIATES EE ROTH	11	1,997.00	
			Check Total	**1,997.00** ANNUITY
606262617	GLP ASSOCIATES EE ROTH	11	1,997.00	
			Check Total	**1,997.00** ANNUITY
67232	EVERBLOOM MONTESSORI PROJECT TEAM INC	22	1,991.00	
			Check Total	**1,991.00** IDEA Thru May 2026 - Current Y
67097	POSTMA CORPORATION	27	1,920.00	
			Check Total	**1,920.00** WAN MAINTENANCE
606122603	LEGEND GROUP/ADSERV	11	1,918.00	
			Check Total	**1,918.00** ANNUITY
606262602	LEGEND GROUP/ADSERV	11	1,918.00	
			Check Total	**1,918.00** ANNUITY
67284	VAN DYKEN MECHANICAL INC	21	1,879.33	
			Check Total	**1,879.33** EU SOUTH - HVAC REPAIRS
67191	TONY BETTEN & SONS FORD INC	26	1,876.30	
			Check Total	**1,876.30** KCTC PUBLIC SAFETY - VEHICLE R
67131	REMEMBER ME IMAGING	29	1,840.00	
			Check Total	**1,840.00** EMPOWER U YEARBOOK PROJECT
300035947	GODFREY LEE PUBLIC SCHOOLS	11	1,838.55	
			Check Total	**1,838.55** MV - Thru May 2026 - Current Y
67022	LINDE GAS & EQUIPMENT INC	26	1,811.97	
			Check Total	**1,811.97** KCTC WELDING - CLASSROOM SUPPL
67125	ASCEND LEARNING HOLDINGS LLC	11	1,806.00	
			Check Total	**1,806.00** ADULT ED-PHLEBOTOMY TECH ONLIN
67015	JOSTENS INC	21	1,719.63	
			Check Total	**1,719.63** CENTER PROGRAMS-DIPLOMA/CERTIF
67147	THE CANDIED YAM LLC	11	1,714.44	
			Check Total	**1,714.44** WMTC TRAINING 6/24/26 - CATERI

300036022	SYSCO GRAND RAPIDS LLC	26	-112.73	
	SYSCO GRAND RAPIDS LLC	29	1,818.35	
			Check Total	**1,705.62** ESC SUNSHINE FUND SUPPLIES
67093	ELITE MECHANICAL INSULATION LLC	21	674.28	
	ELITE MECHANICAL INSULATION LLC	26	987.27	
			Check Total	**1,661.55** INSULATE/JACKET COOLER PIPING
67007	IMPERIAL DADE	21	1,648.28	
			Check Total	**1,648.28** CENTER PROG. CUSTODIAL SUPPLIE
300035997	LOWELL AREA SCHOOLS	22	1,639.00	
			Check Total	**1,639.00** IDEA Thru May 2026 - Preschool
67074	AIRTECH HVAC LLC	26	1,630.00	
			Check Total	**1,630.00** KCTC WEST - HVAC CONTROLS REPA
300036008	NORTHVIEW PUBLIC SCHOOLS	22	1,600.00	
			Check Total	**1,600.00** IDEA Thru May 2026 - Preschool
300035850	SIEMENS INDUSTRY INC	26	1,594.00	
			Check Total	**1,594.00** CTC-W EF/FIRE ALARM INTERFACE
67053	STEPHEN JAMES PETROS	11	1,588.54	
			Check Total	**1,588.54** AERA CONFERENCE TRAVEL REIMBUR
300035860	GRANITE TELECOMMUNICATIONS LLC	11	1,567.43	
			Check Total	**1,567.43** EPIK MONTHLY INVOICES FY25
67291	XEROX CORPORATION	26	1,534.00	
			Check Total	**1,534.00** CLEO STREEM FAXBLADE SOFTWARE
67111	HAZAR BESTOS CORPORATION	42	1,524.00	
			Check Total	**1,524.00** ACCT#L000683328-LINCOLN BOILE
67096	POSTMA CORPORATION	27	1,500.00	
			Check Total	**1,500.00** WAN MAINTENANCE
67014	JOSTENS INC	21	1,497.00	
			Check Total	**1,497.00** CENTER PROGRAMS-CAPS/GOWNS/TAS

66979	AVIS BUDGET GROUP INC	21	1,491.00		
			Check Total	**1,491.00**	AVIS-MINILEASE OF A MINIVAN FO
67092	EL GRANJERO LLC	11	1,490.00		
			Check Total	**1,490.00**	WMTC TRAINING 6/22/26 - CATERI
300036039	WYOMING PUBLIC SCHOOLS	11	1,480.00		
			Check Total	**1,480.00**	MV - Thru May 2026 - Current Y
67118	LINDE GAS & EQUIPMENT INC	26	1,478.69		
			Check Total	**1,478.69**	KCTC WELDING - CLASSROOM SUPPL
300035841	KENDALL ELECTRIC INC	11	141.18		
	KENDALL ELECTRIC INC	21	461.12		
	KENDALL ELECTRIC INC	26	871.80		
			Check Total	**1,474.10**	KCTC WEST KITCHEN - MAINTENANC
606262609	GLP & ASSOC-ER	11	1,470.05		
			Check Total	**1,470.05**	ANNUITY
606122610	GLP & ASSOC-ER	11	1,469.99		
			Check Total	**1,469.99**	ANNUITY
300035822	SEHI COMPUTER PRODUCTS INC	11	752.56		
	SEHI COMPUTER PRODUCTS INC	21	703.56		
			Check Total	**1,456.12**	EMPLOYEE NEW LAPTOP - MORGAN D
300035916	BAXTER COMMUNITY CENTER	11	1,454.00		
			Check Total	**1,454.00**	GSRP Thru May 2026 - State Car
67159	VOS GLASS LLC	11	739.50		
	VOS GLASS LLC	21	705.41		
			Check Total	**1,444.91**	ESC - MAINTENANCE SUPPLIES
300036024	THORNAPPLE KELLOGG SCHOOLS	22	1,442.00		
			Check Total	**1,442.00**	IDEA Thru May 2026 - Preschool
67298	GR COMMUNITY COLLEGE	11	1,310.32		
	GR COMMUNITY COLLEGE	21	56.66		

67298	GR COMMUNITY COLLEGE	26	52.98		
			Check Total	**1,419.96**	KISD Pine Grove Learning Cente
606122613	MG TRUST-ROTH 403B	11	1,385.00		
			Check Total	**1,385.00**	ANNUITY
606262612	MG TRUST-ROTH 403B	11	1,385.00		
			Check Total	**1,385.00**	ANNUITY
67171	ELITE MECHANICAL INSULATION LLC	21	1,380.67		
			Check Total	**1,380.67**	HVAC PIPING THERMAL INSULATING
67073	ADOBO BOY LLC	11	1,375.00		
			Check Total	**1,375.00**	WMTC TRAINING 6/23/26 - CATERI
300035882	GERALD DAWKINS ACADEMY	22	1,358.44		
			Check Total	**1,358.44**	FED MEDAOP CY25
67228	GRAND VALLEY AUTOMATION INC	26	1,311.00		
			Check Total	**1,311.00**	AVIGILON DOOR LICENSES - 10 PA
67248	MICROAIR CONSULTING LLC	42	1,300.00		
			Check Total	**1,300.00**	EU SOUTH REMODEL-ASBESTOS TEST
300035974	KENDALL ELECTRIC INC	26	1,296.80		
			Check Total	**1,296.80**	KCTC EAST - ELECTRIAL SUPPLIES
67304	ONE TIME PYMTS	11	1,287.47		
			Check Total	**1,287.47**	PR CK# 110013333 05/15/26
66999	GORDON FOOD SERVICE INC	26	1,275.86		
			Check Total	**1,275.86**	GORDON FOOD RESALE 2ND SEMESTE
67086	CINTAS CORP NO. 2	21	210.00		
	CINTAS CORP NO. 2	26	1,050.00		
			Check Total	**1,260.00**	KCTC EAST - EYEWASH SERVICE AG
300035813	MORGAN ANN JAREMA	27	1,260.00		
			Check Total	**1,260.00**	SNN 2025-2026 Contract Agreeme

300035862	MORGAN ANN JAREMA	27	1,260.00		
			Check Total	**1,260.00**	SNN 2025-2026 Contract Agreeme
300035801	BRETT ATWOOD	27	1,233.33		
			Check Total	**1,233.33**	2025-2026 Contract for Brett A
300035929	COMSTOCK PARK PUBLIC SCHOOLS	22	1,215.00		
			Check Total	**1,215.00**	IDEA Thru May 2026 - Preschool
67085	LOEKS THEATRES INC	22	1,200.00		
			Check Total	**1,200.00**	KENT CAN AUTISM - MEETING ROOM
67208	COCHLEAR AMERICAS	21	1,200.00		
			Check Total	**1,200.00**	ORAL DEAF - COCHLEAR WIRELESS
67308	SAK INC	11	1,177.20		
			Check Total	**1,177.20**	WMTC SUMMER EDVENTURE-CATERING
67000	GR COMMUNITY COLLEGE	11	686.24		
	GR COMMUNITY COLLEGE	21	90.67		
	GR COMMUNITY COLLEGE	22	397.42		
			Check Total	**1,174.33**	Kent ISD Safety and Security
67121	THE HERALD PUBLISHING CO LLC	11	734.55		
	THE HERALD PUBLISHING CO LLC	26	429.55		
			Check Total	**1,164.10**	BUDGET HEARING & KCTC PROJECT
66985	CITIZENSHIRT	26	1,159.50		
			Check Total	**1,159.50**	KCTC MECHATRONICS - MISC SUPPL
67220	FIRE FIGHTER SALES & SERVICE INC	21	150.67		
	FIRE FIGHTER SALES & SERVICE INC	26	998.58		
			Check Total	**1,149.25**	KCTC EAST - FIRE SUPPRESS SYST
67229	GRAND VALLEY AUTOMATION INC	26	1,141.81		
			Check Total	**1,141.81**	FACILITIES - TROUBLESHOOT/REPA
300035837	DEAN TRANSPORTATION INC	26	1,125.29		
			Check Total	**1,125.29**	KCTC TRANSPORTATION - MARCH 20

300035979	KENOWA HILLS PUBLIC SCHOOLS	11	1,120.00		
			Check Total	**1,120.00**	MV - Thru May 2026 - Current Y
300035972	KELLOGGSVILLE PUBLIC SCHOOLS	11	1,105.50		
			Check Total	**1,105.50**	MV - Thru May 2026 - Current Y
606122602	CITY OF WALKER	11	1,087.81		
			Check Total	**1,087.81**	WALKER CITY PAYROLL TAXES
66986	CITY OF GRAND RAPIDS	21	1,085.95		
			Check Total	**1,085.95**	WS2123004 (225 MAYFIELD NE-FIR
67001	GR COMMUNITY COLLEGE	11	1,080.00		
			Check Total	**1,080.00**	ADULT ED - WORKKEYS PARAPROFES
300035842	KENOWA HILLS PUBLIC SCHOOLS	26	1,044.26		
			Check Total	**1,044.26**	KCTC THERAPEUTIC SERVICES-TRAN
67281	TONY BETTEN & SONS FORD INC	21	933.14		
	TONY BETTEN & SONS FORD INC	26	109.15		
			Check Total	**1,042.29**	EUN-2020 FORD TRANSIT - OIL CH
67214	ENGINEERED PROTECTION SYSTEMS INC	21	585.00		
	ENGINEERED PROTECTION SYSTEMS INC	26	457.00		
			Check Total	**1,042.00**	CUST#1833551026-LINCOLN-SEREVI
67184	MR SERVICES AND HANDLING LLC	11	1,035.00		
			Check Total	**1,035.00**	GSRP MOVE 05/29/26
67013	COMFORT CONTROL SUPPLY CO INC	26	1,016.80		
			Check Total	**1,016.80**	FACILITIES - HVAC REPAIR SUPPL
67130	RAHUL SINGH PARIHAR	29	1,000.00		
			Check Total	**1,000.00**	NATIONAL SPELLING BEE TRAVEL R
	7/1/2026 7:04 AM		**Grand Total**	**35,191,219.75**	

Analysis of Banking Institutions
06/30/26

Bank	Account Type	Bank Rating	FDIC Insured	Insured Amount	Government Guaranteed	Uninsured	Total Funds	
Chase	Checking	AA-	Yes	$ -	$ -	$ 3,384,020	**$ 3,384,020**	***
Chase	Savings	AA-	Yes	250,000	-	5,063	**$ 255,063**	
MILAF	Local Gov't Invest Pool	AAAm	No	-	-	85,815,844	**$ 85,815,844**	
MILAF	US Treasury Bonds/Notes	AA+	No	-	-	16,250,000	**$ 16,250,000**	****
MILAF	US Treasury Bills	A1+	No	-	-	-	**$ -**	****
MILAF	Federal Agency Commercial Mortgage Backed Security	AA+	No	-	-	531,876	**$ 531,876**	****
MILAF	Commercial Paper	A1 - A1+	No	-	-	-	**$ -**	****
			Totals:	**$ 250,000**	**$ -**	**$ 105,986,803**	**$ 106,236,803**	

Balances as of 06/30/2026 (unless noted)

Bank ratings updated June 2026. Bank rating services used:
Standards & Poors (Chase, MILAF and Huntington Bank) and Kroll Bond Rating Agency (MILAF-TERM)

*** *These funds are fully collateralized by securities allowable under PA 451.*

**** *Reported at par value*

Cash in all Accounts and Investment Assets of the Board as of 06/30/26

Financial Institution	Type of Account/Investment	Fund #	Balance per Statement (Fair Value)	Insured Balance	Uninsured Balance	Interest Rate Yield	Maturity Date	Rating	Terms
Chase Bank	Consolidated Savings	11-22-26	$ 255,063	250,000	5,063	0.95%	n/a	AA-	10,000 balance
Chase Bank	Consolidated Checking	11-21-22-23-26-27-29-41-42-46	2,614,996	-	2,614,996	0.00%	n/a	AA-	Sweep
Chase Bank	Checking	81	729,023	-	729,023	0.00%	n/a	AA-	
Chase Bank	Checking	11	40,000	-	40,000	0.00%	n/a	AA-	
Chase Bank	Checking	Disbursement	-	-	-	0.00%	n/a	AA-	Zero Balance Account
Chase Bank	Checking	Payroll	-	-	-	0.00%	n/a	AA-	Zero Balance Account
MILAF Managed Account:									
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	138,022	-	138,022	3.52%	n/a	AAAm	Cash Management Class
MILAF	Local Gov't Invest Pool	11-21-22-26-27-29-41-42-46	73,795,391	-	73,795,391	3.66%	n/a	AAAm	MAX Class
MILAF	Local Gov't Invest Pool	11-22-26-29-42-46	-	-	-	0.00%	n/a	AAAf	TERM
MILAF-Grow Your Own	Local Gov't Invest Pool	11	11,845,633	-	11,845,633	3.66%	n/a	AAAm	MAX Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	16,738	-	16,738	3.52%	n/a	AAAm	Cash Management Class
MILAF-Extended Core	Local Gov't Invest Pool	11-22-26	20,060	-	20,060	3.66%	n/a	AAAm	MAX Class
MILAF-Extended Core	US Treasury Bonds/Notes	11-22-26	16,250,000	-	16,250,000	3.375%-4.625%	07/15/26-10/15/27	AA+	US Treasury Bonds/Notes (Par Value)
MILAF-Extended Core	US Treasury Bills	11-22-26	-	-	-			A1+	US Treasury Bills (Par Value)
MILAF-Extended Core	Federal Agency Commercial	11-22-26	531,876	-	531,876	2.282%-3.430%	07/01/26-06/01/27	AA+	Mortgage Backed Security (Par Value)
MILAF-Extended Core	Commercial Paper	11-22-26	-	-	-			A1 - A1+	Commercial Paper (Par Value)
			$ 106,236,803	$ 250,000	$ 105,986,803				

Disclosures:

Credit Risk-All banks approved by the board have been reviewed using the most recent Bank Annual Report; Auditor Opinion Letters have highest ranking following ratio analysis; Banks are approved by the Board on an annual basis at the July Board Meeting

Concentration of Credit Risk-Investments are spread over numerous banks and various instruments; FDIC insurance is limited to $250,000 per bank per customer demand deposits and $250,000 per savings deposits; Board Policy limits securities, other than US Treasuries, to no more than 50% of the total portfolio consists of any one type of security.

Investment Risk-State Law limits types of allowable investments and maturities as well as Board Policy; Exposure to fair value losses arising from increasing interest rates are monitored.

Foreign Currency Risk-There is no risk as State Law prohibits investing in Banks not authorized to operate in the State of Michigan.

Local Government Investment Pool (MILAF) is a collateralized deposit account.

Board Policy 6144 Finances

Kent ISD

KENT INTERMEDIATE SCHOOL DISTRICT
Kent Conference Center 1633 East Beltline NE
Grand Rapids, MI 49525
June 15, 2026

The Kent ISD School Board held a regular meeting at the Kent Conference Center on Monday, June 15, 2026. President Haidle called the meeting to order at 4:00 p.m.

Members Present: Hamming, Drake, Schottke, Haidle.
Member Absent: Featherston

Kent ISD Staff Present: Superintendent Gorman, Assistant Superintendents Finkel, Fee, Philipps, Rodgers, Myers; Directors Arnold, Baine, Behm, Campbell, Graham, Hendry, Hissong, Hofstee, Houtman, Karsten, Larkin, Lienesch, Maynard, McClintic, Moore, Murphy, Sneider, Store, Verwey; Recording Secretary Lovell;

Staff Members: Ryan Vandermolen, Eric VanDyke, Jacob Bandstra, Cinnamon Mellema

Guests: Lauren Barnes, Joy Sportel (Progressive AE), Jared Gauss, Ryan Nugent (Owen Ames Kimball)

Upon motion by Member Drake, supported by Member Hamming, the Board approved an amendment to Agenda Item I, changing the language from "Approval of the Budget Assumptions" to "Approval of the Budget Adoption."

President Haidle turned the meeting over to Director Hendry, who recognized Angela Elenbuam with the Leading Learning Award. Adult Ed Director Gerry Verwey accepted the award on her behalf and offered words of appreciation.

Assistant Superintendent Kevin Philipps introduced representatives from Progressive AE and Owen Ames Kimble, who presented the schematic design plans for the new Career and Technical Education (CTE) satellite campus. The presentation included project renderings, cost estimates, funding strategies, and an overview of the anticipated construction timeline. Board members had the opportunity to ask questions and provide feedback throughout the discussion.

Upon motion of Member Schottke, supported by Member Drake, it was resolved to combine and approve the consent agenda items D.1-D.20.

Ayes: Schottke, Hamming, Drake, Haidle
Nays: None
Motion declared to have carried.

Upon motion by Member Drake, supported by Member Hamming, it was resolved to approve the property transfer request as outlined in the board packet.

Ayes: Hamming, Drake, Schottke, Haidle
Nays: None
Motion declared to have carried.

DRAFT

Upon motion of Member Drake, supported by Member Hamming, it was resolved to approve the addition of life and care insurance for Non-Union Professional Leadership contracts for grades 9-12 and the superintendent.

Ayes: Drake, Schottke, Hamming, Haidle
Nays: None
Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Hamming, it was resolved to approve J. Stevens Construction to replace a portion of the roof on the KCTC West building.

Ayes: Schottke, Hamming, Drake, Haidle
Nays: None
Motion declared to have carried.

Upon motion of Member Drake, supported by Member Hamming, it was resolved to approve the bid from United Commercial Services as the custodial contractor for the Kent ISD buildings outlined in the board packet

Ayes: Hamming, Drake, Schottke, Haidle
Nays: None
Motion declared to have carried.

Upon motion of Member Hamming, supported by Schottke, it was resolved to approve the adoption of the budget for the 2026-2027 school year.

Ayes: Drake, Schottke, Hamming, Haidle
Nays: None
Motion declared to have carried.

Upon motion of Member Drake, supported by Member Hamming, it was resolved to approve the budget amendments for the 2025-26 school year.

Ayes: Schottke, Hamming, Drake, Haidle
Nays: None
Motion declared to have carried.

Upon motion of Member Schottke, supported by Member Drake, it was resolved to approve the Kent ISD administration to reduce positions within the Great Start Readiness program for the 2026-27 school year.

Ayes: Hamming, Drake, Schottke, Haidle
Nays: None
Motion declared to have carried.

DRAFT

President Haidle shared that the Michigan Association of School Boards is seeking feedback from member districts on potential resolutions to amend its bylaws.

President Haidle also reported that the Consortium of State School Boards Associations is holding a federal advocacy conference on September 21–23, 2026, in Washington, D.C. Registration is currently open for any Board members interested in attending.

Superintendent Gorman noted that this was the final Board meeting to be held at the Kent Conference Center and that future meetings will be held at the Educational Service Center (ESC).

Superintendent Gorman also highlighted the upcoming United Way Day of Service on June 26, when staff can give back their time by volunteering at Gilda's Club Grand Rapids, Kent County Parks, St. Gianna's No Cost Baby Boutique, and Kids' Food Basket. Dr. Gorman thanked the Human Resources team for organizing this event.

President Haidle provided the opportunity for public comment. No public comment was given.

President Haidle adjourned the meeting at 5:00 p.m.

Minutes approved on July 20, 2026

_____
Andrea Haidle, President

_____
David Drake, Secretary

DRAFT

PERSONNEL RECOMMENDATIONS AS OF 7/13/2026
FOR BOARD MEETING OF 7/20/2026

RESIGNATIONS AND TERMINATIONS

1. Great Start Readiness Program, Instructional Services, Early Childhood, Lead Teachers, effective 5/26/2026:
    a. Jamie Alber, laid off
    b. Natalie Carroll, laid off
    c. Paris Echols, resignation
    d. Tamara Eickelberg, laid off
    e. Jeffrey Feldman, resignation
    f. Katharine Fennema, resignation
    g. Christine Georgacakes, resignation
    h. Kelsey Guerra, resignation
    i. Christine Haight, laid off
    j. Allison Hansen, resignation
    k. Jessica Isler Deboer, resignation
    l. Beth Jennings, laid off
    m. Kristine Lodewyk, laid off
    n. Cheryl Long, resignation
    o. Geraldine Loza, resignation
    p. Kendra Moreno, resignation
    q. Mary Olson, resignation
    r. Danielle Richards, resignation

2. David Belden, Career and Talent Development, Secondary Programs, Kent Career Tech Center, Instructor Applied Construction, resignation, effective 5/29/2026.

3. Andrea Reynolds, Career and Talent Development, Secondary Programs, Career Navigation & Enrollment Coordinator, retirement, effective 6/30/2026.

4. Kayla Ricker, Student Services, Integrated Supports, Deaf & Hard of Hearing, Interpreter, resignation, effective 6/5/2026.

5. Gavin Vance, Instructional Services, Research, Data Analyst, resignation, effective 7/17/2026.

APPOINTMENTS

1. Patricia Carroll, Occupational Therapist, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA+30 Step 7, $85,440 per year, effective 8/18/2026.

2. Carissa Cole, Instructor Health Careers Foundations, Career and Talent Development, Secondary Programs, Kent Career Tech Center, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 5, $66,017 per year, effective 8/18/2026.

3. Danica Elder, Teacher - ASD, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 6, $76,564 per year, effective 8/18/2026.

4. Madeline Gordon, Orientation & Mobility Specialist, Student Services, Special Education, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 2, $63,803 per year, effective 8/18/2026.

5. Sandra Hardy, Instructor Health Careers Foundations, Career and Talent Development, Secondary Programs, Kent Career Tech Center, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, BA Step 13, $86,548 per year, effective 8/18/2026.

6. Kacy Hitchings, Interpreter, Student Services, Special Education Center Programs, DHH - TOCO, Interpreter, 1.0 FTE, 182 days per year, 7.5 hours per day, Step 1, $35,263 per year, effective 8/18/2026.

7. Michele Morrell, Teacher - Resource Room, Student Services, Special Education Center Programs, Empower U North, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 9, $88,769 per year, effective 8/18/2026.

8. Casey Nagle, Teacher - ASD, Student Services, Special Education Center Programs, Lincoln School, KIEA, 1.0 FTE, 182 days per year, 7 hours per day, MA Step 3, $66,575 per year, effective 8/18/2026.

9. Candyce Petersen, Interpreter Coordinator, Student Services, Special Education Center Programs, DHH - TOCO, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 8, $75,221 per year, effective 8/10/2026.

NEW ASSIGNMENTS AND CONTRACT ADJUSTMENTS

1. Kevin Denton, from CTE Curriculum Coordinator to WBL & Curriculum Supervisor, Career and Talent Development, Career Tech Education, Non-Union Professional, 1.0 FTE, 260 days per year, 8 hours per day, Grade 8 Step 6, $125,100 per year, effective 7/7/2026.

2. Kimberly Dittenber, from Adult Education Evening Temporary Teacher to Adult Education ESL Instructor, Career and Talent Development, Adult Education, Adult Education Wyoming Campus, ADLT, 1.0 FTE, 182 days per year, 6 hours per day, Step 3, $51,751 per year, effective 8/18/2026.

3. Jenna Ellens, from Program Coordinator at Lincoln School to Assistant Principal, Student Services, Special Education Center Programs, Lincoln School, Non-union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 8 Step 4, $92,495 per year, effective 8/10/2026.

4. Alanna LaMay, from Lead Teacher - Great Start Readiness Program to Early Childhood Specialist, Instructional Services, Early Childhood, Great Start Readiness Program, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 5 Step 1, $65,486 per year, effective 8/10/2026.

5. Stefania Myers, from Lead Teacher - Great Start Readiness Program to Early Childhood Specialist, Instructional Services, Early Childhood, Great Start Readiness Program, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 5 Step 1, $65,486 per year, effective 8/10/2026.

6. Natalie Kompik, from CTE Reporting Specialist to Career and Technical Education Consultant, Career and Talent Development, Career Tech Education, Non-Union Professional, 1.0 FTE, 200 days per year, 8 hours per day, Grade 7 Step 1, $79,236 per year, effective 8/10/2026.

KENT INTERMEDIATE SCHOOL DISTRICT
Grand Rapids, Michigan

ADMINISTRATOR- EMPLOYMENT CONTRACT
ASSISTANT PRINCIPAL – LINCOLN SCHOOL

This Agreement, made and entered into this 1st day of July 2026, by and between the KENT INTERMEDIATE SCHOOL DISTRICT, hereinafter called the "School District," and **Jenna Ellens,** hereinafter referred to as the "Administrator"

WITNESSETH:

It is agreed by and between the parties hereto as follows:

Term:
The School District hereby hires the Administrator and the Administrator agrees to work for the School District for a one (1) year term commencing on August 17, 2026, and ending on August 13, 2027, subject to the further provisions of this Agreement. The Administrator agrees to a 200 work day calendar. This Contract is subject to termination, layoff, and non-renewal.

Duties and Responsibilities:
The Administrator agrees to devote full professional time and attention to performing duties assigned pursuant to this Agreement. The School District may assign and reassign job duties and job titles to Administrator in the School District's sole discretion. The Administrator agrees to serve the School District and perform assigned duties, and those set forth in the School Code of 1976, as revised, and to abide by all policies and decisions as established by the School District's Board of Education (the "Board"). The Administrator agrees to faithfully serve and be regardful of the interests of the School District during the term of this Agreement and will undertake no other employment without the express written permission of the Board. The Administrator will perform all duties in accordance with the law and with such care and skill as is necessary to prevent injury to the property, good will, and interests of the School District.

Credentials and Assurances:
The Administrator agrees to meet and maintain all certification and continuing education requirements for the position assigned under the laws and regulations of the State of Michigan and the applicable regulations of the Michigan Department of Education, where required. If Administrator fails to do so at any time, this Contract shall automatically terminate and the Board shall have no further obligation hereunder. The Administrator warrants, represents and affirms to the School District:

a. That the Administrator is competent to perform the duties for which hired and possesses the requisite credentials, skills and knowledge to effectively do so;
b. As a condition of continued employment, the Administrator agrees to file with the Office of Human Resources a statement of not having been convicted of any crime identified within the Michigan Revised School Code as disqualifying to employment, and that there has been no unprofessional conduct pursuant to PA 189 of 1996. Administrator agrees to promptly report any pending criminal charges as required by the Michigan Revised School Code while under contract.
c. That Administrator will not acquire any interests or conflicts of interest adverse to that of the School District.

Compensation:
The School District shall provide the Administrator with the following compensation for the term of the contract:

a) Salary:
For the 2026-27 school year, the School District shall pay the Administrator a base salary of $92,495 in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1-June 30). If less than a full year is worked, the salary shall be prorated based upon the number of actual per diem contract days worked.

Subject to and in accordance with generally applicable limits and other restrictions imposed by law, the Administrator, out of the compensation provided under this, may arrange for elective pre-income tax salary reduction contributions to a tax sheltered annuity and/or 457 arrangement under Internal Revenue Code section 403(b). The School District will make such arrangements available to the Administrator in accordance with applicable law.

Insurance Benefits:
Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his/her eligible dependents for enrollment in the medical, dental, vision, term life insurance, disability insurances, and other fringe benefit programs. The Board may substitute or modify these programs from time to time as applicable to the Administrator and other School District Administrators. Medical benefits are subject to Michigan Public Act 152. The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits.

Sick Leave:
The Administrator will be provided 10 sick leave days per year. Sick leave may only be used for illness, disability, and doctor appointments/medical procedures that cannot be scheduled outside of the regular work day. Sick leave shall be prorated for less than full contract year hires. There is no compensation for unused sick leave.

Personal Business Days
The School District will provide the Administrator 3 Personal Business Days per year. Such days shall be prorated for less than full contract year hires. Unused Personal Business Days add to the Administrator's accumulated sick leave. Administrator shall schedule use of such days in a manner to minimize interference with the orderly operation and conduct of business of the School District. *Ref: Non-Union Professional Employee Handbook*

Reimbursed Expenses:
The Administrator shall be reimbursed for reasonable and necessary expenditures pre-approved by the Superintendent or designee, including for travel, meals, mileage, conferences, and workshops held in the

State of Michigan and national conferences pre-approved by the Board, which expenditures are incurred in acting on the business of the School District. Such expenditures will be reimbursed upon presentation by the Administrator of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form customarily required by the Board and in conformity with the applicable rules and regulations of the Internal Revenue Service.

Continuing Education and Professional Membership:

Subject to prior approval and evidence of successful completion, the Administrator may be reimbursed for up to nine graduate credits from an accredited college or university for courses pertaining the duties and responsibilities of the Administrator. The per credit reimbursement shall not exceed the average graduate per credit cost of Michigan's public universities in that year. *Ref: Non-Union Professional Employee Handbook*

Subject to express approval by the Board, the reasonable fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board or Superintendent, the Administrator may attend appropriate professional meetings or conferences at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

Longevity

Administrators successfully completing 10 years of employment as an administrator at Kent ISD shall at the time of separation receive a one-time payment of $10,000 into a 403b account. Eligibility may also apply at separation after 15 years of continuous service to Kent ISD.

Evaluation:

Administrator's performance shall be evaluated by the Superintendent (or his/her designee) using multiple rating categories that take into account data on student growth to the extent required by Section 1249 and 1249 of the Revised School Code (or its successor provision) and performance to the extent required by Section 1250 of the Revised School Code (or its successor provision). The assessment of the Administrator shall include, but is not limited to, such criteria as mandated by governmental agencies for personnel holding the same or similar positions as the Administrator. Administrators not responsible for supervision of instruction may be evaluated with an alternative evaluation tool determined by the School District.

No Tenure:

The Administrator agrees that s/he shall not be deemed to be granted continuing tenure in such capacity as the Administrator of the School District, and in no event shall the failure of the School District to continue or re-employ in any capacity be deemed a discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Medical Examinations:

That Administrator agrees to submit to such comprehensive medical and/or mental examinations by a Board-approved physician, hospital, or clinic, supply such information and execute such documents as may be required by any underwriter, policyholder, or third-party administrator providing insurance programs specified under this Contract. Additionally, when, in the Superintendent's judgment, the Administrator shall authorize the release of medical information and/or participate in a medical examination that is necessary

to determine if he can perform the essential job duties of his position with or without an accommodation, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related, consistent with business necessity and in accordance with the applicable law. The cost of the physical and/or mental examination shall be borne by the School District and the Administrator shall sign such medical release forms, and other documents, which are necessary to permit the Superintendent to receive a report limited to the results of the examination(s) for the purposes provided for in this paragraph. The Board agrees that any such reports and their contents shall remain confidential and not disseminated unless a broader disclosure is required by applicable law.

Errors and Omissions Insurance:

The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than two million dollars ($2,000,000). The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

Termination

The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

Limitations Period:

Employee agrees that any claim or suit arising out of Employee's employment with the School District must be filed no more than six months after the date of the employment action that is the subject of the claim or suit. Employee understands that the statute of limitations for claims arising out of an employment action may be longer than six months but agrees to be bound by the six-month period of limitations pursuant to this section and waives any statute of limitations to the contrary. It is the intent of the Parties that any court of competent jurisdiction will enforce this section to the maximum extent permitted by law.

Complete Agreement:

This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified, or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded, or otherwise altered during its term only by an express written "Modification," denominated as such, and signed by each of the parties hereto.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ADMINISTRATOR

_____

KENT INTERMEDIATE SCHOOL DISTRICT

by: _____

Superintendent

And: _____

Board President

cc: Personnel File

KENT INTERMEDIATE SCHOOL DISTRICT
Grand Rapids, Michigan

ADMINISTRATOR- EMPLOYMENT CONTRACT
CURRICULUM & WORK-BASED LEARNING SUPERVISOR

This Agreement, made and entered into this 1st day of July 2026, by and between the KENT INTERMEDIATE SCHOOL DISTRICT, hereinafter called the "School District," and **Kevin Denton,** hereinafter referred to as the "Administrator"

WITNESSETH:

It is agreed by and between the parties hereto as follows:

Term:
The School District hereby hires the Administrator and the Administrator agrees to work for the School District for a prorated one (1) year term commencing on July 7, 2026, and ending on June 30, 2027, subject to the further provisions of this Agreement. The Administrator agrees to a prorated 260 work day calendar. This Contract is subject to termination, layoff, and non-renewal.

Duties and Responsibilities:
The Administrator agrees to devote full professional time and attention to performing duties assigned pursuant to this Agreement. The School District may assign and reassign job duties and job titles to Administrator in the School District's sole discretion. The Administrator agrees to serve the School District and perform assigned duties, and those set forth in the School Code of 1976, as revised, and to abide by all policies and decisions as established by the School District's Board of Education (the "Board"). The Administrator agrees to faithfully serve and be regardful of the interests of the School District during the term of this Agreement and will undertake no other employment without the express written permission of the Board. The Administrator will perform all duties in accordance with the law and with such care and skill as is necessary to prevent injury to the property, good will, and interests of the School District.

Credentials and Assurances:
The Administrator agrees to meet and maintain all certification and continuing education requirements for the position assigned under the laws and regulations of the State of Michigan and the applicable regulations of the Michigan Department of Education, where required. If Administrator fails to do so at any time, this Contract shall automatically terminate and the Board shall have no further obligation hereunder. The Administrator warrants, represents and affirms to the School District:

a. That the Administrator is competent to perform the duties for which hired and possesses the requisite credentials, skills and knowledge to effectively do so;
b. As a condition of continued employment, the Administrator agrees to file with the Office of Human Resources a statement of not having been convicted of any crime identified within the Michigan Revised School Code as disqualifying to employment, and that there has been no unprofessional conduct pursuant to PA 189 of 1996. Administrator agrees to promptly report any pending criminal charges as required by the Michigan Revised School Code while under contract.
c. That Administrator will not acquire any interests or conflicts of interest adverse to that of the School District.

Compensation:
The School District shall provide the Administrator with the following compensation for the term of the contract:

a) Salary:
For the 2026-27 school year, the School District shall pay the Administrator a base salary of $125,100 in consideration of his/her performance of the duties and responsibilities of the position assigned in conformance with the requirements and expectations of the Board and Superintendent.. The annual salary shall be paid in twenty-six (26) equal bi-weekly installments beginning with the commencement of the fiscal/contract year (July 1-June 30). If less than a full year is worked, the salary shall be prorated based upon the number of per diem actual contract days worked.

b) Holidays: Administrator is entitled to the following holidays for which no service to the School District is required:
July 4th, Labor Day, Thanksgiving, Friday following Thanksgiving, December 24th, 25th and 30th, New Year's Day and Memorial Day. *Ref: Non-Union Professional Handbook*

Subject to and in accordance with generally applicable limits and other restrictions imposed by law, the Administrator, out of the compensation provided under this, may arrange for elective pre-income tax salary reduction contributions to a tax sheltered annuity and/or 457 arrangement under Internal Revenue Code section 403(b). The School District will make such arrangements available to the Administrator in accordance with applicable law.

Insurance Benefits:
Upon proper application and acceptance for enrollment by the appropriate insurance underwriter, policyholder and/or third party administrator, the Board shall make benefit cost payments, as specified below, on behalf of Administrator and his/her eligible dependents for enrollment in the medical, dental, vision, term life insurance, disability insurances, and other fringe benefit programs. The Board may substitute or modify these programs from time to time as applicable to the Administrator and other School District Administrators. Medical benefits are subject to Michigan Public Act 152. The Board reserves the right to change the identity of the insurance carrier, policyholder or third-party administrator for any of the above coverages, provided that comparable coverage, as determined by the Board, is maintained during the term of this Contract. Additionally, the Board reserves the right to self-fund any of the above benefits.

Sick Leave:
The Administrator will be provided 12 sick leave days per year. Sick leave may only be used for illness, disability, and doctor appointments/medical procedures that cannot be scheduled outside of the regular work day. Sick leave shall be prorated for less than full contract year hires. There is no compensation for unused sick leave.

Vacation
The School District will provide the Administrator 25.5 vacation days per year. Vacation leave shall be prorated for less than full contract year hires. Unused vacation days may not accumulate beyond the 18th month from the date awarded. Unused vacation days add to the Administrator's accumulated sick leave.

Administrator shall schedule use of vacation days in a manner to minimize interference with the orderly operation and conduct of business of the School District. All scheduling of vacation is subject to the approval of the Superintendent or his/her designee.

Reimbursed Expenses:

The Administrator shall be reimbursed for reasonable and necessary expenditures pre-approved by the Superintendent or designee, including for travel, meals, mileage, conferences, and workshops held in the State of Michigan and national conferences pre-approved by the Board, which expenditures are incurred in acting on the business of the School District. Such expenditures will be reimbursed upon presentation by the Administrator of an itemized and detailed accounting of such expenditures and receipts relating thereto in the form customarily required by the Board and in conformity with the applicable rules and regulations of the Internal Revenue Service.

Continuing Education and Professional Membership:

Subject to prior approval and evidence of successful completion, the Administrator may be reimbursed for up to nine graduate credits from an accredited college or university for courses pertaining the duties and responsibilities of the Administrator. The per credit reimbursement shall not exceed the average graduate per credit cost of Michigan's public universities in that year. *Ref: Non-Union Professional Employee Handbook*

Subject to express approval by the Board, the reasonable fees or dues for membership in appropriate professional organizations shall be paid by the Board. Subject to prior approval by the Board or Superintendent, the Administrator may attend appropriate professional meetings or conferences at the local, state and national levels and shall be reimbursed for any registration fees, tuition, travel, lodging and/or reasonable meal expenses for himself/herself in relation thereto not prepaid by the Board.

Longevity

Administrators successfully completing 10 years of employment as an administrator at Kent ISD shall at the time of separation receive a one-time payment of $10,000 into a 403b account. Eligibility may also apply at separation after 15 years of continuous service to Kent ISD.

Evaluation:

Administrator's performance shall be evaluated by the Superintendent (or his/her designee) using multiple rating categories that take into account data on student growth to the extent required by Section 1249 and 1249 of the Revised School Code (or its successor provision) and performance to the extent required by Section 1250 of the Revised School Code (or its successor provision). The assessment of the Administrator shall include, but is not limited to, such criteria as mandated by governmental agencies for personnel holding the same or similar positions as the Administrator. Administrators not responsible for supervision of instruction may be evaluated with an alternative evaluation tool determined by the School District.

No Tenure:

The Administrator agrees that s/he shall not be deemed to be granted continuing tenure in such capacity as the Administrator of the School District, and in no event shall the failure of the School District to continue or re-employ in any capacity be deemed a discharge or demotion within the provisions of Act 4, Michigan Public Acts of 1937, Extra Session, as amended. Nor shall the decision of the Board not to continue or renew the employment of Administrator for any subsequent period in any capacity, other than

as a classroom teacher, as may be required by the Teachers' Tenure Act, be deemed a breach of this Contract or a discharge or demotion within the provisions of the Michigan Teachers' Tenure Act.

Medical Examinations:
That Administrator agrees to submit to such comprehensive medical and/or mental examinations by a Board-approved physician, hospital, or clinic, supply such information and execute such documents as may be required by any underwriter, policyholder, or third-party administrator providing insurance programs specified under this Contract. Additionally, when, in the Superintendent's judgment, the Administrator shall authorize the release of medical information and/or participate in a medical examination that is necessary to determine if he can perform the essential job duties of his position with or without an accommodation, or to determine reasonable accommodations necessary to permit him to perform the essential job duties, or when such examination is otherwise job-related, consistent with business necessity and in accordance with the applicable law. The cost of the physical and/or mental examination shall be borne by the School District and the Administrator shall sign such medical release forms, and other documents, which are necessary to permit the Superintendent to receive a report limited to the results of the examination(s) for the purposes provided for in this paragraph. The Board agrees that any such reports and their contents shall remain confidential and not disseminated unless a broader disclosure is required by applicable law.

Errors and Omissions Insurance:
The Board agrees to pay the premium amount for errors and omissions insurance coverage for Administrator while engaged in the performance of a governmental function and while the Administrator is acting within the scope of his/her authority. The policy limits for this coverage shall be not less than two million dollars ($2,000,000). The terms of the errors and omissions insurance policy shall be controlling respecting defense and indemnity of Administrator. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage. In the event that such insurance coverage cannot be purchased in the above amounts and/or at a reasonable premium rate, the Board shall have the right to discontinue said coverage and shall so notify Administrator. In that event, the Board agrees on a case-by-case basis to consider providing legal defense and/or indemnification to Administrator as is authorized under MCL 691.1408 and MCL 380.11a(3)(d).

Termination
The Board shall be entitled to terminate the Administrator's employment at any time during the term of this Contract when it determines that Administrator has engaged in acts of moral turpitude, misconduct, dishonesty, fraud, insubordination, incompetency, inefficiency, if Administrator materially breaches the terms and conditions of this Contract, or for other causes that are not arbitrary or capricious.

The foregoing standards for termination of this Contract during its term shall not be applicable to non-renewal of this Contract at the expiration of its term, which decision is discretionary with the Board.

In the event that the Board undertakes to dismiss Administrator during the term of this Contract, he/she shall be entitled to written notice of charges and an opportunity for a hearing before the Board. In the event of termination of employment during the term of this Contract, this Contract shall automatically terminate and the Board shall have no further obligation hereunder.

Limitations Period:
Employee agrees that any claim or suit arising out of Employee's employment with the School District must be filed no more than six months after the date of the employment action that is the subject of the claim or suit. Employee understands that the statute of limitations for claims arising out of an employment

action may be longer than six months but agrees to be bound by the six-month period of limitations pursuant to this section and waives any statute of limitations to the contrary. It is the intent of the Parties that any court of competent jurisdiction will enforce this section to the maximum extent permitted by law.

Complete Agreement:
This Agreement contains the entire agreement of the parties hereto, and may not be altered, modified, or rescinded by any prior or contemporaneous statement or understanding of either such party, or any person on their behalf; this Agreement may be amended, modified, rescinded, or otherwise altered during its term only by an express written "Modification," denominated as such, and signed by each of the parties hereto.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

ADMINISTRATOR

KENT INTERMEDIATE SCHOOL DISTRICT

_____

by: _____

Superintendent

And: _____

Board President

cc: Personnel File

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ____x___

Item: 2026-27 Adult Education Student Handbook

Submitted by: Gerry Verwey Date: 6/30/26

Recommended by: Sue Gardner Board Meeting Date: 7/20/26

RECOMMENDATION:

We recommend that the Board approve the revised Adult Education Student Handbook for the 2026-2027 school year.

BACKGROUND:

Each year, we review the student handbook for necessary changes and updates (highlighted in yellow on the attached copy). Below is a list of items that were revised from the previous version:

- The student handbook has been updated to meet new ADA compliance regulations
- Updated school calendar
- Updated staff contact list
- Clarification regarding consequences for students who refuse to post-test or make progress and classroom behavior
- Clarification on the Age Waiver Form Request process
- Additional wording under “Prohibited Conduct”

Adult Education
Kent ISD

2026-2027 Student Handbook

Wyoming Campus
3600 Byron Center Ave.
Wyoming, MI 49519

GRCC Sneden Hall Campus
415 Fulton St. E.
Grand Rapids, MI 49503

Kentwood Crossroads HS Campus
28 60th St. SE
Grand Rapids, MI 49548

This handbook is intended for use by students and staff as a guide to the rules, procedures, and general information about Kent ISD Adult Education. Students are responsible for familiarizing themselves with this handbook.

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

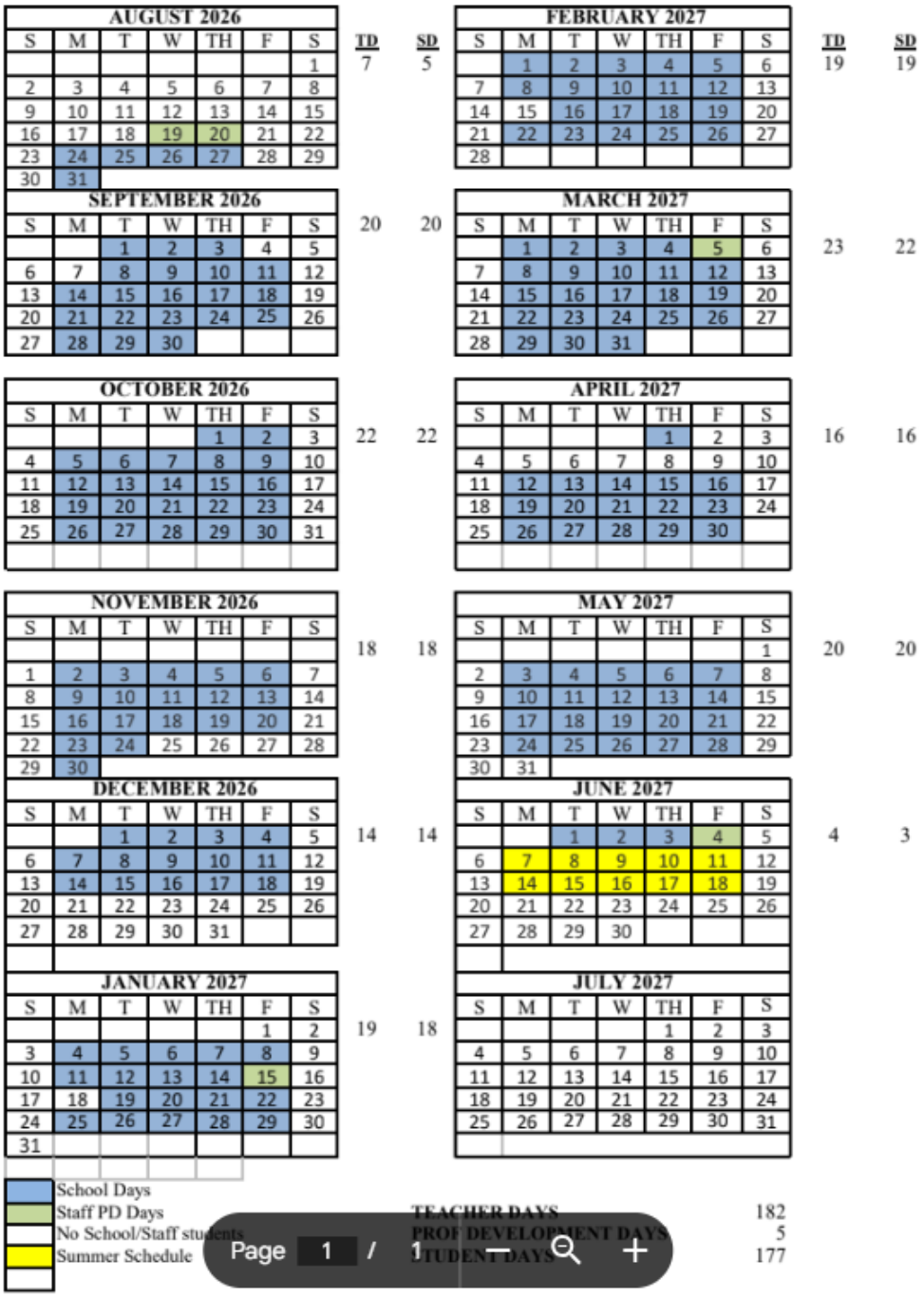
The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Important Information

- Review our district website for more information about all that Kent ISD has to offer.
- Review our Kent ISD school board policies for more information regarding specific policy topics.

KENT INTERMEDIATE SCHOOL DISTRICT

Adult Education 2026-2027 Calendar



AUGUST 2026

S	M	T	W	TH	F	S	TD	SD
						1	7	5
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 2026

S	M	T	W	TH	F	S	TD	SD
		1	2	3	4	5	20	20
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 2026

S	M	T	W	TH	F	S	TD	SD
				1	2	3	22	22
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 2026

S	M	T	W	TH	F	S	TD	SD
							18	18
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 2026

S	M	T	W	TH	F	S	TD	SD
		1	2	3	4	5	14	14
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 2027

S	M	T	W	TH	F	S	TD	SD
					1	2	19	18
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 2027

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

MARCH 2027

S	M	T	W	TH	F	S	TD	SD
	1	2	3	4	5	6	23	22
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 2027

S	M	T	W	TH	F	S	TD	SD
				1	2	3	16	16
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 2027

S	M	T	W	TH	F	S	TD	SD
						1	20	20
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 2027

S	M	T	W	TH	F	S	TD	SD
		1	2	3	4	5	4	3
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					

JULY 2027

S	M	T	W	TH	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

School Days
Staff PD Days
No School/Staff students
Summer Schedule

TEACHER DAYS	182
PROF DEVELOPMENT DAYS	5
STUDENT DAYS	177

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Emergency School Closing Procedures

In the event of an emergency school closure, such as a severe weather day or when school is unexpectedly closed early, Kent ISD Adult Education will notify students, parents, and the public about the closure in the following manner:

Closing information is reported on local radio stations, local TV stations, and on local district websites. For the Kent ISD Wyoming, Grand Rapids or Kentwood campuses, please look for "Kent ISD Adult Education."

For the Grand Rapids location, also watch for GRCC notifications. If GRCC is closed, so will the Adult Ed GRCC campus.

Notice of Non-Discrimination

The district does not discriminate on the basis of race, color, religion, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Primary Designated Title IX Coordinator:
Asst. Superintendent of Human Resources & Legal Services
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

Additional Title IX Coordinator:
Director of Human Resources
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2288
daniellehendry@kentisd.org

Designated Section 504 Coordinator:
Asst. Superintendent of Human Resources & Legal Services
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

Designated Civil Rights Coordinator/Employment Compliance Officer:
Asst. Superintendent of Human Resources & Legal Services
Kent Intermediate School District
2930 Knapp St., Grand Rapids, MI 49525
616-365-2214
daverodgers@kentisd.org

The District's Non-Discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at www.kentisd.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook.

Adult Education-Wide Policies and Procedures

Registration

Kent ISD Adult Education is a first come, first served program based on classroom and teacher capacity. Registration begins in August and ends in April. To register, students will need to go to our website to fill out the registration form and choose an in-person orientation date. Orientation is a requirement and cannot be done from home. Orientation will take 90 minutes (about 1 and a half hours) to complete and includes confirmation of registration forms and a reading assessment test.

Orientation

Orientation is a requirement for all students before they start class. The orientation will let you know what to expect when you in are classes, meet members of the adult education team, and will set you up for a successful start of your program. The process and/or times for the orientation will be presented to you after your registration is complete.

Attendance

Kent ISD Adult Education is an in-person, attendance-based program. Students are to arrive at their classes before the start of class and stay through the end of class. If a student is absent for a day, they must contact their teacher to excuse their absence. If a student is absent for an extended period, they will need to be in communication with their teacher. If the student's absence exceeds three weeks, they will need to relinquish their spot in their classes until they can return to class. Returning to class is not a guarantee, and students may be put on a waitlist until a spot is available.

Instructional Team

Wyoming Campus

- Hank Diaz (hankdiaz@kentisd.org)
- Kim Dittenber (kimdittenber@kentisd.org)
- Rebecca Lantinga (rebeccalantinga@kentisd.org)
- Mark Omness (markomness@kentisd.org)
- Deb Pitsch (deborahpitsch@kentisd.org)
- Sarah Schuiteman (sarahschuiteman@kentisd.org)
- Tiffany Smith (tiffancysmith@kentisd.org)
- Anne Walker (annewalker@kentisd.org)

GRCC Campus

- Dana Fowle (danafowle@kentisd.org)
- Stephanie Hakim (stephaniehakim@kentisd.org)
- Marty Marquardt (martinmarquardt@kentisd.org)
- Karen McBurney (karenmcburney@kentisd.org)

Kentwood Campus

- Matt Reda (mattreda@kentisd.org)

Arriving and Leaving Campus

Kent ISD Adult Education staff and administration are responsible for students' well-being while attending class. Kent ISD Adult Education's campuses are closed campuses. That means, during non-instructional time, students are not permitted to loiter on campus. The current scheduled times for instruction are:

Morning Classes 9:00 AM – 11:45 AM

Afternoon Classes 12:15 PM – 3:00 PM

Night Classes 5:15 PM – 8:45 PM

For most locations, the ***exterior*** building doors unlock to receive students at various times throughout the day:

8:00 AM – 3:00 PM from Monday through Friday

4:45 PM – 6:00 PM from Monday through Wednesday

For the safety and security of our campus, **the *interior* doors will remain locked at all times**. Students will be allowed in through the interior doors by security or office staff within 15 minutes before their scheduled class start time.

Students will not have access to the building prior to these times. Students are asked to leave campus immediately after their scheduled class time is over.

CASAS eTesting

Upon registering, all students must complete a CASAS Reading assessment test. The test is a state mandated test, which allows administrators to place students into their proper classes. Once the CASAS test is completed, the score determines which classes the student is ready for. The breakdown of classes is determined by administration. CASAS tests are expected to be taken seriously.

For a non-native English-speaking student to enroll into GED classes, they are required to obtain a 215 or higher GED CASAS reading score. For a native English speaker to enroll into GED classes, they are required to obtain a 210 or higher on CASAS test score.

For non-native English-speaking students to enroll in ESL (English as a Second Language) classes, they are required to score below a 239 ESL CASAS Reading score. If they score above 239, they may take a CASAS Listening test to see if they are eligible for the program. The student must score below a 232

listening score to be eligible for the program. If an individual graduates out of both reading and listening, they will be referred to a different program that will be more beneficial to their needs.

All students must take a CASAS Reading posttest after 40 hours of class instruction. A Reading posttest is a requirement and cannot be opted out of. The test scores coincide with the program's funding and assist the program in staying open for current and future students. If a student refuses to take a Reading posttest, they will no longer be able to attend classes. The CASAS posttest should be taken seriously, failure to take the test seriously will result in inaccurate results and continued deficient performance may result in being excused from the program.

If a student achieves a score that allows them to move up to the next class in their CASAS Reading posttest, they will be required to begin that class when administration says their spot is available. If a student refuses to move to the next class, they will no longer be able to attend classes.

GED Expectations

Our GED (General Educational Development) and ABE (Adult Basic Education) prep classes are designed to help students pass the four GED subject tests (collectively referred to as "the GED test"). The tests include Math, Science, Social Studies, and Language Arts. Upon registering and completing a CASAS reading assessment test, students will be placed in ABE or GED classes. Both classes teach towards the GED test but are taught at a different pace.

ABE is the foundational class for GED classes. Students placed in this class read below a 9th grade reading level and will gain skills in basic reading and math needed to move into GED classes.

GED is the practical education class for learning/refreshing skills necessary for passing the GED tests. Students placed in this class read above a 9th grade reading level and will learn all four subjects needed to pass the GED test.

Each test must be taken in a GED official testing center. Both our Wyoming and Grand Rapids locations are available for GED testing to all of our students.

All ABE/GED students will sign up for a MyGED account once they start class.

Within our funding, students will be given free practice tests for each subject in the GED. The practice test will determine when students are ready to apply for a voucher from the state to take their official test. Free vouchers for tests are issued to students who achieved a 145-competency score on their practice test. Each student is allowed ***one*** *free voucher* for each one of their GED tests, courtesy of Kent ISD**.**

If a student does not pass one of their GED tests on the first attempt, they may be given a $10 retake voucher. Students are required to pay the $43.50 for a third attempt.

Students are given three attempts at a GED test, before they must wait 60 days (about 2 months) to retake the test after which students will be required to pay the $43.50 for any additional attempts at the test.

If a student is not passing or refusing to take tests or making a gain within the GED classes in a reasonable amount of time, or refusing to cooperate with the staff on making progress, the student will be dismissed from the program or referred to another program that will fit the student's needs.

ESL Expectations

Our ESL classes are designed to help non-native English speakers to learn English. The classes are set up in tiers, starting with beginner level English to intermediate-high level English. Class enrollment is based upon the CASAS Reading assessment test. Once a student completes the CASAS Reading assessment, the administration team will determine which class the student is ready for.

After 40 hours of instruction, the student will test again and, if the test determines they are ready for the next level, then they are eligible to move up to a higher-level class.

Wave Card Expectations

Wave Cards may be distributed to students who need bus transportation. Each card contains enough funds to transport students for one month. Every month, students will be required to check their card into the office for more funds. The card is meant for students who require bus services every day.

If a student is not using their Wave Card funds or they are no longer in attendance, the card will be turned off. In such instances, the student work with administration to determine if they are eligible to have the card reactivated.

Students are responsible for the Wave Card provided to them. If the Wave Card is lost, students will be given one replacement card. If the card is lost a second time, students will need to pay a $5 fine. If the card is lost a third time, students will no longer be eligible for Wave Card services.

At the end of the year, or when a student no longer plans to return to school, the Wave Card will need to be returned to the main office. If a card is not returned, the student may forfeit their right to a Wave Card in the future.

GoBus! Expectations

Students eligible for the GoBus! may be able to receive GoBus! tickets from the main office. The GoBus! is meant for students with disabilities. To determine eligibility, students must first have a meeting with the administration or a designated representative. Once approval has been given, students are eligible for one sheet of GoBus! tickets per day. The tickets are only meant to go to and from school. Any other use for the ticket outside of school will result in a loss of privileges of receiving a GoBus! ticket from the office.

Follow-Up

Upon registration, students sign a form stating they will receive a phone call from us after they have completed classes with us. This will happen either after the student has been dropped or upon completion of ESL or GED. Follow-up phone calls are made by the entire staff of the Kent ISD and are a requirement by the State of Michigan for our program funding.

Transcripts

Upon registration, students entering GED classes must fill out a transcript request form. Under Kent ISD Adult Education funding guidelines, we are required to collect proof of no diploma/graduation from the student in order to pursue and to achieve their GED. The form requires the last high school the student attended, approval of sending the request form out to the previous high school listed, as well as a

signature from the student. Failure to complete the form will disallow the student from starting classes with Kent ISD Adult Education.

Kent ISD Adult Education does not carry transcripts for student use at the school. Students must seek transcripts from the previous high school they attended. When a student completes their GED, the Kent ISD Adult Education does not carry transcripts for them. Students must go to their MyGED account to gain access to their transcripts.

Age Waiver Form

The Kent ISD Adult Education program is for students 18 years of age and older. In rare circumstances, students of 17 years of age may be able to attend classes with us. For a student who is 17 to start Adult Education classes, they first must be referred to the program by their previous school of attendance or by a parole officer. **The student and parent must sign an HSE (High School Equivalency) Age Waiver Form Request and have an appropriate state-issued ID at registration.** Part of the process of receiving approval from the state is having a valid photo ID, passport or birth certificate, and creating a MyGED account.

The Kent ISD Adult Education program is meant for adults to obtain their GED, so when an underage student starts classes with Kent ISD Adult Education, they will be treated as an adult. ***Only the student may receive information about their progress, parents/guardians may not receive any information about student progress or attendance.***

CTE/IELCE

CTE (Career Technical Education) classes are offered free of charge for all our GED students. A student must be 18 or older as of July 1 of that program year. Most CTE classes take place at Kent Career Technical Center ("KCTC") on the East Beltline. Kent ISD Adult Education offers these classes twice a year but are subject to the availability of the teachers, enrollment, and funding. All students must go through an application process to sign up for these free classes. ***If chosen for a selected CTE course, students are expected to attend both their GED classes and their CTE classes.*** Failure to do so may result in being dropped from class.

CTE Program Navigator: Jessie Comden (jessiecomden@kentisd.org)

IELCE (Integrated English Literacy and Civics Education) classes are offered free of charge for all our ESL students. All students must go through an application process to sign up for these free classes***. If chosen for a selected course, students are expected to attend both their ESL classes and their IELCE classes.***

IELCE Program Navigator: Angela Elenbaum (angelaelenbaum@kentisd.org)

Student Advocacy

To meet with a student advocate, please make an appointment either by email or face to face. The student advocate may accept walk-ins, if time allows, but it is not a guarantee. Our student advocate can assist with finding transportation, housing, day care, IEP services (18-26 years old), GED accommodations, food assistance, etc. Please come with any necessary information asked of you for any meeting.

Classroom Behavior

Kent ISD Adult Education strives to create a safe and welcoming learning environment. Students are expected to respect their teachers and their peers while on school property.

While phones are allowed in the classroom, students are expected to turn them on silent and have them respectfully stowed away while class is in session.

Eating and drinking is allowed in classes but should not interrupt classroom learning.

Tardiness for a valid reason is allowed, but students should be respectful of on-going classes.

Students who refuse to follow the expectations of staff (including making adequate progress in their coursework, taking tests, etc.) or the rules of the facility will be dismissed from the program.

Student Code of Conduct

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

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

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

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 extracurricular sanctions may be imposed, in accordance with the applicable handbook, rules, or Board policy.

Prohibited Conduct	Potential Consequences
Illegal Substances or Paraphernalia, including Alcohol: possession, under the influence of, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	• Dismissal from classes
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Kent ISD Adult Education is a no nicotine campus. All nicotine must be consumed outside of school grounds.

	• Failure to comply will result in dismissal from school.
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive. Includes refusal to make progress or take state required tests.	• Discipline is up to the teacher. Repeat offenders may be asked to leave the class • Dismissal from classes
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Dismissal from classes and police referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Dismissal from classes and police referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Dismissal from classes and police referral
Arson: Purposefully, intentionally, or maliciously setting a fire to school property.	• Dismissal from classes and police referral
Physical Assault (Student to Student): threatening, causing or attempting to cause physical harm to another through intentional use of force or violence.	• Dismissal from classes and police referral
Physical Assault (Student to Employee, Volunteer, or Contractor): threatening, causing or attempting to cause physical harm to another through intentional use of force or violence.	• Dismissal from classes and police referral
Verbal or Written Threat, including Bomb or Similar Threat: statement and/or action that constitutes a threat against a student, employee, other person, or school property.	• Dismissal from classes and police referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others, cheating on a CASAS or GED test.	• If caught cheating on a CASAS test the test results will be invalid and student will be required to retake the test at a later date.

	• If caught cheating on a GED test, per Michigan regulations, you may be expelled from the testing center and your test results may be invalidated. You may also face criminal charges for fraud or forgery, which could have a negative impact on your future educational and career opportunities.
Falsification: fraudulently using the name or identification of another person, or fake ID, either in writing or verbally, or falsifying time, dates, grades, address, on school records/forms or reporting procedures, or for identification during registration, enrollment, or testing.	• Dismissal from classes and possible police referral • Refusal of admission to program, classes, or testing center • Notification to GED of a proxy attempt, potentially resulting in a ban from the GED test • Expulsion from Kent ISD run testing centers
Discrimination, Harassment (Including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Dismissal from classes and possible police referral
Criminal Sexual Conduct: comments criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Dismissal from classes and possible police referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Flight or Assault Video	• Dismissal from classes and possible police referral
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Dismissal from classes and possible police referral
Misuse of District Technology: violating the Kent ISD Adult Education's acceptable use policies and agreement.	• Dismissal from classes and possible police referral
Gambling: speculating, betting, wagering, or playing a game for money or other stakes.	• Dismissal from classes and possible police referral

Vandalism: action involving deliberate destruction of or damage to public or private property.	• Dismissal from classes and possible police referral

Visitors

Visitors and tours by interested community members are welcomed throughout the year. Visits are pre-arranged and coordinated through the main office. Visitors may not loiter on school grounds during the duration of a class. If a student is being dropped off by a family member or a friend, they must leave the building until the student is done with classes.

The Kent ISD Adult Education does not offer day care. Children will not be allowed in classes, or in testing areas. Parents must find someone to watch their kids while they are in class.

Summary of Major Handbook Changes/Edits

This summary highlights the main updates made to the 2026 - 2027 KCTC Student Handbook. Overall, the changes focus on improving clarity, tightening up expectations, updating language for consistency across programs, and making policies easier to understand and apply.

Change #1: ADA Accessible Calendar Added

An ADA-accessible version of the 2026 - 2027 calendar was added right after the main calendar to improve readability and accessibility.

It includes:

- A clear breakdown of school days, PD days, and no-school days by month
- Full 2026 - 2027 school year layout
- Updated totals:
    - 182 teacher days
    - 5 PD days
    - 177 student days

Change #2: Absences Section Expanded

The absences section now gives a more complete list of what counts as an excused absence.

Updates include:

- Clearer definitions for things like illness, medical appointments, funerals, court dates, religious holidays, and approved family vacations
- Requirement that absences be confirmed by parent/guardian communication
- Added detail about documentation when needed (like doctor notes after extended illness)
- Reminder that some pre-approved vacations may still require students to complete work

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Change #3: Make-Up Work Expectations Updated

This section was simplified and made more consistent.

Key updates:

- Removed the old “2 days per absence” rule
- New expectations:
    - Work assigned before an absence is due the first day back
    - Work assigned during an absence is due within one week of returning
- Clarified that some lab-based work may not be able to be made up depending on the course

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Change #4: Grading Structure Clarified

The grading section was cleaned up to clearly separate the two grading systems used at KCTC.

Updates include:

- Clear distinction between Points-Based Grading and Evidence-Based Grading (EBG)
- Clear semester grading breakdown when no semester evaluation is used:
    - 50% Quarter 1 / 50% Quarter 2 (or Q3/Q4 depending on semester)

Change #5: Evidence-Based Grading (EBG) Added

A full new section explains how EBG works.

Main points:

- Grades are based on what students can actually demonstrate, not just points
- Each course has 5 - 6 defined skills in the syllabus
- Students are scored using a 4 - point scale:
    - 4 = Advanced
    - 3 = Proficient
    - 2 = Developing
    - 1 = Beginning
- Focus is on growth, feedback, and showing learning over time
- Final skill scores determine the overall semester grade

Change #6: Return Policy Updated

Eligibility for returning students was made more specific and measurable.

Updates include:

- Attendance limits:
    - No more than 9 absences in Semester 1
    - No more than 5 absences in Quarter 3
- Must earn at least 74% (Proficient) in Semester 1 and Q3
- Out-of-school suspensions may impact eligibility
- Removed vague language about “poor performance” and appeals

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Change #7: Enrollment Process Updated

This section was expanded to better explain how returning enrollment works.

Updates include:

- Clear options for returning students (same program, advanced placement, or different program)
- Enrollment is not guaranteed if seats are limited
- Lottery system added when demand is higher than available spots
- Waitlist process clarified
- End-of-year review process added for students who improve
- Clear expectations for students who still don’t meet requirements by the end of Semester 2

Change #8: Safety Devices & Clothing Added

A new safety section was added.

It requires:

- Student ID badges worn and visible at all times
- Required safety gear (glasses, protective clothing, etc.) when applicable
- Staff can remove students from unsafe situations if safety rules aren’t followed

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Change #9: Wireless Device Use Policy Replaced Cell Phone Policy

The old cell phone policy was replaced with a more updated wireless device policy.

Key updates:

- Broader definition of wireless devices
- Clear definition of instructional time and school grounds
- Devices generally not allowed during instructional time, with specific exceptions:
    - Medical needs
    - IEP/504 accommodations
    - District-issued or instructional use
    - Teacher permission
    - Emergencies
- Stronger language around privacy areas like locker rooms and restrooms
- Clear consequences, including confiscation procedures and discipline

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Change #10: Teacher/CTES Responsibilities Removed

This entire section was removed, including:

- Teacher responsibility statements
- Sign-off lines for teachers, parents, and students
- Duplicate policy enforcement language

This helps streamline the handbook and reduce repetition.

Change #11: Child Find & Section 504 Added

A new support services section was added.

It explains:

- Child Find requirements for identifying students who may need support
- How KCTC works with resident districts for evaluations
- What Section 504 is and who may qualify
- How families can request evaluations
- Assurance that IEP and 504 accommodations will be followed at KCTC

Change #12: Student Code of Conduct Updated

The conduct table was slightly updated to:

- Expand language around tobacco, nicotine, and vaping violations
- Clean up and align disciplinary language with updated policies

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Change #13: Notice of Non-Discrimination Updated

The Notice of Non-Discrimination section was updated to:

- Revise the Title IX Coordinator designations by making Bryndan Arnold the Primary Designated Title IX Coordinator
- Update coordinator roles and contact information to reflect current administrative responsibilities

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Overall Summary

Overall, these updates:

- Make policies clearer and easier to follow
- Tighten up expectations for attendance, grades, and enrollment
- Modernize the cell phone policy into a broader tech/device policy
- Add stronger structure around return eligibility and enrollment decisions
- Improve consistency across programs and reduce vague language

MySchool@Kent
a program of Kent ISD

Kent Career Tech Center
a program of Kent ISD

Launch U
Kent ISD

STUDENT HANDBOOK 2026-2027

Kent ISD







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

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

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

IMPORTANT INFORMATION

District Website: kentisd.org

Board Policies:meetings.boardbook.org/Public/Organization/2589

2026-2027 DISTRICT CALENDAR

AUGUST 2026							TD	SD
S	M	T	W	TH	F	S		
						1	8	5
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 2026							TD	SD
S	M	T	W	TH	F	S		
		1	2	3	4	5	20	20
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 2026							TD	SD
S	M	T	W	TH	F	S		
				1	2	3	22	21
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 2026							TD	SD
S	M	T	W	TH	F	S		
							18	18
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 2026							TD	SD
S	M	T	W	TH	F	S		
		1	2	3	4	5	14	14
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 2027							TD	SD
S	M	T	W	TH	F	S		
					1	2	19	19
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 2027							TD	SD
S	M	T	W	TH	F	S		
	1	2	3	4	5	6	18	17
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								

MARCH 2027							TD	SD
S	M	T	W	TH	F	S		
	1	2	3	4	5	6	23	23
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 2027							TD	SD
S	M	T	W	TH	F	S		
				1	2	3	16	16
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 2027							TD	SD
S	M	T	W	TH	F	S		
						1	20	20
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 2027							TD	SD
S	M	T	W	TH	F	S		
		1	2	3	4	5	4	4
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					

JULY 2027						
S	M	T	W	TH	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

School Days
Staff PD Days
No School/Staff students

TEACHER DAYS	182
PROF DEVELOPMENT DAYS	5
STUDENT DAYS	177

Kent Intermediate School District

2026 - 2027 Calendar

Key:

- **School Days**:Students attend school
- **Staff PD Days**:Professional development for staff, no students
- **No School**:No school for students or staff

August 2026

- Staff PD Days: August 18 - 20
- First Day of School: August 24
- School Days: August 24 - 27, 31
- No School: August 28

September 2026

- School Days: September 1 - 3, 8 - 30
- No School: September 4 - 7

October 2026

- School Days: October 1 - 29
- Staff PD Day: October 30

November 2026

- School Days: November 2 - 24, 30
- No School: November 25 - 27

December 2026

- School Days: December 1 - 18
- No School: December 21 - 31

January 2027

- School Days: January 4 - 15, 19 - 29
- No School: January 1, 18

February 2027

- School Days: February 1 - 4, 8 - 12, 17 - 26
- Staff PD Day: February 5
- No School: February 15 - 16

March 2027

- School Days: March 1 - 31

April 2027

- School Days: April 1, 12 - 30
- No School: April 2 - 9

May 2027

- School Days: May 3 - 28
- No School: May 31

June 2027

- School Days: June 1 - 4
- Last Day of School: June 4

Summary:

- Teacher Days: 182
- Professional Development Days: 5
- Student Days: 177

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2026-2027 DAILY SCHEDULE

Limited school staff will supervise students on school grounds at 6:30 am prior to the start of school day and until 2:30 pm at the end of the school day. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

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

Closing information is reported on local radio stations, local TV stations, on local district websites and apps.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Primary Designated Title IX Coordinator
Bryndan Arnold, Director of Human Resources
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2288, bryndanarnold@kentisd.org

Additional Title IX Coordinator:
Designated Section 504 Coordinator
Designated Civil Rights Coordinator/Employment Compliance Officer:
Dave Rodgers, Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214, daverodgers@kentisd.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures are available at ~~www.~~kentisd.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

SECTION I: SCHOOL SPECIFIC POLICIES

Kent Career Tech Center
a program of Kent ISD

KCTC ENROLLMENT

ENROLLMENT CHANGES DURING THE SCHOOL YEAR

Appropriate program placement is one of the keys to student success. The Student Support Services Department makes every effort to ensure placement in programs that meet individual Education Development Plan (EDP) and the Individual Education Plan (IEP) goals. After the first week, it becomes more difficult to move a student to another class at KCTC or to return the student to the sending school. In most cases, **after the first week,** students must remain in their assigned class until the end of the semester.

Students may change classes at the semester provided there is clear evidence that the change is consistent with goals established in the EDP/IEP and there is room in the new class. Enrollment at the midpoint of the year will not be available in classes that progressively build on the skills of the first semester.

Students coming from other approved Career Technical Education programs may be placed in classes based on the level of skill achievement and similar curricula.

WITHDRAWAL FROM KCTC

Any student who wishes to withdraw from the School should contact the Student Services Department. If the student makes the decision to withdraw, the district-owned supplies, materials, and equipment in the possession of or being used by the student are returned and are in proper condition.

REPEATING A CLASS

To repeat a class, a student must file a written request with the administration at KCTC. The request must include written permission from the sending school and a rationale for the request. The request to repeat a class must be consistent with the student's EDP/IEP. A decision to allow the repeating of a class will then be made by the KCTC administration. The request to repeat a class must be on file four weeks prior to the start of the semester. KCTC administration reserves the right to deny any request.

KCTC DAILY SCHEDULE

First Session: 6:55 AM – 9:10 AM

Second Session: 9:15 AM – 11:30 AM

Lunch: 11:30 AM – 12:00 PM

Third Session: 12:00 PM – 2:15 PM

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office. Individual secondary programs have their own attendance policies.

KCTC ATTENDANCE POLICY AND PROCEDURES

It is essential for students to develop good work habits and employability skills while in high school to prepare them better to be career ready. Regular attendance teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. Regular attendance allows students to engage in the classroom, lab, work-based learning, job shadows, internships, and clinical opportunities. It is our responsibility to work with all stakeholders to ensure that students demonstrate professional skills, which will benefit them as they further pursue their education and take advantage of opportunities to gain employment.

Kent Career Tech Center will utilize the Attendance Intervention Protocol that includes: communication with teachers, students, parents/guardians, and Local Districts when students are properly identified using daily absenteeism reports. All efforts will be made to develop individualized attendance contracts using progressive tiered interventions to address chronic absenteeism/truancy. The attendance and truancy committee will develop all individualized student attendance plans in partnership with families and Local Education Agency team members.

Students attending the Kent Career Tech Center are subject to the attendance policies of their own high schools while attending KCTC. The final determination regarding the limit on the maximum number of absences permitted to receive credit or a letter grade is determined by each high school's policy. However, should attendance become an issue in student success, a formal attendance plan will be initiated in an attempt to create successful learning. Failure to meet the terms of the attendance plan may result in being dropped from the Tech Center and/or non-return for the following year. Moreover, students exceeding KCTC's attendance policies may receive a recommendation to their Local Educational Agency to receive a letter grade of W for their course, with ultimately the final determination and decision being the responsibility of their district, in accordance with their policies.

Good attendance results in opportunities for job placement, internships, clinical, and many other special work-based learning opportunities. Students who wish to participate in job placement,

paid cooperative education, or apprenticeship experiences must have a 90% attendance record for six weeks prior to job placement (subject to administrative review).The principal or designee reserves the right to modify this guideline for extenuating circumstances.

ABSENCES

The parent/guardian(s) has the sole responsibility of contacting the attendance office by phone, email or note within 48 hours of the absence. This communication should include the:

- Students name (proper spelling)
- Class/Session (1st, 2nd, or 3rd)
- Parents name calling in
- Reason for the absence
- Date of the absence
- If the absence is for more than one-day

Absences not called or emailed in, or not returning with proper documentation within 48 hrs of the absence or prior to the students return will not be excused. The attendance office can be reached between 7:00a and 3:00p by calling (616) 364-8421 or by email kctcattendance@kentisd.org.

Parents/Guardian(s) are responsible for contacting both the Kent Career Tech Center and the student's Local District to excuse their absence.

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather resulting in school closing or partial closing (e.g. delayed start)
- medical appointments for the student;
- death or serious illness of the student's immediate family member;
- attendance at a funeral, wedding, or graduation;
- required appearance at court or for other legal matters upon proof that the student's attendance was required;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations when pre-approved per district policy. To be excused, students may be required to complete course work or special learning projects during the absence.

SCHOOL-RELATED

On days when a Local Educational Agency is not sending students to Kent Career Tech Center programs (school calendar days off, State and Local Assessment proctoring, local high school

events, etc.), parents/guardians are not required to contact the KCTC attendance office. The student's local high school's attendance office will communicate directly with KCTC's attendance office, providing the student's excuse.

LONG-TERM ABSENCES

Four or more consecutive days that are medically related (the proper documentation) or due to a death in the family (immediate family member) may receive more flexible considerations if documentation is provided to an administrator of Kent Career Tech Center.

SCHEDULING PRE-ARRANGED ABSENCE

- It is helpful for parent/guardian(s) to schedule legal, medical, or dental appointments before or after school hours. If scheduling at these times is not possible, please call the attendance office at (616) 364-8421.
- When possible, students should obtain their early dismissal slip from the office before class begins. These slips will be shown to the teacher before leaving class and then presented to security before leaving the building.
- Students failing to present the pass to security before leaving campus will be considered **unexcused** for that absence.
- When students return from a medical/legal appointment, they must present an official document to the attendance secretary in order for the absence to be considered **excused**.
- **Please note: Absences due to work schedules are NOT excusable absences. See Board Approved Acceptable Excused Absences**

FAMILY TRIPS

- Parents may arrange for their students to accompany them on a family trip, although this is not recommended due to the loss in instructional time.
    - The student must pre-arrange the absence with the attendance office at least two weeks prior to leaving.
    - Assignment request forms may be picked up in the attendance office. The forms should be initiated by the student's teacher and then returned to the attendance office prior to approved excusal. If the form is not returned to the attendance office prior to the absence, it will be coded as **unexcused**.

SUSPENSION

When a student is suspended from their high school, they are also suspended from attendance at KCTC unless otherwise requested from the high school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. When students are suspended (by either KCTC or their high school), they can make up all their

Foundation/Technical and Career/Employability grades. Work must be made up within a reasonable time after the student returns from suspension. For suspensions longer than ten days, KCTC will make every effort to provide work for the suspended student.

UNEXCUSED ABSENCE EXAMPLES

The following is not an exhaustive list of attendance behaviors that result in an unexcused absence but will be used as a reference and guide: The process for managing unexcused absences is listed under Intervention Process.

- Arriving late or leaving school for employment
- Skipping class
- Oversleeping
- Absence from a class to do work, take a test, or study for another class somewhere in the school
- Leaving class early without the permission of the classroom teacher
- Leaving the building without reporting to and checking out of the office
- Falsifying notes, telephone calls, email or other communications regarding attendance
- Leaving class with permission, but not returning within a reasonable amount of time
- Missing your ride or lack transportation
- Car trouble
- Babysitting or dropping off younger siblings at a different school
- Stopping for food or drink when driving to campus

MAKE-UP WORK

Excused Absences:

Upon returning from an excused absence, all students must make up missed work

- **Class work assigned prior to an absence:** Students are expected to submit assignments due before the absence on their first day back.
- **Class work assigned during an absence:** Students are expected to complete and submit missed assignments within one week of returning from their absence. Due to the nature of lab-based instruction and Board of Education policy, some lab work may not be eligible to be made up.

Unexcused Absences:

- Students are not eligible to make up work for credit which includes: assignments, quizzes, tests, projects, or presentations, if during an unexcused absence. The principal or designee reserves the right to modify this guideline for extenuating circumstances.

It is the student's responsibility to complete any missed work to gain content knowledge and comprehension of that material.

TARDINESS

As part of KCTCs goal to ensure that all students are career ready through teaching our Going PRO work-related behavioral expectations, punctuality is emphasized and expected in each program. Students are expected to be in the classroom on time. Tardiness disrupts the entire class and can create skills gaps for students that miss classroom instruction and lab experiences.

A student will be marked tardy if he/she enters the classroom after the bell. Tardiness will result in a reduction of points for career and employability, may prevent job placement and student leadership opportunities, and may count towards absences. Excessive tardiness may result in the development of a Going PRO Success Plan and the loss of other privileges (see below). A tardy over (15) minutes will be considered an absence that requires parent/guardian excusal. When a student arrives late to campus, a time and date stamped tardy slip will be issued by the School Security desk or the front office when the student checks in.

Tardiness Intervention Process (Per Semester)

- 1st Tardy: Warning issued and student notified by instructor
- 2nd Tardy: Warning issued, student and parent notified by instructor
- 3rd Tardy: Warning issued, student and parent notified by instructor
- 4th Tardy: Referral to School Success Center (SSC) (revoking driving privileges discussed), Going PRO Success Plan Developed, parent notification by SSC personnel
- 5th Tardy: Referral to SSC (revoking driving privileges discussed), parent notification, Going PRO Success Plan reviewed, and Local District notification
- 6th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled
- 7th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities
- 8th Tardy: Referral to SSC, parent notification, Going PRO Success Plan reviewed, Local District Team and Parent meeting scheduled, loss of Work Based Learning and other leadership opportunities, driving privileges revoked
- 9+ Tardy: All tardies will be considered an absence, referral to SSC, Going PRO Success Plan reviewed, referral to the Attendance Committee to have a formal Attendance Plan developed with parents/guardian and their local school district team, potential truancy referral through collaboration with their local school district

ARRIVING AND LEAVING CAMPUS

Kent Career Tech Center staff and administration are responsible for students' well-being while attending class. Kent Career Tech Center is a closed campus. During non-instructional time, students are not permitted to loiter on campus or near neighboring businesses. Once a student enters the Kent Career Tech Center buildings, they should remain in the buildings until scheduled to leave. All students are expected to arrive on time for the start of KCTCs session times. All students are required to follow KCTC's dismissal times. Any adjustments made to dismissal times must be determined and confirmed by the students' local school district.

Kent Career Tech Center doors unlock to receive students at 6:30 a.m. Due to supervision requirements, students arriving earlier will not have access to the building. Students are to be dropped off and picked up in Lot #2 during regularly scheduled school hours.

Students missing the bus or connecting ride back to their local districts are responsible for making alternative transportation arrangements. Students should have transportation arrangements to leave campus no later than 3:00 p.m.

CLOSED CAMPUS

Kent Career Tech Center is a closed campus. Once students arrive on school grounds, they are to remain in the school building until scheduled to leave. Students who leave school without office permission will be considered truant/absent.

ABSENCE DEFINITIONS IN POWERSCHOOL

LOST INSTRUCTION CODES (FIRST LETTER)

Absent	A__ (Absent)
Tardy, after bell rings	T__ (Tardy)
Tardy, over 15 min of session	A__ (Absent)
Early departure w/o documentation	A__ (Absent)
Early departure w/ documentation	D__ (Early Departure)

EXPLANATION CODES (SECOND LETTER)

Confirmed/Called-in	__C
Not confirmed/Not called-in	__N
Uncounted (e.g. documented medical/ legal/ etc.	__U
Quarantine	__Q
Left early without permission	__E

SPECIAL CODES (TWO LETTERS) Uncounted absences.

School Related, contacted by LEA	SR
School Exclusion, (e.	WB

Please note: Each time a student is marked Absent, Called-In or School-Related, or a Non-School Related Tardy, a Bright Arrow automatic phone call will be made to the home phone number on file informing the parent of the type of absence.

TRUANCY/CHRONIC ABSENTEEISM

For purposes of this Policy (5301A), the following definitions apply:

- Chronic Absenteeism: A student's attendance is 90% or less of scheduled days to date, measured at any time during the school year. In determining whether a student is chronically absent, the first five absences in a school year will not be counted. Once a student is absent for more than five days in a school year, all absences will be considered in determining whether the student's attendance is less than 90%.
- Truant: A student has ten or more unexcused absences in a school year. Excused absence are those absences excused pursuant to Policy 5301B.

ATTENDANCE INTERVENTION PROCESS

TIER I

- Students with 0-3 absences within the first six weeks of the quarter: teacher communication to parent/guardian(s).

TIER II

- Students with 4-6 absences in a quarter: communication between teacher, student, counselor/Teacher Consultant and Student Success Facilitator - Going PRO Success Plan is developed.

TIER III

- Students with 7-9 absences in a quarter or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parent/guardian(s), Local District, student, counselor/Teacher Consultant and Administration - Attendance Intervention Plan is revised
- Students with 9 absences in a quarter (excused and unexcused) or meet criteria for Chronic Absenteeism (unexcused and excused): meeting with parents/guardian, Local District, student, counselor/or Teacher Consultant and Administration - Attendance Intervention Plan is revised, collaboration with Local District to file referral for Truancy
- Students with 10+ absences or meet criteria for Chronic Absenteeism (excused and unexcused)
- Continuous action above, plus:

    - If a student has significant attendance issues they may be denied return to a program for the second year. This may be appealed through the administration. The request for appeal must be in writing.
    - A meeting will be held with parents/guardians, the Local District, student, counselor, and administration to determine if there continues to be an educational benefit in the student continuing their placement at KCTC due to a lack of process and response to attendance interventions. At that time, it may be determined that a return to the local district is in the best interest of the student and making progress toward meeting their graduation requirements and preventing credit deficiency.
- In courses in which student participation in experiments, "hands-on" training in techniques and the like are essential to achieving the goals of a course and provision for makeup is not feasible educationally or logistically, the student shall be notified that absences beyond a given number shall result in his/her withdrawal from the course with no credit. A grade of W shall be given with the notation that the W grade is a result of excessive absence.

Upon return to their districts, student grades will be shared with the Local District which determines if a student receives a letter grade or credit. If a student is credit deficient, credit recovery is the sole responsibility of the Local District.

KCTC STUDENT PERFORMANCE, GRADES, AND EVALUATIONS

KCTC supports grading practices that are consistent, accurate, meaningful, and support learning. Specific grading policies are included in Course Syllabi. There are two different grading practices used at KCTC. Points based grading practices and Evidence Based Grading (EBG).

POINTS BASED GRADING PRACTICES

SEMESTER GRADES

Semester grades are composed of the following frameworks:

- 45% 1st/3rd Quarter
- 45% 2nd/4th Quarter
- 10% Semester Evaluation
    - OR, if NO Semester Evaluation is offered
- 50% 1st/3rd Quarter
- 50% 2nd/4th Quarter

QUARTER GRADES

A student's grade is computed weekly and composed of two major categories:

- Up to 30% Career/Employability Standards
- 70% Foundation/Technical Standards

GRADING STANDARDS

KCTC career and technical education courses use the following evaluation levels:

Conversion Scale between Percentages and Standard Scores:

Rubric Average Low Score	Rubric Average High Score	Score out of 100 to enter into Gradebook	Description	Standard Score in PowerSchool	Letter grade
3.50	4.00	100	Advanced	4	A
3.25	3.49	97	Proficient	3	A
3.00	3.24	94	Proficient	3	A
2.80	2.99	90	Proficient	3	A-
2.51	2.79	87	Proficient	3	B+
2.31	2.50	84	Proficient	3	B
2.11	2.30	80	Proficient	3	B-
1.91	2.10	77	Developing	2	C+
1.71	1.90	74	Developing	2	C
1.25	1.49	67	Beginning	1	D+
1.00	1.24	64	Beginning	1	D
0.75	0.99	60	Beginning	1	D-
0.50	0.74	57	Minimal knowledge	0	E
0.01	0.49	54	Minimal knowledge	0	E
0.00	0.00	50	Minimal knowledge	0	E
0.00	0.00	0	Student did not attempt	0	E

The formula for calculation is: Sum of scores divided by number of items = Score (0 to 4).

Teachers reserve the right to assign a standard score based on professional judgment.

Explanation of Standard Scores:

- **4 / Advanced** = Exceeds industry standards for entry-level employment. Is able to teach/mentor other students in learning task.
- **3 / Proficient** (the goal) = Meets industry standards for entry-level employment (job ready). Is able to perform task independently.
- **2 / Developing** = Needs more practice to meet industry standards for

entry-level employment. Needs some assistance with tasks.

- **1 / Beginning** = Not progressing toward industry standards for entry-level employment. Close supervision needed.
- **0** = Minimal knowledge and/or student did not attempt.

CAREER & EMPLOYABILITY STANDARDS

Students will be introduced to employability skills through the framework of KCTC's school wide positive behavior system of Going PRO (Professionalism, Respect, and Ownership). Positive behavior is recognized schoolwide with PRO of the Month, the PRO Leadership Council, and other recognitions specific to each class. Students receive instruction and feedback on career and employability competencies, tied to our schoolwide behaviors: "Professional" Problem Solving, "Respectful" Collaboration & Communication, and "Ownership" & Personal Management. Career & Employability grades correspond to statewide Career Ready competencies for Career and Technical education.

SEMESTER EVALUATIONS

Each semester, students may be evaluated by their instructor with input from business and industry advisory committees made up of professionals within their technical areas. Students may be required to participate in these evaluations. An evaluation may include both written and performance components. The evaluation may account for 10% of the semester grade.

EVIDENCE BASED GRADING

Evidence-Based Grading (EBG) is an instructional and assessment approach that evaluates what students know and can do using clearly defined expectations. These expectations are communicated through 5-6 Course Skills, which are outlined in each course syllabus. Rooted in the pillars of grading honestly, accurately, equitably, and transparently, EBG prioritizes the demonstration of student learning over time through student-produced evidence.

This system emphasizes proficiency rather than point accumulation, using a continuous feedback loop to help students understand their current level of performance and identify next steps for growth. Through this process, students build agency, self-efficacy, and a stronger sense of themselves as learners.

Teachers will determine a student's proficiency level on each of the Course Skills based on the evidence of learning produced by the student for that skill, which are scored on a scale of:

- Advanced (4): Refined proficiency in the skill
- Proficient (3): Meets the expected level of understanding in the skill
- Developing (2): Emerging proficiency in the skill
- Beginning (1): Demonstrates foundational aspects of proficiency in the skill

Final Course Skill scores are then used to determine the student's overall semester grade for the class. Details on how letter grades are determined are included in each Course Syllabus.

TECHNICAL ASSESSMENTS/CREDENTIALS & CERTIFICATIONS

As part of the Michigan CTE requirement, students identified as a **Completer** or **Concentrator** classification may need to take an industry technical assessment or recognized postsecondary credential/certification. These assessments are administered to help the State and KCTC gather data about student performance in order to improve CTE programs. Students earning a 74% or higher and have completed all of the course competencies as outlined in their program of study will be considered CTE completers per the MDE CTE standards.

The results of these assessments will be available to KCTC teachers and administrators. Results are not sent to local high schools or colleges, they do not become a part of a student's permanent transcript, they may or may not be factored into the course grade. Students in designated programs will be informed of the testing requirements or opportunities.

CTE COMPLETER SUMMARY

- **CTE Completer** = Successful completion (74% or higher) of all PCC's or segments
- **CTE Concentrator Plus** = Successful completion (74% or higher) of 2 PCC's + an industry credential OR 3 or more PCC's.
- **CTE Concentrator** = Successful completion (74% or higher) of 2 PCC's OR 8-11 segments
- **CTE Participant** = Successful completion (74% or higher) of 1 PCC OR 4-7 segments
- **CTE Enrollee** = Non completion

ACADEMIC & ATTENDANCE INTERVENTIONS

Interventions are in place and designed to assist all learners in meeting KCTC's standards. These interventions are designed to meet the achievement and behavioral needs of all learners. Experience has demonstrated that in order to increase achievement, supports must be provided.

KCTC RETURN POLICY

Student success and mastery of the CTE content is an important component of our programs and vital to the success of students as they exit our programs. There are times when students struggle to master the expectations in programs and may not show mastery upon the completion of a semester or academic year.

Attendance:

Students are expected to maintain consistent and positive attendance. To be eligible for second-year programming, students must have no more than 9 total absences during first semester and no more than 5 total absences during the third quarter. School-Related (SR)

absences and approved Medical Exemptions (AU) are not included in these totals.

Grades:
Students must earn a 74% (Proficient) or higher during both the first semester and the third quarter (Q3) to be eligible for second- year programming.

Behavior:
Students who have had an out-of-school suspension during their enrollment at KCTC may not be eligible to return.

ENROLLMENT PROCESS

Students who meet the eligibility requirements and wish to return to KCTC may request enrollment in one of the following:

- The second of a two-year program
- Continued placement within their current program pathway as an advanced student (if available)
- A different program offering

Enrollment in second year programming is not guaranteed. If the number of qualified applicants exceeds available seats, placement will be determined through a random selection process. Students not selected will be placed on the waitlist.

Eligible returning students who are waitlisted may be considered for placement in an alternative program, provided space is available.

Students who meet the Semester 1 requirements but do not meet Quarter 3 expectations for grade, attendance, and/or behavior will be placed on a waitlist

Wailtisted students will be reviewed at the end of Second Semester. Students who improve and meet the second year return criteria at the end of Second Semester may be reconsidered for placement if seats are available; otherwise, they will remain on the waitlist. Students who do not meet the return criteria by the end of Second Semester will not be permitted to return to KCTC programming.

Failure to maintain second year return criteria for Semester 2 could result in removal from second-year programming.

INTENT TO RETURN LANGUAGE
During the start of the returning enrollment process, students will be asked to indicate their plans for the next school year. Specifically, whether they want to return to KCTC if they meet returning criteria (see **KCTC Return Policy**). Students will have the option to identify that they desire to return to the same program, return to a new program, or not return during the next

school year. This allows the administration to begin planning the academic schedule for the fall. ***Please note: identifying a desire to return does not guarantee a student a seat in a program at KCTC as explained in the KCTC Return Policy***.

TALENT TRANSCRIPT

A talent transcript is available to KCTC students who complete a full CTE program. The talent transcript verifies the student's date of course completion and the standards achieved. The transcript is a valuable document when seeking job placement. It will tell the employer the level of knowledge the student has acquired for each standard and the number of days the student was present.

DIRECT CREDIT AND ARTICULATION

Direct credit is dual-enrollment credit that may be earned while in a KCTC program. Reduced tuition is charged to the student for a transcribed credit. The credit appears on a college transcript and may be transferable to many colleges and universities throughout Michigan.

Articulated credit is the credit that a specific college or university grants for classes taken at Kent Career Tech Center. It is contingent on the specific agreement and students' grades. Credit is posted to the transcript after the student has completed a certain number of classes at the college or university. Articulated credit can generally not be transferred from one college to another.

Both direct credit and articulated credit are available in many Tech Center programs. Students will receive more information from their Tech Center counselor.

CLASSROOM AND LAB SAFETY & RESPONSIBILITY STATEMENT

In Career and Technical Education (CTE) courses, students will have access to specialized classroom and lab spaces that may contain potentially hazardous tools, equipment, and materials. Safety is a top priority, and all students are expected to follow established safety procedures at all times.

Due to the nature of these environments, students must demonstrate a level of independence that allows them to transition between spaces and engage in hands-on learning without direct supervision 100% of the time. This includes:

- Adhering to all safety protocols and guidelines.
- Using equipment and materials responsibly.
- Being aware of their surroundings and acting with maturity and professionalism.
- Following instructor directions and established procedures for independent and collaborative work.

KCTC CHEATING, PLAGIARISM, AND ACADEMIC DISHONESTY*

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

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

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

*Within a college or university classroom, respective institution policies apply.

KCTC DRESS CODE (Professional Standards and Safety)

District Policy can be found in Section 2 of this document - below is KCTC specific information:

- **Footwear**: Appropriate footwear must be worn at all times. Bedroom/household slippers are not acceptable. Many programs at KCTC require closed-toe shoes (no sandals) for health and safety reasons.
- **Personal Hair and Grooming** shall be of a style, which will not jeopardize the health and safety of any individual.
- **Uniforms**
    - In programs that provide protective clothing, the provided uniforms will be collected for cleaning and/or repair on a regular basis. If issued a uniform, a student must:
        - Wear it when required
        - Meet industry standards

        - Leave the uniform in his/her locker at KCTC
        - Pay a replacement fee if the uniform is lost or destroyed

- **Safety Devices and Clothing**
    - Student ID badges must be worn and visible at all times while on school grounds.
    - Safety glasses, protective clothing, and gear must be worn when required. A student will be removed from a potentially hazardous situation that may cause injury if they are not following acceptable safety procedures.

For safety regulations, students are not permitted to work in a lab without an instructor or designee present.

WORK-BASED LEARNING ELIGIBILITY AND REQUIREMENTS

Eligibility and Continued Participation Criteria for Work-Based Learning Long-Term Internships, Externships, or Clinical Experience(s)

This policy applies to all elective internships, externships, or clinical programs lasting longer than two weeks. To qualify for placement through a Work-Based Learning Training Agreement and maintain participation in these experiences, students must meet the criteria of requirements 1 - 3 prior to placement and requirements 1-4 when at placement.

ATTENDANCE REQUIREMENT

Consistent attendance is essential for developing professional readiness and workplace reliability.

- **Minimum Attendance Standard:** Students must maintain at least **90% attendance** over the relevant academic period, following these guidelines:
    - No more than **4 absences** within a **9-week period**.
    - No more than **8 absences** within a **semester**.

- **Excused Absences:** If a student exceeds the attendance threshold due to legitimate, excused absences (e.g., medical reasons, family-approved vacations):
    - **Absences must not follow a habitual or intentional pattern.**
    - **The student must take proactive steps to complete missed coursework and continue meeting academic and employability expectations.**

CAREER AND EMPLOYABILITY SKILLS REQUIREMENT

To ensure students meet workplace expectations, they must:

- Achieve a **minimum score of 80%** in career and employability skills assessments as outlined by their program.

ACADEMIC PERFORMANCE REQUIREMENT

- Students must maintain a **minimum KCTC course average of 74%**, demonstrating academic readiness for work-based experiences.

ONGOING ELIGIBILITY DURING INTERNSHIP, EXTERNSHIP, OR CLINICAL EXPERIENCE

- Students must maintain eligibility throughout their work-based learning experience, including:
    - **Continued compliance with the 90% attendance requirement.** Failure to maintain consistent attendance **may result in program review or removal**.
    - **Satisfactory completion of ongoing performance evaluations in collaboration with the program instructor and the hosting organization.**
    - **Employer/Organization Discretion:** At any time, **the employer or hosting organization may choose to terminate the Work-Based Learning Training Agreement.**

EXCEPTIONS AND ACCOMMODATIONS

The school district or program administrator may consider **exceptions or accommodations on a case-by-case basis to comply with school policies, state laws, and federal laws, including the Americans with Disabilities Act (ADA).**

MY SCHOOL@KENT ENROLLMENT

Students wishing to participate in the MS@K program must be enrolled in a Kent ISD local school district to gain access to this program. With approval from their local district, students can be enrolled through their local school district counselor. The local representative completes the enrollment form and submits this documentation to MS@K staff.

DENIAL FOR RETURN FOR MS@K STUDENTS

If a student has poor academic performance resulting in a failing grade, significant attendance issues, and/or significant behavioral issues, they may be denied return to MySchool@Kent. This may be appealed to the Myschool@Kent administration. The request for appeal must be in writing.

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.
To register for PowerSchool, contact the main office.

ENROLLMENT POLICY

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through Student Services. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

DUAL ENROLLMENT

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

ATTENDANCE

High school students are required to attend two sessions each week. They are welcome to attend their two weekly sessions at any time, unless otherwise determined by a behavior or attendance improvement plan. MS@K runs an open campus and students are free to come and go as they need (unless otherwise determined by a behavior or attendance improvement plan). Students must sign in and out and make sure they have permission from their parents to leave. Students may leave for lunch and take advantage of the restaurants in the area, however if a student leaves

other than at lunchtime they will not be permitted to return. **Once a student leaves, they are done for the day.** The hallmark of our program is the flexibility we provide.

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

MS@K MIDDLE SCHOOL STUDENTS

Middle school students attend a set schedule for two days a week, which occurs typically during our **second or third sessions**. MS@K runs a closed campus for middle school students and they are required to have parent or guardian permission for early dismissal. Parents or guardians must notify the main office/teacher/coach of their student's early dismissal and should include the time of pick up and who will pick the student up. The middle school student should wait in the main office and will be released from the building when the parent/guardian arrives. Student pick up is designated to parking lot 3 (door D112).

No student shall be released to anyone who is not authorized such custody by the parent(s). Students may only ride the district-provided transportation from the local education authority ("sending district") from which the student is enrolled with.

ATTENDANCE EXPECTATIONS

MySchool@Kent provides students with academics designed to help students become career and college ready. Frequent absences hinder a student from learning the skills required to achieve this goal. Therefore, a good attendance record is essential. **Please note, attendance at MySchool@Kent is primarily performance-based.** Students should be logging in one hour per course, five days per week. Therefore, attendance is based on the following:

- Number of hours logged into coursework
- Successful completion of assignments
- Attendance at the learning labs twice a week for MS@K students
- Communication

A student is considered in violation of the Attendance Policy if he/she is not making adequate progress in their online course(s) **AND** is logging into that course less than 5 hours per week or not attending lab sessions weekly. Should attendance become an issue in student success, an attendance improvement contract may be initiated in an attempt to create successful learning. Failure to meet the terms of the contract may result in truancy referral and/or being dropped from MS@K and/or non-return for the following term.

Students/parents are expected to call in to excuse students if they are absent for an in-person session.

Long-term absences (three or more consecutive days) that are medically related or due to a death in the family may receive more flexible considerations if documentation is provided to the MS@K administration.

TRUANCY

For purposes of this Policy (5301A), truancy in a blended learning program such as MySchool@Kent is identified as a failure to meet the minimum number of hours logged into coursework, and/or failure to achieve successful completion of the minimum number of assignments per week, and/or failure to meet the minimum in-person attendance requirement, as outlined in a student's attendance improvement contract.

SUSPENSION

When a student is suspended from their sending school or KCTC, they are also suspended from in-person attendance at MySchool@Kent unless otherwise requested from the sending school. When a student is suspended, they are not permitted on campus unless prior permission has been obtained from the administration. Suspended students are expected to continue their MS@K coursework from an off-site/home location and will communicate with staff through electronic or virtual means during the suspension.

CHARACTERISTICS OF SUCCESSFUL ONLINE LEARNERS

- ***Self-motivated*** – Students who can direct their own learning environment, fulfill course requirements and achieve individual academic success.
- ***Independent learner*** – The online environment enables students to learn at their own pace, whether it's traditional, extended or accelerated, relieving the stress of feeling rushed or pressured and providing enjoyment in the learning process.
- ***Computer literate*** – Although it's not necessary to have advanced computer skills, students should possess a working knowledge of electronic email, the Internet and basic keyboarding skills.
- ***Time management*** – Students must be able to organize and plan their own best "time to learn". There is no one best time for everyone, but the key to learning is to commit the time to learn.
- ***Effective writing skills*** – Students must use electronic email to communicate with their peers as well as their instructors. The ability to write clearly in order to communicate ideas and assignments is very important to student success as well as a means to inform instructors of any concerns or problems.
- ***Personal commitment*** – Since there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a strong commitment to participate in order to achieve academic success.
- ***Seek help when needed*** – Often students give up when faced with an assignment or activity they are struggling with. It is essential that students develop a habit of seeking help when stuck with a

difficult task.

- ***Take responsibility for one's own education*** – Too often education is something done to students and not something they are committed to. Taking responsibility for one's own education requires a significant mind shift for some students but is especially important in an online environment.
- ***Balance school and personal life*** – An online education, like an f2f education, requires students to balance the many demands and responsibilities they have in their lives. This requires the student to plan for time needed to be a successful learner as well as time to be a healthy human being.

GRADING

Student grades are based on the points earned in the online activities required by their coursework. While the written work in each course varies, every course has quizzes, tests and exams.

MY SCHOOL @ KENT GRADES

- A 93-100
- A- 90-92
- B+ 87-89
- B 83-86
- B- 80-82
- C+ 77-79
- C 73-76
- C- 70-72
- D+ 67-69
- D 63-66
- D- 60-62
- E 11-59
- NC 0-10

My School @ Kent Grades				
	B+ 87-89	C+ 77-79	D+ 67-69	
A 93-100	B 83-86	C 73-76	D 63-66	E 11-59
A- 90-92	B- 80-82	C- 70-72	D- 60-62	NC 0-10

QUIZZES

Quizzes can be completed offsite and are not required to be proctored. Students generally have two attempts to pass a quiz. In the event they do not pass the quiz, they are required to contact

their instructor (online or face-to-face) to have the quiz reset and gain a third attempt. The instructor may require a study guide or additional work prior to this reset.

TESTS AND EXAMS

Tests and exams must be taken on-site in a proctored environment. Students should meet with their face-to-face instructor to confirm their eligibility to take a test or exam. If an instructor is offsite, students should go directly to the testing center to confirm their eligibility to take a test or exam. Unit tests require all unit work to be completed prior to taking the test. Exams are required assignments for all courses.

ACADEMIC & ATTENDANCE INTERVENTIONS

MySchool@Kent has a wide variety of interventions in place designed to assist ALL learners in meeting their academic goals. These interventions include support plans, referrals to internal Kent ISD resources, as well as outside providers. Experience has demonstrated that in order to increase achievement, we must be strategic in providing support. We will collaborate to strengthen each other for the benefit of all learners.

WRITTEN WORK

Classroom instructors may assign written work in their classes. Parents who have questions about written work or concerns about course work should contact their student's teacher. Each student is expected to spend time preparing for classes outside of their in-person time. The amount of time that is needed will depend upon each student and each class.

MySchool@Kent students should allow for about 1 hour for each course per school day regardless of whether the student is working on-site or off-site. This equates to 6 hours per day whether a student is working from home/offsite or is attending during one of their in-person attendance days.

PERSONAL CURRICULUM

All requests for consideration of personal curriculum are processed through the student's local district.

PLACEMENT

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

STUDENTS WITH DISABILITIES

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The

District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their local district.

SUMMER SCHOOL

MySchool@Kent offers Summer School opportunities for students in grades 6-12 for both credit recovery and acceleration. Students will need access to a computer with internet access to participate and successfully complete their work. Students complete their coursework on-line and only report on-site to MySchool@Kent for tests and final exams during established testing center hours during the summer. All Board policies and handbook guidelines that would apply during the regular school year also apply during Summer School.

Summer School enrollment information and links can be found on the MySchool@Kent website: (~~www.~~myschoolatkent.net~~)~~.

TESTING OUT

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

WORK PERMITS

Information about work permits is available at the main office or at the student's local school district.

MY SCHOOL@KENT CHEATING AND PLAGIARISM

MySchool@Kent values the opportunity that such incidents can provide for our students to learn and grow. Initial offenses may be the result of a true misunderstanding or lack of earlier understanding of proper academic habits. From our experience, we have witnessed many moments where a student who violated the plagiarism/cheating policy genuinely appreciated learning from our staff how to prevent such incidents in the future.

MySchool@Kent also places high value on the academic integrity of its program. We expect all students to make an honest attempt to learn based on their own effort. Students will not be awarded credit for work that is plagiarized or when other forms of cheating occur. Plagiarism also includes the misuse or improper use of artificial intelligence (AI) tools or services to generate, manipulate, or present academic content without proper disclosure, citation, and or approval.

When such plagiarism or cheating offenses do occur, the following steps will be followed:

FIRST OFFENSE

- The course will be "locked" until the student has met with their instructor.
- The Responsible Thinking Process will be followed. The student will meet with the teacher to discuss expectations, assignment requirements, and opportunities for learning how to avoid future offenses within one week of the initial violation in order to earn a chance at a second attempt OR an alternative assignment (at the teacher's discretion).
- The course will be "locked" until the student has met with their teacher.
- The teacher will log the details of the offense and outcome of the meeting in PowerSchool.
- The teacher will notify the student's parent/guardian, as well as their academic coach, to inform them of the offense, the scheduled required meeting, as well as the outcomes of that meeting.
- The student will be provided with a copy of this MySchool@Kent plagiarism/cheating policy.

TWO OR MORE OFFENSES

- The student will receive a zero on the assignment/assessment without the possibility of earning credit back.
- The MySchool@Kent success coach/interventionist and principal will be notified by the teacher of the offense.
- The sending school for the student will be notified by the principal (or principal's designee) to discuss further disciplinary action.
- The student may be placed on an intervention plan and/or be required to take an alternative assessment without notes to demonstrate learning.
- The student will receive a copy of this MySchool@Kent plagiarism/cheating policy.

*Multiple offenses may result in the removal of the student from the course and/or MySchool@Kent.

LAUNCH U and GRCC ATTENDANCE POLICIES

Regular attendance is an essential component to success for an Early Middle College student. Students must have good attendance at high school as well as college. All attendance policies through Launch U and Grand Rapids Community College will be enforced, as well as those established by individual instructors. The Launch U coach will provide support for students. It is the responsibility of the student to contact their instructor and coach or coordinator to let them know of their absence and make up any assignments according to the instructor that are missed due to the absence.

Grand Rapids Community College (GRCC) believes that attendance is essential to student success, and sees excessive absenteeism as a very serious matter. GRCC also believes that the classroom instructor is the best evaluator of the impact attendance may have upon student success in any given class.
GRCC makes no distinction between “excused” and “unexcused” absences. If students are not present in a class for which they are enrolled, they are absent, regardless of the reason.

Attendance will be marked in PowerSchool as P = Present, AC = Absence Confirmed, AN Absence Not Confirmed, SR = School Related Absence.

See the GRCC Attendance Policy for more information.

GRADES

Grades will be issued at least once each semester and are sent to the local sending school.

*Within a college or university classroom, respective institution policies apply.

SECTION II: DISTRICT-WIDE POLICIES AND PROCEDURES

BOOKS AND SUPPLIES

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

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

*Initial tests will be covered only. Students may be responsible for the cost of certification retakes.

BULLETIN BOARDS

In accordance with District Policy 5503, space may be provided within school buildings or on school electronic media for students and student organizations to post notices related to student groups. The following general limitations apply:

- All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
- All postings must identify the student or the student organization responsible for posting the notice.
- The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

BULLYING

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

WIRELESS DEVICE USE

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.

"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 do 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.

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.

Disciplinary Action for Wireless Device Misuse

First Offense

- Verbal warning and wireless device confiscated by teacher for remainder of class period
- Teacher contacts Parent/Guardian and log in PowerSchool
- Documentation in student file. Log in PowerSchool

Second Offense

- Wireless Device confiscation by teacher for remainder of class period
- Teacher contacts Parent/Guardian and log in PowerSchool
- SSC Intervention (Student Success Facilitator)- Going PRO Plan

Third Offense

- Daily check-in of device, including but not limited to phone, smart watch, smart glasses, ear buds, tablet at SSC before class (pick up after class)
- Referral to administration
- Development of individualized device management plans.

Continued Violations

- *Administrative disciplinary action*
- *Possible removal from KCTC programming and loss of industry certification opportunities (in accordance with district disciplinary procedures and applicable laws)*

CHILD FIND

Child Find is a legal requirement under IDEA that ensures schools identify, locate, and evaluate students who may have a disability and need specialized supports or services. When a student is known or suspected to have a disability, an evaluation must be considered. Child Find also helps ensure that students receive the support they need to access and benefit from their educational programming. This applies to all students, including those participating in Career and Technical Education (CTE) programs.

To support the Child Find requirement, KCTC will:

- Collaborate with and notify the student's resident school district, as appropriate
- Guide families to the appropriate evaluation and support processes within their resident district
- Share information with the parent and resident district regarding the student's strengths and areas of need observed within the CTE program

Parents or guardians who have a concern about their child's progress in school and suspect that their child may have a disability should contact their Resident School District Office via phone or in writing to request a special education evaluation.

While Child Find is often associated with special education under IDEA, a similar obligation exists under Section 504 to identify and support students with disabilities who may not require special education, but do need accommodations to access their learning environment.

SECTION 504 OF THE REHABILITATION ACT

If your child has a physical or mental impairment that substantially limits one or more major life activities or major bodily functions, they may be eligible for a Section 504 Plan. Section 504 of the Rehabilitation Act of 1973 is a civil rights law that ensures students with disabilities have equal access to education.

Through Child Find, an evaluation is completed to answer the following questions and determine the need for a Section 504 Plan.

1. Does my child have a physical or mental impairment that substantially limits one or more major life activities/major bodily functions?
2. Does my child need accommodations/modifications to participate in the general education curriculum and/or school environment, including extra curricular activities?

Relevant accommodations provided in a student's IEP or Section 504 Plan will be provided at KCTC.

For additional resources, please visit the Kent ISD Student Services Website, Resources for Parents.

CHILDREN'S PROTECTIVE SERVICES INVESTIGATIONS

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

CLASSROOM BEHAVIOR

Teachers may establish classroom conduct rules that students must follow.

COMMUNICABLE DISEASES

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

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

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

DAMAGE TO SCHOOL PROPERTY

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

DRESS AND GROOMING

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

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

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

DRESS CODE

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

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

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

DRIVING AND PARKING PERSONAL VEHICLES

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. **All vehicles must display an official vehicle tag on the rear-view mirror, facing toward the front windshield.** Students who drive to school must obey the following rules:

- Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
- Students may not drive carelessly, recklessly or with excessive speed on school grounds.
- By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Transportation is the responsibility of each student's high school. Kent ISD strongly encourages

students to utilize the bus service offered by their high school. Students must ride the bus, have parents drop them off and pick them up, or obtain a Parking Permit.

PARKING PERMIT AND VEHICLE TAG

If the high school determines that a student may drive to the Kent ISD, the student must obtain a Kent ISD Parking Permit. The student's parent/guardian must sign the application. A Parking Permit tag will be issued once the application is approved. The vehicle tag belongs to the student to whom it was originally distributed. Parking Permit Vehicle Tags are NOT transferable from student to student.

DRIVING PRIVILEGES

The speed limit on Kent ISD roads is ***15*** miles per hour. Driving to Kent ISD is a privilege. Drivers are expected to observe all safety rules and posted speed limits. Reckless driving, noise violations, parking illegally, or other driving violations could result in the suspension or revocation of driving privileges.

SCHOOL VEHICLE MISCONDUCT CONSEQUENCES

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

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

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

RECKLESS DRIVING

Severe or repeated instances of reckless driving may result in termination from Kent ISD programs.

OCCASIONAL DRIVING: TEMPORARY AND DAILY PARKING PERMITS

Students driving on an "occasional" basis must register the vehicle with the Safety & Security Officers desk within 30 minutes of arriving (including student's name, vehicle description, license plate number, and parking lot). Vehicles that are parked without permission may be immobilized.

STUDENT PARKING

Students will park in designated rows in Student Lots 1, 3, 5 or 7. Students may not park in Lot 2, 4 or 6 (the Fenced-In Compound).

STUDENT DROP-OFF AND PICK-UP

Student drop-offs and pick-ups for programs in the building locations below, will take place in:

- KCTC East Circle drive at the end of Parking Lot 2
- KCTC West Lot 7
- MS@K Lot 3

REPLACEMENT PARKING PERMIT VEHICLE TAG

The cost for a replacement vehicle tag is $5.

THEFT/VANDALISM

Report any incident involving a vehicle to the main office and the police. **Kent ISD is not responsible for lost/stolen items or vehicle damage**.

EMERGENCY CONTACT INFORMATION

Parents must provide emergency information directly to the Kent ISD program for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

FEES

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

SCHOOL IDENTIFICATION BADGE

Each student is issued a student identification badge. For purposes of safety and security as well as practicing industry standards, **students are required to wear their credentials in a visible manner when possible while on campus.** Replacement of lost ID badges will result in a fee assessed to the student.

BADGE REPLACEMENT AND REPAIR COSTS

Students are required to pay replacement fees for textbooks, laptops/assigned technology, uniforms, safety glasses or tools that are lost, damaged or destroyed. Students are responsible for replacement or repair costs due to careless use or malicious destruction of school property.

FOOD SERVICES

MEAL AVAILABILITY FOR STUDENTS

Kent ISD believes that students need to be well nourished to learn and perform at their highest potential. Kent ISD works in conjunction with local high schools to ensure that schedules permit access to the local district school lunch programs whenever possible.

Through the KCTC Hospitality and Culinary program, the Culinary Café (restaurant) and Bakery Store are open at various times throughout the year based on the curriculum output of the department. All these services are available to students and staff, and they accept cash and credit/debit cards.

If a student attends multiple Kent ISD programs (requiring them to be here through the lunch period) AND qualifies for free or reduced lunch in their local high school, free or reduced lunch is available to these students. This is not part of a Federal School Lunch program but rather, a service that Kent ISD elects to provide to students in this unique circumstance. Questions about accessing this program should be directed to the main office.

Vending machines with snacks, diet soda, water, low-calorie sports drinks, and milk are also available to students in multiple locations in KCTC East.

FIELD TRIPS

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

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

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

EXTENDED FIELD TRIPS

Occasionally, a scheduled field trip may extend beyond class time. It is the policy of Kent ISD that the sending school principal and parent/guardian sign a permission form when a student attends an extended field trip.

EXTRACURRICULAR FEES

The school charges specific fees for some non-curricular activities. The District will provide all basic supplies needed to complete the required curriculum. The student and/or his/her family

may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. Fees may be waived in situations where there is financial hardship. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All students are permitted to participate in the activities of their choosing, if they meet the eligibility requirements.

FIRST AID, ILLNESS, OR INJURY AT SCHOOL

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

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

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

HOMELESS CHILDREN AND YOUTH

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

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

Deb Vandyke
2930 Knapp Street, Grand Rapids, MI 49525
(616) 447-5680, deborahvandyke@kentisd.org

For detailed information about Homeless Children and Youth, see Policy 5307.

IMMUNIZATIONS

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of

Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

LAW ENFORCEMENT INTERVIEWS

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment. Kent ISD has a school resource officer on site.

LIMITED ENGLISH PROFICIENCY

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

LOCKER USE

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

- Lockers are assigned as needed.
- Lockers are to be used for storage of program uniforms, provided protective equipment, personal property, and supplies.
- Money or valuables should not be left in a shared locker.
- Faulty locks should be reported to the instructor as soon as possible.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance

notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

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

Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

LOST AND FOUND

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

MEDICATION

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

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

For additional information and requirements, see Policy 5703.

ASTHMA INHALERS & EPINEPHRINE AUTO-INJECTORS/ INHALERS

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

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

PARTIES

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

PROTECTION OF PUPIL RIGHTS

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

PUBLIC DISPLAY OF AFFECTION

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

RIGHTS OF CUSTODIAL AND NON-CUSTODIAL PARENTS

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

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

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

SEARCH AND SEIZURE

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

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

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

STUDENT EDUCATION RECORDS

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records. Student records including the CA-60 are housed with the student's local school district.

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

RIGHT TO REQUEST EXPLANATION OR INTERPRETATION

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

RIGHT TO REQUEST AMENDMENT OF EDUCATION RECORDS*

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.
Requests for amendments to educational records must be made at the local district of enrollment.

*Within a college or university classroom, respective institution policies apply.

DIRECTORY INFORMATION

The District designates the following information as directory information:

- "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:
    - student names, addresses, and telephone numbers;
    - photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
    - date and place of birth;
    - major field of study;
    - grade level;

- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

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

A Directory Information Opt Out Form is linked in Policy 5309 (see Appendix E). This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

TECHNOLOGY

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

THREAT ASSESSMENT

Student safety is a top priority for Kent ISD. To ensure this, the administration has implemented a threat assessment process that will be utilized when students demonstrate behavior that threatens the safety of themselves and/or others. The threat assessment process may include interviews with the student who expressed the threat, school staff, and classmates as well as a public source social media review to determine if the student in question is a threat to themselves or others. When threats occur, portions of the threat assessment process are entrusted to Kent ISD staff, in communication and collaboration with the student's local district.

Kent ISD staff are considered "school officials" for purposes of conducting and collaborating in

student threat assessments. Additionally, as noted in the Search and Seizure section of this Handbook, any personal property, such as backpacks, purses, clothing, and electronic devices, may be searched as permitted by law to protect the safety and welfare of the school community.

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

As noted above, Kent ISD sometimes conducts threat assessments for students who may pose a threat of harm to themselves or others. Threat assessments may inquire about sensitive information described in Appendix C. These threat assessments are not federally funded. While Kent ISD will endeavor to notify parents about threatening behavior as quickly as possible, a threat assessment may be conducted before parent consent can be obtained. If you would like to opt your child out of potential threat assessments that inquire about sensitive information as defined in Appendix C, please follow the opt-out process described in Appendix C.

TRANSPORTATION SERVICES

SCHOOL VEHICLE RULES

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles. Transportation is arranged by local district, students should follow all local district transportation rules and policies.

At a minimum, when in school vehicles, the following rules apply:

- Students must promptly comply with any directive given by the driver.
- Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
- Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
- Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students may not throw or pass objects on, from, or into vehicles.

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

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

SHUTTLE SERVICE AND SATELLITE CAMPUS PARKING

Shuttle buses are provided to the satellite program locations from KCTC main campus. When severe weather issues or unsafe driving circumstances occur, the shuttle buses may be canceled or delayed. In those situations, students who arrive at KCTC will be given a location to work at KCTC. Parking may not be provided at satellite sites.

VIDEO SURVEILLANCE AND PHOTOGRAPHS

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

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

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

WITHDRAWAL FROM LOCAL DISTRICT

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

If you are no longer enrolled in a Kent ISD school district, you must notify your Kent ISD program.

SECTION III: STUDENT CLUBS AND ACTIVITIES

Students are encouraged to participate in the various student clubs, and activities offered by the District.

STUDENT ACTIVITIES / ORGANIZATIONS

KCTC students have opportunities to participate in clubs and organizations related to their technical areas. These organizations help to develop leadership skills through competitions with students from other schools. Competitive opportunities occur at the regional, state, and national levels. The following organizations have active chapters at KCTC:

- MITES — Michigan Industrial and Technology Education
- SKILLS USA
- FFA – Future Farmers of America
- HOSA — Health Occupation Students of America
- ACF – Junior Chapter of American Culinary Federation
- Cyber Patriots
- BPA – Business Professionals of America

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege, not a right. 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.

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

Student athletes are also subject to the Athletic Code of Conduct (see Appendix D) and any applicable team rules. For more information, see Policy 5507.

STUDENT-INITIATED NON-CURRICULAR CLUBS

Students may voluntarily form clubs that are not directly related to the school curriculum to

promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

TRANSPORTATION TO/FROM EXTRACURRICULAR ACTIVITIES

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT*

GENERAL DISCIPLINE

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

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

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

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

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

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

*Within a dual enrolled classroom, college or university policies apply.

TYPES OF SCHOOL DISCIPLINE & APPLICABLE DUE PROCESS

IN-SCHOOL SUSPENSION

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

SNAP SUSPENSION - SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER

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

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

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

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

REMOVAL FOR 10 OR FEWER SCHOOL DAYS

Any suspension from Kent ISD secondary programs is made in consultation with the local district.

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

REMOVAL FOR MORE THAN 10 AND FEWER THAN 60 SCHOOL DAYS

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and

(3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

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

REMOVAL FOR 60 OR MORE SCHOOL DAYS

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

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

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

STUDENT CODE OF CONDUCT

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

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

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

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

Prohibited Conduct	**Potential Consequence(s)**
Illegal Substances or Paraphernalia, including Tobacco/Nicotine and Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs and/or the **possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies**.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion

Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion up to 180 school days ● Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement and/or action that constitutes a threat against a student, employee, other person, or school property.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	● Restorative Practices ● Credit Loss or GradeReduction ● Parent Notification ● Suspension or Expulsion
Falsification: Fraudulently using the name of another person, either in writing or verbally, or falsifying time, dates, grades, address, on school records/forms or reporting procedures.	● Loss of Privileges ● Parent Notification ● Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	● Restorative Practices ● Parent Notification ● Suspension or Permanent Expulsion ● Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	● Restorative Practices ● Parent Notification ● Suspension or Expulsion
Misuse of District Technology: violating the District's acceptable use policies and agreement.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Sexting:distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Gambling: To speculate, bet, wager, or play a game for money or other stakes.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion

Vandalism: action involving deliberate destruction of or damage to public or private property.	● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral
Theft: **unauthorized taking of the property of another with the** intent to deprive them of it permanently.	● Restitution ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral

VISITORS

Visits and tours by interested community members or student groups are welcomed throughout the school year. Visits are pre-arranged and coordinated through the main office. Students may not bring visitors or guests to their classrooms, labs or work sites. Students should contact the assistant principal or program principal if they have any questions about bringing visitors to the building or work sites.

Parents/guardians visiting must first report to the security desk. If the parent/guardian wishes to speak or meet with a staff member or administrator during the school day, they must call ahead to arrange an appointment based on mutual availability.

APPENDIX A:

3118 TITLE IX SEXUAL HARASSMENT

APPENDIX B:

5207 ANTI-BULLYING POLICY

APPENDIX C:

5308 PROTECTION OF PUPIL RIGHTS

APPENDIX D:

5507 EXTRACURRICULAR ACTIVITIES

APPENDIX E:

5309 STUDENT RECORDS AND DIRECTORY INFORMATION

APPENDIX F:

5208 STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY

SERIES 3000: OPERATIONS, FINANCE, AND PROPERTY

3100 GENERAL OPERATIONS
3118 TITLE IX SEXUAL HARASSMENT

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability). Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision- Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following
   a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

   b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

   c. "Sexual assault" as defined in in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

      i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or criminal sexual conduct, ~~or fondling,~~ directed against another person without the consent of that person, including when that person is incapable of giving consent.

         A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         C) Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

         D) Fondling: The touching of the private body parts of another person

for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.

11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator’s name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person’s verbal or written report.

Any District employee who receives a report of sexual harassment or has actual

knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

   Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

   If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

   Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

   Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

   The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

   The Title IX Coordinator will document all sexual harassment reports and all

incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

   After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

   The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

   Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

   Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

   Supportive measures may include, but are not limited to:

   a. District-provided counseling;

   b. Course-related adjustments, such as deadline extensions;

   c. Modifications to class or work schedules;

   d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

   e. No-contact orders.

7. Respondent Removal

   a. Emergency Removal (Student)

      The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any

student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents

generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

   Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

   a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

   b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

   c. A statement that the Respondent is presumed not responsible for the alleged conduct;

   d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;

e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

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. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. Allegations;

b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

c. Right to withdraw from informal resolution and resume the Grievance Process at

any time prior to a final resolution; and

d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision- Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision- Maker must:

a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. Provide each party with the answers, and allow for additional, limited follow- up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern

specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. Identification of the sexual harassment allegations;

b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

   i. Notification to the parties;

   ii. Party and witness interviews;

   iii. Site visits;

   iv. Methods used to collect evidence; and

   v. Hearings held.

c. Factual findings that support the determination;

d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. A statement of, and rationale for, the result as to each allegation, including:

   i. A determination of responsibility;

   ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

   iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights.

6. Appeals
   Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

a. The Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

b. The Formal Complaint's allegations did not occur in the District's programs or activities; or

c. The Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals
   The Title IX Coordinator may dismiss a Formal Complaint if:

   a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

   b. The Respondent's enrollment or employment ends; or

   c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

   The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

   Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

   The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

   The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

   Appropriate remedies will be based on the circumstances and may include, but are not limited to:

   1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

   2. Offering the parties school-based counseling services, as necessary;

3. Providing the parties with academic support services, such as tutoring, as necessary;

4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

5. Moving the Complainant's or the Respondent's locker or work space;

6. Issuing a "no contact" directive between the Complainant and Respondent;

7. Providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

2. Additional staff training;

3. A climate survey; or

4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent

expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue,

conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
Cesar E Chavez Memorial Building
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
Phone: (216) 522-4970
E-mail: OCR.Cleveland@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any

District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct
    1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
        a. substantially interfering with a student's educational opportunities, benefits, or programs;
        b. adversely affecting a student's ability to participate in or benefit from the District'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; or
        d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
    2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

    If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

    A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

    To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus

or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

    a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

    b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

    a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone

switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted:

Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive

physical examination or screening that is: (1) required as a condition of enrollment attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

"Personal information" means individually identifiable information that includes:

1. student's and Parents' first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;

2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and

5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: August 15, 2022

Date revised: August 19, 2024

Series 5000: Students, Curriculum, and Academic Matters

5500 School Sponsored and Extracurricular Activities

5507 Extracurricular Activities

A. General Purpose

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 or excluded from the activity.

D. Advisors and Coaches

Each extracurricular activity must have an advisor 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, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor 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/guardians; 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.

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Date revised:

Series 5000: Students, Curriculum, and Academic Matters

5300 Student Enrollment, Attendance, and Records

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An "education record" is a record directly related to a student that the District or its agents maintain, except that an education record does not include:

    a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;

    b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;

    c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);

    d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;

    e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or

    f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."

2. “Personally identifiable information” means a student’s name; the name of a student’s Parent or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. “Directory information” is the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

    a. student names, addresses, and telephone numbers;

    b. photographs and videos depicting a student’s participation in school-related activities and classes;

    c. date and place of birth;

    d. major field of study;

    e. grade level;

    f. enrollment status (e.g., full-time or part-time);

    g. dates of attendance (e.g., 2023-2027);

    h. degrees, honors, and awards received; and

    i. the most recent educational agency or institution attended.

    The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student’s participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

B. Collection and Retention of Records

School officials may collect and retain information about the District’s students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence,

proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

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

E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student's education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student's records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

A school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);

2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);

3. a Parent or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and

4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student

does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

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

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both

District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its disclosure and the rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a

court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;

5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;

6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;

7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;

8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and

9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; *Records Retention and Disposal Schedule for Michigan Public Schools*

Date adopted: August 15, 2022

Date revised: August 19, 2024

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5208 Student Acceptable Use and Internet Safety Policy

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. As part of its Internet Safety Policy the District must implement the rules and procedures identified in Policy 3116. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Date adopted: August 15, 2022

Date revised: August 19, 2024

Series 3000: Operations, Finance, and Property

3100 General Operations

3116 District Technology and Acceptable Use

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

    a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;

    b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

    c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

4. Prohibit access by minors to inappropriate matter on the internet.

5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

   The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their Parent; and
- students in grades 6 and below and their Parent.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:
   a. use of District technology resources is a privilege that may be revoked at any time;

   b. a user has no expectation of privacy when using District technology resources;

   c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;

d. District technology resources may not be used to bully, harass, or intimidate others;

e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and

f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.

3. A list of what constitutes misuse of District technology resources.

4. A prohibition against:

a. accessing other user accounts or files without authorization;

b. conducting personal business or activities;

c. accessing pornography;

d. communicating inappropriately with students;

e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and

f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes

when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students
    a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.

    b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.

    c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

    a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:

        i. Ensure that all background applications and alternative websites are disabled on testing devices.

        ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.

        iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable

electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.

b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

3. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's Parent, may access a school library terminal that is not restricted from receiving such material, if any.

2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a Parent do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, "terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: August 15, 2022

Date revised: March 20, 2023

Date revised: August 19, 2024

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___x____

Item: Adult Ed CNA Training w/ Center for Medical Technology

Submitted by: Gerry Verwey Date: ___7/1/26____

Recommended by: Sue Gardner Board Meeting Date: __7/20/26____

RECOMMENDATION:

It is recommended that the Board approve the contract and MOU between Kent ISD Adult Education and the Center for Medical Technology to provide Certified Nursing Assistant (CNA) training for both GED and ESL students. This agreement is in the amount of $104,700 for 6 cohorts of 10 students, which will be split between the Adult Education Section 107 Special Programs grant and the Integrated English Literacy and Civics Education (IELCE) grant to provide job training in a high demand field for adult learners. This agreement includes costs for the state certification exam, qualified instructors at a state-approved site, background checks, and materials (physical and virtual).

BACKGROUND:

The Center for Medical Training (CMT) is a trusted and flexible partner in providing CNA training for Kent ISD Adult Education students. The training that CMT provides is a hybrid model with students completing online training with our Adult Education Career Navigators in the first 1-2 weeks of the course (one week for GED, two weeks for ESL students at zero added cost) and then transitions to hands on training at the CMT site in Grandville. CMT provides us a fair rate while also adjusting the pacing of their courses for our students to ensure the highest possible pass rate for the State of Michigan Nurse Aide Certification test. Students also earn CPR, Basic Life Support, and OSHA Bloodborne Pathogens certifications as part of this collaboration.

CENTER FOR MEDICAL TRAINING, LLC
SERVICES AGREEMENT

This Services Agreement ("Agreement") is entered on 8/1/2026 ("Effective Date"), between CENTER FOR MEDICAL TRAINING, LLC, a Michigan limited liability company, whose resident agent is located at 8600 Eldora Dr Byron Center, MI 49315 ("Provider" or "CMT"), and Kent ISD 3600 Byron Center Ave SW, Wyoming, MI, 49519 ("Participant").

RECITALS

A. Provider offers nurse aide training services and Participant desires to be so engaged in such training.

B. The services to be performed under this Agreement are described in the attached **Schedule A** ("Services"), which is incorporated by reference to this Agreement.

C. Provider and Participant (collectively the "parties" or individual a "party") further agree as follows:

TERMS AND CONDITIONS

1. *Scope of Services.* Provider agrees to provide the labor, equipment, and materials necessary to perform the Services and medical training described in **Schedule A** of this Agreement.

2. *Payment.* The total contract price for the 3-4 - week course is $1745 per individual student and is due in full, prior to the start date of the course. Price for longer courses will incur a different cost based on time and structure of the course.

3. *Assignment.* This Agreement may be assigned, in whole or in part, by Provider; however, Participant may not assign this Agreement without Provider's prior written consent.

4. *Best Efforts; Confidentiality; Images*. Participant shall use best efforts to keep any and all information received from Provider confidential, including, but not limited to, know-how, compilations, processes, plans, technical information, product information, test procedures, training plans, exercises, or specifications as well as commercial and other information or data considered confidential in nature, whether communicated in writing or orally (Confidential Information). Furthermore, Participant hereby expressly consents to Provider's use of any of Participant's images, videos, intellectual property, or other likenesses taken in use or connection with said participation.

5. *Binding Effect.* This Agreement shall bind and benefit the parties, and their successors, heirs, and representatives.

6. *Force Majeure*. Neither party will be considered in default hereunder or be liable for any failure to perform or delay in performing any provision of this Agreement in the customary

manner to the extent that such failure or delay is caused by any reason beyond its control, including an act of God, fire, explosion, hostilities or war (declared or undeclared), striking or work stoppage involving either party's employees or governmental restrictions, provided that the party declaring force majeure gives notice to the other party promptly and in writing of the commencement of the condition, the nature, and the termination of the force majeure condition. THIS INCLUDES ANY AND ALL RESTRICTIONS OR POLICIES ENACTED AND/OR ENFORCED BY LOCAL, STATE, OR FEDERAL GOVERNMENTS IN RESPONSE TO PUBLIC HEALTH EMERGENCIES (SUCH AS A PANDEMIC). The party whose performance has been interrupted by such circumstances must use every reasonable means to resume full performance of this Agreement as promptly as possible.

7. *Waiver.* The failure or delay of either party to enforce, at any time or for any period of time, any provision of this Agreement or any right or remedy available hereunder or at law or equity will not be construed to be a waiver of such provision or of any available right or remedy. In addition, no single or partial exercise of any right, power or privilege hereunder will preclude the enforcement or exercise of any right, power or privilege hereunder

8. *Severability.* If any term, covenant, or condition of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall remain in effect; each term, covenant, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

9. *Responsibility of Participant*. Center for Medical Training will give reasonable efforts to base its instruction upon up-to-date standards and procedures used in the medical field. However, in the fast-paced environment of the medical profession, IT IS THE SOLE RESPONSIBILITY OF PARTICIPANT TO STAY CURRENT WITH THE ACCEPTED AND PROPER MEDICAL STANDARDS AND PROCEDURES. Due to the concentration of the course material and state licensing standards, attendance by Participant is mandatory. Tardies and absences are not allowed.

10. *Notices.* All notices given or made in connection with this Agreement shall be deemed complete and legally sufficient if sent electronically (including, but not limited to, Email), mailed by ordinary First-Class Mail, or delivered personally to the party at the following addresses:

Provider:	Participant:
Center for Medical Training, LLC c/o Ashley Bauer 8600 Eldora Drive SW Byron Center, MI 49315	As listed below.

11. *Dispute Resolution.* The dispute arising out of this agreement will be mediated by a third person mutually acceptable to both of us. The mediator's role will be to help us arrive at a solution, not to impose one on us. If good faith efforts to arrive at our own solution with the help of a mediator prove to be fruitless, either of us may make a written request to the other that the

dispute be arbitrated. If such a request is made, our dispute will be submitted to arbitration under the rules of the American Arbitration Association, and one arbitrator will hear our dispute, The decision of the arbitrator will be binding on us and will be enforceable in any court that has jurisdiction over the controversy. By agreeing to arbitration, the Parties each agree to give up the right to a jury trial.

12. *Jurisdiction and Venue.* This Agreement shall be governed and controlled by the laws of the State of Michigan. Any disputes arising out of or relating to this Agreement, including the interpretation and performance of this Agreement, shall be conducted exclusively in the County of Kent, State of Michigan. The parties consent to such jurisdiction and venue.

13. *Integration and Amendments.* This Agreement, including any fully executed Schedules attached, contains the entire agreement of the parties concerning the Services performed at the Property. No oral or written communication or negotiations that occurred before the execution of this Contract will be considered to be part of this agreement. This Agreement may be modified only by a written document signed by both the parties or by a written Modification order pursuant to this Agreement, which is to have the same force and effect as though fully set forth in this Agreement.

14. *Effective Date.* This Agreement has been signed and shall be effective as of the Effective Date first set forth above.

[Signatures to Follow]

ACCEPTED AND AGREED:

PARTICIPANT:

/S/_____

Print Name:_____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

PROVIDER:

CENTER FOR MEDICAL TRAINING, LLC

By: _____
Ashley Bauer
Its: Member

SCHEDULE A

SERVICES

Services to be rendered by Provider:

- Introduction to the healthcare system.
- Skills training for healthcare professionalism and communication.
- Teaching a general overview human health and disease.
- Instruction in basic patient and resident care.
- Instruction in basic state and federal long term care regulations.
- Safety training which includes; infection control, abuse prevention and reporting responsibility, basic first aid and emergency care.
- Preparation for state nurse aide certification testing.
- Payment for the first attempt at the State Certification Examination

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action __X____

Item: Lincoln Pines – Intensive and Safety Support Classrooms

Submitted by: Dave Rodgers Date: June 16, 2026___

Recommended by: Kirsten Myers / Dave Rodgers Board Meeting Date: July 20, 2026__

RECOMMENDATION: It is recommended that the Board approve the KIEA Letter of Understanding (LOU) that provides additional compensation during the 2026-27 school year to KIEA teachers who are regularly assigned to our most challenging behavior classrooms designated as Intensive and Safety Support. The Board previously approved a similar LOU for KISSA. It is anticipated that Lincoln School may have three of these classrooms during the 2026-27 school year. At the current time, we don't believe Pine Grove will have any Intensive and Safety Support Classrooms this school year.

BACKGROUND: This concept is being brought forward in response to the increasingly intensive and complex needs of a small group of students whose educational, communication, behavioral, and safety needs significantly exceed the level of support currently available within our existing autism classroom structures at Lincoln and Pine Grove where we continue to experience substantial challenges related to the intensity, frequency, duration, and unpredictability of student dysregulation, including behaviors that place students and staff at risk of significant harm daily.

Like many programs serving students with the most intensive support needs, we continue to face significant challenges in recruiting and, more importantly, retaining highly qualified staff due to the physical, emotional, and safety demands of these environments. High staff turnover and staffing instability directly impact continuity of instruction, relationship-building, regulation support, and overall program effectiveness for students with the most significant needs.

As a result, for the 2026-27 school year, we intend to establish and implement 2-3 Intensive and Safety Support Classrooms, where appropriate based on need and criteria. These classrooms are intentionally designed to support a significantly smaller student-to-staff ratio and increased physical space between students to safely and effectively meet the needs. Identification of students for these classrooms will occur through a data-based decision-making process that considers the frequency, intensity, and severity of behaviors that significantly impact safety and access to learning. This includes students demonstrating self-injurious behaviors, physical aggression toward staff or peers, and/or elopement behaviors that occur at a high level of need, including behaviors occurring multiple times per day.

This proposed educational environment is intended to enhance safety, preserve instructional continuity, reduce the likelihood of further emergency and restrictive interventions, and ensure that students can access communication, co-regulation, and instruction in a setting specifically designed to meet their individualized needs. The staffing structure and environmental design

reflect the intensity required to provide a free appropriate public education (FAPE) while also creating a more sustainable and supportive environment for staff working in these highly specialized classrooms.

What distinguishes these classrooms from other autism classrooms is that students 'needs often require one or more adults to provide extended co-regulation and safety support while instruction continues for other students. During prolonged periods of dysregulation, additional staff are necessary to:

- Maintain safety for all students and staff.
- Provide sustained (hours at a time) co-regulation and emotional support.
- Implement individualized communication and behavior support plans.
- Preserve instructional continuity for peers.
- Reduce the likelihood of more restrictive interventions.

While many autism classrooms serve students who are nonspeaking and may engage in behaviors that impact safety, this program is specifically intended for students whose support needs are distinguished by the higher frequency, intensity, duration, and unpredictability of significant dysregulation. Students in these classrooms typically:

- Require constant adult support to communicate, regulate, and participate in learning.
- Use AAC, gestures, body movements, and behavior as primary means of communication.
- Experience frequent episodes of intense dysregulation that may include severe self-injury, aggression, elopement, or extensive property destruction.
- Need substantial physical space to move safely and to reduce sensory overload.
- Require individualized instruction in communication, self-regulation, and adaptive skills beyond what is required in other ASD classrooms.
- Need a higher degree of coordinated interdisciplinary support from speech-language pathologists, occupational therapists, behavior analysts, nursing staff, and special education personnel.

This staffing ratio is essential to providing a free appropriate public education (FAPE) by ensuring that students have safe access to communication, regulation, and instruction in a setting designed to meet their exceptionally intensive support needs.

Letter of Agreement between
Kent Intermediate Education Association (KIEA)
and
Kent Intermediate School District (Kent ISD)

The parties previously reached ratification of the existing multi-year collective bargaining agreement currently in effect and continuing through the 2026-27 school year.

In response to the specific and considerable needs of certain ASD students expected to be attending Pine Grove Learning Center and Lincoln School for the 2026-27 school year, the administration has communicated its intention to designate certain classrooms as Intensive and Safety Support classrooms for the 2026-27 school year. Such classrooms may be distinguished from other center program classrooms based on the ASD student needs that necessitate a lower staff to student ratio (2-3 students per classroom, each classroom staffed by a teacher and ISS staff.) Assigned teaching staff in such classrooms will benefit from additional professional learning, coaching and debriefing. The administration, at its discretion, may re-evaluate and determine its intention to continue or discontinue such classrooms beyond the 2026-27 school year based on student needs and other relevant factors.

The parties mutually agree that in recognition of the highest degree of behaviors, including intense and more frequent episodes of dysregulation, the teacher assigned to each Intensive and Safety Classroom will receive additional compensation for the 2026-27 school year in the form of a $5,000 stipend, to be paid in two equal parts in December and June. This additional compensation is in place of, not in addition to, the existing ASD/EI stipends. In the event that a teacher assigned to an Intensive and Safety Support classroom is reassigned or removed from such classroom, the teacher shall receive a prorated portion of the additional compensation. Such reassignment or removal shall not be subject to the grievance procedure.

Nothing herein shall modify, change or diminish the existing management rights of the administration, including but not limited to staff placement. This agreement regarding the additional compensation for teachers assigned to Intensive and Safety Support classrooms during the 2026-27 school year does not add to, alter or negate any other contractual provisions of the respective collective bargaining agreements between the parties, nor does it create a custom or practice.

For the Kent ISD	date	For the Association	6/15/26 date

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X___

Item: Abatement of Former Dutton Elementary

Submitted by: Russell Bray Date: ___07/13/26_____

Recommended by: Kevin Philipps KP Board Meeting Date: ___07/20/26_____

RECOMMENDATION:

It is recommended that the Kent ISD board award the abatement and hazardous material removal work at the former Dutton Elementary at 3820 68th St in Caledonia to Quality Environmental in the amount of $88,000. This amount covers their competitive bid of $83,500.00 as well as items discovered during post-bid interviews including lift rental and additional air monitoring throughout the abatement process.

BACKGROUND:

Prior to demolition of the former Dutton Elementary building hazardous materials, including asbestos, must be removed by a certified contractor. Kent ISD received three responses for this work with Quality Environmental submitting the low bid. During post-bid interviews, it was determined that some contingency would be needed to cover additional equipment rental and air monitoring that was not specified in the bid documents.

South Campus Career Tech Center project funds will be used to fund this work.

Attached:

- Bid summary

Kent ISD – Former Dutton Elementary Abatement and Hazardous Waste Material Removal
July 1, 2026
2:00 PM

Bidder	Abatement	Haz Mat Removal	Combined	Iran Econ Sanctions (Notarized)	Familial Affidavit (Notarized)	References
Metro Abatement	$93,669.00	$28,560.00	$122,229.00	X	X	X
Quality Environmental			$83,500.00	X	X	X
Martin & Associates	$119,768.00			X	X	X

Witnesses:

Russell Bray

Chris Garcia-Flores

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X____

Item: LNS sitework and asphalt

Submitted by: Russell Bray Date: ___7/13/2026_____

Recommended by: Kevin Philipps Board Meeting Date: ___7/20/2026_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve an increase in the budget for the LNS sitework project in the amount of $58,837.15.

BACKGROUND:

In February, the Board approved work at Lincoln School/Lincoln Campus in the amount of $901,015.00 to replace all asphalt in lots 1, 2, 3, and ECC loading dock, to replace light poles on campus, add sidewalks, and add security fencing around Lincoln School to increase student safety.

During construction, three needs were discovered that required additional cost.

1. Portions of the sidewalk failed when the adjacent asphalt was removed requiring replacement for both safety and longevity of new asphalt.
2. A substantial area of the underlayment material needed replaced once the top layer was removed and the underlayment exposed.
3. Additional fencing was requested by program administrators to allow safe outdoor space for students to leave classrooms adjacent to the building.

Attached:

- Change Order 1

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X____

Item: PLC sitework and asphalt

Submitted by: Russell Bray Date: ___7/9/2026_____

Recommended by: Kevin Philipps Board Meeting Date: ___7/20/2026_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve an increase in the budget for the PLC sitework project in the amount of $15,729.63.

BACKGROUND:

In February, the Board approved work at Pine Grove Learning Center in the amount of $682,810.68 to replace all asphalt at this location and add fencing around the property to increase student safety. During construction, a few items were discovered that required additional cost:

1. Portions of sidewalk that failed when the adjacent asphalt was removed requiring replacement for both safety and longevity of new asphalt
2. Repairs to storm drain structure
3. Addition of bollards to protect the gas meter next to parking spaces

Attached:

- Change Order 1

BOARD AGENDA ITEM

Information/Discussion: ____
Future Action: ____
Action: _X__

Item: Center Program & TC/VI Capital Outlay
Submitted by: Glen Finkel — Date: 7.01.2026
Recommended by: Glen Finkel — Board Meeting Date: 7.20.2026

RECOMMENDATION:
The Technology Services department is recommending that the Kent ISD school board approve $56,472.50 for the purchase of student Chromebooks and staff laptops and $3,289.00 for 11 charging carts totaling $59,761.50.

Through the competitively bid REMC purchasing contract, we have secured pricing for both staff and student devices. These devices will be purchased through CDWG.

1. **Student Chromebook Refresh:** Quantity 115 - Lenovo Chromebooks and academic Google ChromeOS Education licenses totaling $41,802.50.
2. **Staff/Instructional Laptop Refresh:** Quantity 18 - Lenovo E14 ThinkPads running Windows 11 Pro totaling $14,670.

The charging carts will be purchased through Vivacity Tech through the REMC purchasing contract.

1. Quantity 11 - Rise K12 16-Unit Charging Cabinet totaling $3,289.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _____

Item: 2025/2026 Capital Outlay Request: PAES Lab

Submitted by: Craig Weigel CW Date: 06/09/26

Recommended by: Sue Gardner SG Board Meeting Date: 7/20/26

RECOMMENDATION:
Kent Career Tech Center (KCTC) is recommending approval of the 2025-26 Capital Outlay Request for the Career Focus- Exploration Program in the amount of **$55,000.00**. This request will be funded through the Capital Outlay budget.

BACKGROUND:
The Capital Outlay Request Process begins each December. Notification is sent to all departments to submit requests for equipment purchases and building alterations. Requests are reviewed and discussed by Building Administrators, Assistant Superintendents, the Director of Information Technology, and the Facilities Department to ensure all proposed expenditures have been thoroughly evaluated and prioritized.

For the 2025-26 school year, the Career Focus- Exploration Program submitted equipment and project requests totaling $55,000. After reviewing all requests and prioritizing the most critical needs, approval is being sought for new and replacement equipment purchases totaling **$55,000.00**.

Below is a summary of the proposed expenditures:

Building/Department	New Equipment	Replacement Equipment	Equipment Totals	Building Improvements	Grand Total
Career Focus- Exploration	$55,000	-	$55,000	-	$55,000

This recommendation is presented for Board review. Competitive bids will be obtained for any supplies, materials, or equipment purchases exceeding the current base established by Public Act 159 of 1990 and will be presented to the Board for approval as required.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___x___

Item: Furniture replacement for Superintendent's office area

Submitted by: Russell Bray Date: ____7/7/26_____

Recommended by: Kevin Philipps KP Board Meeting Date: ____7/20/26_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the purchase of furniture for the Superintendent's office area at ESC from Custer Office Environments for $162,901.92.

BACKGROUND:

This purchase will replace outdated and deteriorated furniture in the offices and conference room. It is being purchased using the E&I Cooperative Purchasing contract and conforms with our purchasing policies. General Capital Outlay funds will be used for this purchase.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _X____

Item: Surplus Equipment

Submitted by: Russell Bray Date: 7/13/2026

Recommended by: Kevin Philipps KP Board Meeting Date: 7/20/2026

RECOMMENDATION:

It is recommended that the Kent ISD School Board declares the items in the attached list as surplus, approves the removal of these items from the Kent ISD inventory, and grants permission to the Kent ISD administration to dispose of these items per all applicable Kent ISD policies and/or guidelines.

BACKGROUND:

The following listing of various equipment and other items are Kent ISD properties that are no longer being used. These items are being stored at their current location at the Nature Center until distribution in accordance with the Kent Intermediate School District procedure for disposal of surplus property.

After Board approval, the Facilities staff will arrange donations to area school districts. District representatives are reminded that any equipment received from Kent ISD is for school use only. A detailed list of equipment donated is provided to Kevin Philipps, Assistant Superintendent. Remaining equipment is sold at auction, donated to non-profits, recycled, or properly disposed of.

With the transition of ownership of the Howard Christiansen Nature Center to the Land Conservancy of West Michigan, the existing buildings are expected to be demolished. Any items that can be repurposed in other Kent ISD programs will be distributed appropriately. When possible, original donors of items within the special collections will be given the option to receive those items back.

Quantity	Description	Building/Program	Approximate age - years	Current value (if over $100)
336	Taxidermy Mount – Bird	Interpretive Center	10+	
230	Insect Collections	Interpretive Center	10+	
24	Animal Pelts	Interpretive Center	10+	
309	Taxidermy Mount	Interpretive Center	10+	
10	Microscopes	Interpretive Center	4+	~$100/ea
12	Bunk Beds	Retreat Center	10+	~$120/ea
69	Tables	Multiple	10+	
250	Chairs	Multiple	10+	

BOARD AGENDA ITEM

Information/Discussion: ____
Future Action: ____
Action: _X__

Item: Microsoft EES Licensing Change
Submitted by: Glen Finkel — Date: 6.29.2026
Recommended by: Glen Finkel — Board Meeting Date: 7.20.2026

RECOMMENDATION:
It is recommended that the Board approve an additional $410.06 for the previously approved Microsoft Enrollment for Education Solutions (EES) licensing contract. This vendor-driven change increases the total contract amount from $87,418.06 to $87,828.12.

Following the Board's approval of the contract in April, Microsoft discontinued its standalone Power Apps license. As a result, the district was required to transition seven affected staff members to a higher-tier license to maintain operational continuity. This change increased the contract cost by $410.06.

Although the increase is minimal, we are bringing this adjustment to the Board for approval to ensure transparency and maintain accurate contract authorization.

BOARD AGENDA ITEM

Information/Discussion: ____
Future Action: ____
Action: _X__

Item: Microsoft Proofpoint Core Email Protection
Submitted by: Glen Finkel Date: 6.29.2026
Recommended by: Glen Finkel Board Meeting Date: 7.20.2026

RECOMMENDATION:
The Department of Technology Services is requesting approval to upgrade our email security infrastructure by purchasing Proofpoint Core Email Protection through CDWG. This purchase will be structured under a three-year agreement, billed annually at $40,800.

Kent ISD has historically utilized Proofpoint Essentials to protect our email environment. However, we needed to change due to the limitations of the essentials licensing package. The core license provides greater access to data, allowing Kent ISD more control over identifying and remediating issues with emails. Transitioning to the Proofpoint Core platform satisfies our high-availability standards and places rigorous cybersecurity at the foundation of our daily operations.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action _ __X___

Item: MOUs for Regional CTE Pathway Programs

Submitted by: Joe Lienesch Date: July 13, 2026

Recommended by: Sue Gardner Board Meeting Date: July 20, 2026

RECOMMENDATION:

Memoranda of Understanding (MOU) have been established between Kent ISD and our local districts to grow CTE pathway programs throughout the county. Kent ISD continues to work with several local organizations to contract additional programs for high-interest pathways. The following copies of each district's executed MOUs have been provided for review:

Local district CTE pathway programs:

- Grandville (26-27)
- Kentwood (26-27)
- Northview (26-27)
- Sparta (26-27)
- Wyoming (26-27)
- Kent City (26-27)
- Thornapple Kellogg (26-27)

Contracted CTE programs:

- Next Step (26-27)
- West Michigan Construction Institute (26-27; 27-28)
- Center for Medical Training (26-27)

BACKGROUND:

CTE is experiencing a rise in popularity with an increased demand for skilled workers, especially here in Michigan. In alignment with the goals and strategies of CareerPrep 2030, Kent ISD is partnering with local organizations and districts to open up more opportunities for students interested in CTE pathway programs outside of those offered at Kent Career Tech Center. By doing this, Kent ISD has been able to continue supporting over 200 seats in health, construction, and teacher academy programs.

BOARD AGENDA ITEM

Information/Discussion ☐
Future Action ☐
Action ☒

Item: Renewal of Interoffice Courier Services Agreement with Professional Courier Services (2026-2027)

Date: June 16, 2026

Submitted by: Ron Houtman, Director of Strategic Planning and Organizational Initiatives

Board Meeting Date: July 20, 2026

Recommended by: Kevin Philips, Assistant Superintendent

RECOMMENDATION:

It is recommended that the Board approve the renewal of the interoffice courier services agreement with Professional Courier Services of Grand Rapids for the 2026-2027 school year at an estimated $7,590.92 per month, inclusive of an 11.5% fuel surcharge subject to weekly change.

BACKGROUND:

For the past six years, Kent ISD has contracted with Professional Courier Services (PCS) of Grand Rapids to provide interschool and interoffice courier service in place of staffing roughly 1.5 FTEs and operating district owned vehicles, insurance, and maintenance. Running Monday through Friday, the routes move student cumulative records (CA-60s), assistive technology, physical and occupational therapy equipment, STEM and literacy kits, REMC 8 library collection materials, books, technology items, and general school supplies among Kent ISD, REMC 8, and participating districts. This agreement renews that service for the 2026-2027 school year (August 10, 2026 to June 30, 2027) under a one year term that automatically terminates at expiration.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action X

Item: Goalbook Toolkit Subscriptions

Submitted by: Kirsten Myers Date: 7/13/26

Recommended by: Kirsten Myers Board Meeting Date: 7/20/26

RECOMMENDATION:
We are recommending approval to purchase Goalbook Toolkit Subscriptions for our Center Programs and local districts' special education teachers/staff.

BACKGROUND:
We are requesting these one of a kind licenses based on a countywide need to increase compliance in alignment with the Michigan Department of Education State Performance Plan Indicators and to reduce inefficiencies in developing Individualized Education Plans (IEP). Goalbook supports educators in the development of data needed to create PLAAFPs (Present Level of Academic Achievement and Functional Performance) and in developing measurable goals and objectives which are required components of the IEP process and often done incorrectly. In addition to the support in developing IEPs, the Goalbook Toolkit walks special educators through best-practice frameworks, research-based resources, and instructional strategies to help them plan and deliver more specially designed instruction.

In determining the number of licenses provided for each district, we offered this service on a three year basis to all of our local districts starting in 2023-24. We covered 426 licenses at that time, and agreed at this time we would continue to cover for one year the 133 users that were actively using the program at the end of the trial. The LEAs have requested 56 additional licenses needed at the district level we will invoice them for based on our negotiated group rate with Goalbook. Additionally, we are committing to rolling this program out to Center Programs staff for 202 licenses. We have committed to 400 total licenses, and by hitting that threshold the rate was discounted from $615 per staff member to $504 per staff member. The cost is outlined below:

Goalbook Toolkit Subscriptions – Aggregate and Breakdown		
	Amount	Due Date
Goalbook Toolkit Membership and Services 2026-2027 School Year for up to 400 staff	**$201,600** *(Discounted from* $246,000)	**Aug 12th, 2026**
Kent ISD Center Programs (202 Licenses)	**$101,808**	
Kent ISD Special Ed (133 LEA, 9 Additional)	**$71,568**	
LEA Purchases (56 to be billed back to LEAs)	**$28,224**	

GOALBOOK

Enome, Inc. (Goalbook)
P.O. Box 1289
San Mateo, CA 94401

Phone: 1-855-207-5443
Fax: (650) 284-0432
FEIN: 45-2540420

Check via Regular US Postal Service:
Payee: Enome, Inc.
Address: PO Box 846533
Los Angeles, CA 90084-6533

Check via Overnight Courier Only:
Lockbox Services 846533
Enome, Inc.
3440 Flair Drive
El Monte, CA 91731

INVOICE 2419931-2

Kent ISD (MI)

13 Jul 2026
Due 12 Aug 2026 (NET 30)

Qty	Unit	Description	Price	Total
1.0	Product	Partial District Membership - Goalbook Toolkit access for up to 400 users, including all Goalbook Services	$ 246,000.00	$ 246,000.00
1.0	Product	Co-op/Network Partner Discount	-$ 44,400.00	-$ 44,400.00
			Total Due:	**$201,600.00**

Invoice Notes

Goalbook Toolkit Partial District Membership - Goalbook Toolkit access for up to 400 users in Kent ISD (MI), active until June 30, 2027.

Goalbook services include:
- 4 days of remote or onsite professional development led by Goalbook
- 1 mid-year and 1 end-of year remote or onsite consultation/PD for a comprehensive review and to ensure implementation goals are met
- Dedicated Goalbook Success team member to work in partnership with district and school implementation leads throughout the year
- Access to ongoing webinars that feature a variety of content areas to build teacher capacity for improving instructional practice
- Analytics services for leadership upon request
- Dedicated Goalbook help desk and technical support

Submitting a Purchase Order: Please send all POs to support@goalbook.com or fax to (650) 284-0432.

Note: To ensure proper routing, the PO must include an Accounts Payable email address. We will apply the PO number to this invoice upon receipt.

ACH Payments: Pay online at https://www.e-billexpress.com/ebpp/Goalbook/

This order form is entered into and effective as of the form date set forth above by and between Enome, Inc. and the Client identified above. This order form incorporates the Goalbook Terms and Conditions (goalbook.com/terms) (collectively the "Agreement"). All fees are non-cancellable and non-refundable. By paying the fees above, you signify that you have read, understood, and agree to be bound by the Agreement, and that you have the authority to bind your organization to the Agreement.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___X___

Item: Approval of MEERA Lab Purchases

Submitted by: James Hissong Date: 07/13/2026

Recommended by: Ron Gorman Board Meeting Date: 07/20/2026

RECOMMENDATION:

It is recommended that the Board approve the purchase agreements with TECHnista for the purchase of two (2) MEERA lab equipment packages at a cost of $195,000 each ($390,000 total), along with annual MEERA subscription services for each lab at $12,000 per lab ($24,000 total), for a combined authorization amount not to exceed $414,000.

BACKGROUND:

In June, Kent ISD received notification that it was awarded a $750,000 grant from the U.S. Department of Education through a Fiscal Year 2026 Congressionally Funded Community Project (CFCP) request submitted through the office of Senator Gary Peters. The purpose of the grant is to advance the goals of Kent ISD's CareerPrep 2030 initiative by expanding access to high-quality Career and Technical Education (CTE) and CTE-like programming across the region. The proposed MEERA equipment and subscription purchases were included in the approved federal grant application and will be fully funded through this award.

Manufacturing and Engineering Education Reimagined for All (MEERA) is an innovative middle school program to expand student access to advanced manufacturing and engineering education through industry-aligned equipment, curriculum, and educator professional learning.

Kent ISD has established a strong partnership with MEERA through previous grant funding that supported the development of a regional MEERA Training Center on the Kent ISD campus. This training center already serves as a regional resource for educator professional learning and supports the implementation of MEERA programming throughout West Michigan.

During the 2025–26 school year, several Kent ISD constituent districts expressed interest in implementing the MEERA program and applied for funding through the State of Michigan's Career and Technical Education (CTE) Expansion Grant Program. Due to the competitive nature of the program, not all interested districts received awards.

The districts selected to participate through this federal grant (Kelloggsville and Northview) are those that demonstrated readiness by applying to the state CTE Expansion Grant Program but were not selected for funding.

The requested approval includes two MEERA Lab Equipment Agreements with TECHnista at $195,000 each ($390,000 total) and annual MEERA subscription services for each laboratory at $12,000 per lab ($24,000 total). The subscriptions provide ongoing access to curriculum updates, software, technical support, and instructional resources necessary to maintain the functionality of each laboratory. The grant will support two years of the subscriptions for each participating district, at which point the districts will then need to cover these costs moving forward.

The total amount requested for Board approval is $414,000. All expenditures will be funded through the FY26 Congressionally Funded Community Project award, and no local funds are required.

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

Kelloggsville School District
242 52ND St SE
Grand Rapids MI 49548-5899
United States
Tax ID: 5C5Q8

Order # S00090

Order Date	Delivery Date	Salesperson
06/29/2026	08/24/2026	Cary Stamas

Description	Quantity	Unit Price	Amount
[T90001] MEERA MS Lab+	1.00 Units	195,000.00	$ 195,000.00
Lab Bundle Contents			**$ 0.00**
[T00003] Bambu Lab P1S 3D Printer MS EQ	6.00 Units		
[T40008] MEERA MS ROBOTICS	8.00 Units		
[T40000] MEERA CNC Kit	3.00 Units		
[T00104] MEERA Locktronis MS EQ	15.00 Units		
[T00006] Lincoln Voyage Arc	8.00 Units		
[T00007] Lincoln VRTEX 360 Compact Weld Simulator	2.00 Units		
[T40010] MEERA WELDING PPE KIT	1.00 Units		
[T40006] Material Tester Assy&Items	2.00 Units		
[T40007] NDT KIT	5.00 Units		
[T40004] MEERA GENERAL EQ	2.00 Units		
[T00025] MEERA Mitutoyo Measuring Kit	15.00 Units		

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

[T40005] PRINTED LAB MATERIALS	2.00 Units	
[T40016] M LAB BRANDKIT	1.00 Units	
[T40011] MS CON ANNUAL	1.00 Units	
Installation	1.00 Units	
[T00037] Filament PLA White Spool	2.00 Units	
[T00036] Filament PLA Black Spool	2.00 Units	
[T00046] Filament PLA SFYellow Spool	2.00 Units	
	Total	**$ 195,000.00**

MEERA_MS_Equipment Sales Agreement_WEB VERSION.pdf

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

Northview Public School Dist
4451 Hunsberger Ave NE
Grand Rapids MI 49525-6126
United States
Tax ID: 5JCT7

Order # S00092

Order Date	Delivery Date	Salesperson
06/29/2026	08/24/2026	Cary Stamas

Description	Quantity	Unit Price	Amount
[T90001] MEERA MS Lab+	1.00 Units	195,000.00	$ 195,000.00
Lab Bundle Contents			**$ 0.00**
[T00003] Bambu Lab P1S 3D Printer MS EQ	6.00 Units		
[T40008] MEERA MS ROBOTICS	8.00 Units		
[T40000] MEERA CNC Kit	3.00 Units		
[T00104] MEERA Locktronis MS EQ	15.00 Units		
[T00006] Lincoln Voyage Arc	8.00 Units		
[T00007] Lincoln VRTEX 360 Compact Weld Simulator	2.00 Units		
[T40010] MEERA WELDING PPE KIT	1.00 Units		
[T40006] Material Tester Assy&Items	2.00 Units		
[T40007] NDT KIT	5.00 Units		
[T40004] MEERA GENERAL EQ	2.00 Units		
[T00025] MEERA Mitutoyo Measuring Kit	15.00 Units		

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

[T40005] PRINTED LAB MATERIALS	2.00 Units	
[T40016] M LAB BRANDKIT	1.00 Units	
[T40011] MS CON ANNUAL	1.00 Units	
Installation	1.00 Units	
[T00036] Filament PLA Black Spool	2.00 Units	
[T00037] Filament PLA White Spool	2.00 Units	
[T00046] Filament PLA SFYellow Spool	2.00 Units	
	Total	**$ 195,000.00**

MEERA_MS_Equipment Sales Agreement_WEB VERSION.pdf

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

Kelloggsville School District
242 52ND St SE
Grand Rapids MI 49548-5899
United States
Tax ID: 5C5Q8

Quotation # S00141

Recurring Plan	Quotation Date	Expiration	Salesperson
Yearly	06/30/2026	07/30/2026	Cary Stamas

Description	Quantity	Unit Price	Amount
MEERA Annual Subscription Included within subscription: - RTC Training Hours 40/yr - Classroom Consumables for up to 480 Students/Yr - 2 Teacher Curriculum Licenses - On call and in classroom support via Regional Training Support	1.00 Units	12,000.00	$ 12,000.00
	Total		$ 12,000.00

MEERA Annual Subscription Terms and Conditions.pdf

TECHnista
2311 Cane Creek Pkwy
Ringgold, VA, 24586
United States

Northview Public School Dist
4451 Hunsberger Ave NE
Grand Rapids MI 49525-6126
United States
Tax ID: 5JCT7

Quotation # S00142

Recurring Plan	Quotation Date	Expiration	Salesperson
Yearly	06/30/2026	07/30/2026	Cary Stamas

Description	Quantity	Unit Price	Amount
MEERA Annual Subscription Included within subscription: - RTC Training Hours 40/yr - Classroom Consumables for up to 480 Students/Yr - 2 Teacher Curriculum Licenses - On call and in classroom support via Regional Training Support	1.00 Units	12,000.00	$ 12,000.00
Total			**$ 12,000.00**

MEERA Annual Subscription Terms and Conditions.pdf

BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X___

Item: Demolition of Former Dutton Elementary

Submitted by: Russell Bray Date: ___07/13/26_____

Recommended by: Kevin Philipps KP Board Meeting Date: ___07/20/26_____

RECOMMENDATION:

It is recommended that the Kent ISD board award the demolition package submitted by Owen-Ames-Kimball in the amount of $724,780, contracting Specialized Demolition for the demolition of the building and Grattan Excavating for earthwork associated with clearing the site.

BACKGROUND:

On June 17, 2026, OAK received bids on behalf of Kent ISD for both the demolition and sitework associated with clearing the site at 3820 68th St. in Caledonia in preparation of building a second Tech Center on the property. Work will be completed in the 2026 calendar year.

South Campus Career Tech Center project funds will be used to fund this work.

Attached:

Bid Package from OAK

Kent ISD
We Lead Learning

Kent Intermediate School District

South Campus – Career Tech Center
Bid Package No. 1 – Demolition

Award Summary & Bid Tab Results

July 20th, 2026

OWNER:	Kent Intermediate School District 2930 Knapp St. NE Grand Rapids, MI 49525
ARCHITECT:	Progressive Companies 1811 4 Mile Rd. NE Grand Rapids, MI 49525
CONSTRUCTION MANAGER:	Owen-Ames-Kimball Co. 126 Ottawa Ave. NW Suite 600 Grand Rapids, MI 49503

Owen Ames Kimball
Building Since 1891

Kent Intermediate School District
South Campus - Demo Package
Award Summary Sheet
Construction Manager: Owen-Ames-Kimball Co.

Kent ISD
We Lead Learning

	Bid Category	Contractor	Total
BC #1	Demolition	Specialized Demolition	144,500
BC #2	Earthwork	Grattan Excavating	117,800
	Temp Access Road & Logistics	Allowance	75,000
	Temp Power Infrastructure	Consumers Power	65,000
	General Conditions	Owen-Ames-Kimball Co.	188,921
		Subtotal	591,221
	Building Contingency & Fees		133,559
	Total		**724,780**

Owen Ames Kimball
Building Since 1891

Kent ISD
We Lead Learning

Kent Intermediate School District
South Campus - Demo Package
Motion Recommendation
Construction Manager: Owen-Ames-Kimball Co.

RECOMMENDED MOTION

I move that Owen-Ames-Kimball Co. be authorized to issue Notice of Pending Awards, in the amount indicated, to the contractors listed below, pending confirmation that all requirements of the Contract Documents have been met. Furthermore, that upon receipt by Owen-Ames-Kimball Co. of the appropriate documentation, contracts be awarded to these contractors and suppliers by Kent Intermediate School District.

BC #1	Demolition	Specialized Demolition	144,500
BC #2	Earthwork	Grattan Excavating	117,800

Kent Intermediate School District
Career Tech - South Campus
Owen-Ames-Kimball Co. - Construction Manager
June 17th, 2026

Bid Category No. 01 - Demolition

Contractor	Bid Bond	Addendum	Base Bid	Notes
Specialized Demolition, Inc. (Hamilton, MI)	**Y**	**Y**	**$144,500**	
Pro-Tech Environmental, Inc. (Grand Rapids, MI)	Y	1,2 & 3	$159,000	
X-treme Demolition (Grand Rapids, MI)	Y	Y	$187,700	
E.T. Mackenzie Company (Grand Ledge, MI)	Y	Y	$207,489	
Melching, Inc. (Muskegon, MI)	Y	Y	$236,000	
Green Demolition Contractors, Inc (LaPorte, IN)	Y	Y	$328,800	
Christman Constructors, Inc. (Livonia, MI)	Y	Y	$363,700	
Dore & Associates, Inc. (Bay City, MI)	Y	Y	$387,600	

Kent Intermediate School District
Career Tech - South Campus
Owen-Ames-Kimball Co. - Construction Manager
June 17th, 2026

Bid Category No. 02 - Earthwork

Contractor	Bid Bond	Addendums 1,2,3 & 4	Base Bid	Notes
Grattan Excavating (Belding, MI)	**Y**	**Y**	**$117,800**	
Oetman Excavating (Wayland, MI)	Y	Y	$168,500	
Fischer Idema Excavating (Alto, MI)	Y	Y	$248,880	

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action ___x___

Item: Pine Grove Boiler Replacement

Submitted by: Russell Bray
Recommended by: Kevin Philipps KP

Date: 7/7/26
Board Meeting date: 7/20/26

RECOMMENDATION:

It is recommended that the Kent ISD School Board approve the purchase and installation of new boilers at Pine Grove Learning Center by Owen Ames Kimball as Construction Manager, with A&B Mechanical Contractors and Hillard Electric as subcontractors, for a total of $639,977. This amount includes general conditions, builder's risk insurance, preconstruction fee, construction manager fees, and contingency. Pleune Service Company's bid was rejected due to previous negative experiences at both KCTC West and Lincoln School. In both instances, poor workmanship led to additional expenses to Kent ISD.

Mechanical Vendor	Base Bid
Pleune Service Company (REJECTED)	$352,483.00
A&B Mechanical Contractors	$408,700.00
Vander Hyde Mechanical	$410,580.00
Hurst Mechanical	$440,511.00

Electrical Vendor	Base Bid
Hillard Electric	$12,210.00
Excel Electric	$13,490.00
Vander Hyde Mechanical	$21,743.00

BACKGROUND:

This site experienced a non-repairable failure on two of its three boilers this last winter, prompting this work. Part of the replacement of the boilers is to upgrade to more efficient models and a more efficient design for the system. This work will be paid for utilizing building improvement capital outlay funds.

Attached:

Award Summary

Kent Intermediate School District
Pine Grove Learning Center Boiler Replacment
Award Summary
June 26, 2026

	Bid Category	Contractor	Base Bid	Alternate P-1: Water heater replacement and related domestic water and gas piping, plus associated electrical work.	Total Award
1	Mechanical/Plumbing	A&B Mechanical Contractors, Inc.	349,600	59,100	408,700
2	Electrical	Hillard Electric	9,740	2,470	12,210
	General Conditions	Owen-Ames-Kimball Co.	90,000		90,000
	Builders Risk	Owen-Ames-Kimball Co.	5,000		5,000
	Preconstruction Fee	Owen-Ames-Kimball Co.	2,007	272	2,279
	CM Fee	Owen-Ames-Kimball Co.	18,064	2,448	20,512
		Subtotal	474,411	64,290	538,701
	Building Contingency		47,441	6,429	53,870
		Billing Subtotal	521,852	70,719	592,571
	Furnishings		NIC		NIC
	Abatement		NIC		NIC
	Technology		NIC		NIC
	A&E Fees		41,748	5,658	47,406
	Total		**563,600**	**76,377**	**639,977**

BOARD AGENDA ITEM

Information/Discussion: ____
Future Action: ____
Action: _X__

Item: Technology Capital Outlay
Submitted by: Glen Finkel — Date: 7.01.2026
Recommended by: Glen Finkel — Board Meeting Date: 7.20.2026

RECOMMENDATION:
The Technology Services department is recommending that the Kent ISD school board approve the purchase of 140 student Chromebooks and 103 staff laptops totals $134,835.

Through the competitively bid REMC purchasing contract, we have secured pricing for two distinct deployments totaling **$134,835.00**:

1. **Student Chromebook Refresh:** Quantity 140 - Lenovo Chromebooks and academic Google ChromeOS Education licenses totaling $50,890.00.
2. **Staff/Instructional Laptop Refresh:** Quantity 103 - Lenovo E14 ThinkPads running Windows 11 Pro totaling $83,945.

BOARD AGENDA ITEM

Information/Discussion_____
Future Action_____
Action __X___

Item: Annual Policy Service Updates

Submitted by: Dave Rodgers, Asst. Superintendent of Human Resources
Date: __6-30-26_____

Recommended by: Dave Rodgers Board Meeting Date: __7-20-26___

RECOMMENDATION:

Kent ISD utilizes Thrun Law for Board policy services. Each summer, Thrun releases a variety of modifications and recommended updates based on changes in the law or other relevant developments. It is recommended that the Board adopt the changes as detailed.

BACKGROUND:

Please reference the *Thrun Policy Update Guide* which provides a very high-level overview of the recommended changes to the respective policies. This year's policy updates are relatively minor, but certainly important. In most cases, the revisions stem from legislated changes that occurred in the past year.

The packet includes clean versions followed directly by the mark-up version for that same policy so you are able to see what edits have been recommended and embedded within in the clean versions.

If you have any questions, please feel free to contact me directly.

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.

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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: August 15, 2022

Date revised: July 20, 2026

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Series 2000: Bylaws

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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. [Optional. 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:

Date revised:

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.

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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.

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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: August 15, 2022

Date revised: July 20, 2026

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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 ~~under the~~by law.
5. ~~If both the President and Vice President are absent from a Board meeting, the Board may appoint a Board member to serve as acting President.~~
6. ~~1. Perform other duties as prescribed by law, Policy, or Board action.~~
7. ~~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.
8. ~~6.~~ Contact legal counsel on the Board's behalf or authorize individual Board members to contact legal counsel.
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2. Perform other duties as prescribed by law, Policy, or Board action.

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C. Secretary

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

2. Sign ~~the~~ Board meeting minutes, orders, resolutions, and ~~other~~records memorializing Board proceedings ~~of the Board~~.

3. Draw and sign orders upon the ~~Treasurer's approval~~Treasurer for money to be disbursed by the Board.

4. Perform other duties as prescribed by law, Policy, or Board action.

~~The Secretary may delegate duties to an assistant to the Secretary to the extent allowed by law.~~

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 ~~will serve as acting Secretary or, in~~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.

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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:

Date revised:

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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.

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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.

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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.

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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. Reserved

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,

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as described in this Policy, have been satisfied, including special meeting or rescheduled regular meeting notice requirements, if applicable.

K. 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.

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

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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Series 2000: Bylaws

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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.

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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.

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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.
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3. Meeting minutes must comply with the Open Meetings Act.
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        i. Minutes for a meeting open to the public will include at least the following information:
            A) the meeting date, time, and location;
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            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.

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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.

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A) the meeting date, time, and, location;

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C) the Board members absent from the meeting; and

D) the purpose(s) for which the closed session meeting was held and the specific ~~provision(s) of the~~ 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. Reserved

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,

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as described in this Policy, have been satisfied, including special meeting or rescheduled regular meeting notice requirements, if applicable.

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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.

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

Date adopted:

Date revised:

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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

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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 and at any District-related event.

2. 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.

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. 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.

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:

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a. the District building is used for adult education or college extension courses;

b. the use or possession of alcohol is part of a generally recognized religious service or ceremony

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.

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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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Series 3000: Operations, Finance, and Property

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3100 General Operations

3102 Smoking, Tobacco Products, Drugs, and Alcohol

A. Definitions

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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. ~~includes the components, parts, and accessories of an electronic nicotine delivery system, such as e-liquids, cartridges, atomizers, cartomizers (atomizer plus replaceable fluid-filled cartridge), clearomisers, tank systems, flavors, and vials that contain e-liquids.~~

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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.

~~2.~~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.~~made or derived from tobacco, or containing nicotine from any source, that is intended for human consumption, including any component, part, or accessory of a tobacco product (except for raw materials other than tobacco used in manufacturing a component, part, or accessory of a tobacco product).~~

~~3.~~7. "Use of tobacco product" means any of the following:

a. the carrying by a person of a lighted cigar, cigarette, pipe, other ~~lighted smoking~~tobacco-related device, or electronic nicotine delivery system;

b. the ~~inhaling or chewing~~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 vapor~~electronic nicotine delivery system, tobacco product, imitation tobacco product, or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices, ~~or other electronic nicotine delivery systems~~ for consuming or inhaling tobacco, nicotine, or any other substance.

B. Smoking and Tobacco Products

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1. The District prohibits the sale, possession, distribution, dispensation, display, promotion, consumption or use of tobacco products, tobacco-related devices, ~~electronic cigarettes, vaporizers, and all~~ 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

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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.

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

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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]

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 3 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:

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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;
   - 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.

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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.

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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.

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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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 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;
   - 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.

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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.

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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.

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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.

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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.

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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:

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- 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.

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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.

~~J.~~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:

Date revised:

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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.

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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.~~, 6101 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.

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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:

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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.

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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.~~, 6101 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:

Date revised:

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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:

Primary Designated Title IX Coordinator:
Bryndan Arnold
Director of Personnel
2930 Knapp St. NE, Grand Rapids MI 49525
616-447-5664
bryndanarnold@kentisd.org

Additional Title IX Coordinator:
Director of Personnel
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2288
daniellehendry@kentisd.org

Additional Title IX Coordinator(s):
Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

Designated Section 504 Coordinator:
Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

Designated Civil Rights Coordinator/Employment Compliance Officer:
Asst. Superintendent of Human Resources & Legal Services
2930 Knapp St. NE, Grand Rapids MI 49525
616-365-2214
daverodgers@kentisd.org

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.

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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.

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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 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.~~, 6101 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:

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Date revised:

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3100 General Operations

3115C Supportive Measures

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.

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115C Supportive Measures

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.~~, 6101 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:

Date revised:

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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.

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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.~~, 6101 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:

Date revised:

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115E Grievance Procedure and Remedies

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.

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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.

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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: August 15, 2022

Date revised: August 19, 2024

Date revised: February 17, 2025

Date revised: July 20, 2026

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Series 3000: Operations, Finance, and Property

3100 General Operations

3115E Grievance Procedure and Remedies

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.~~, 6101 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:

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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: August 19, 2024

Date revised: February 17, 2025

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3100 General Operations

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Date adopted:

Date revised:

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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 5 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 5 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 5 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 15 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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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: July 20, 2026

Date revised:

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3100 General Operations

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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.

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Date adopted:

Date revised:

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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.

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.

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:

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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: August 15, 2022

Date revised: July 20, 2026

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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 [_____]% of estimated expenditures in the [Choose each applicable fund: General Fund / Special Education Fund / Career and Technical Education Fund].]

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Date adopted:

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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: August 15, 2022

Date revised: August 21, 2023

Date revised: August 18, 2025

Date revised: July 20, 2026

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Series 3000: Operations, Finance, and Property

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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 ~~up to $10,000 (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.

   ~~a.~~b. To the extent District administration determines that the cost of the purchase is reasonable, micro-purchases may be made or awarded without bidding ~~in accordance with this Policy.~~ 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.

   ~~b.~~c. To the extent practicable, the District will distribute micro-purchases equitably among qualified suppliers.

2. Purchases between the Micro-Purchase Threshold ~~$10,000~~ and $3250,000 (~~small purchase procedures~~simplified acquisition threshold)

   The District will use a bidding procedure identified in Policy 3301 subsection C.1.~~, except that the District may use the bidding procedure in subsection B.1.a, above, for purchases up to the then-current state bid threshold published annually by MDE if the District satisfies the annual certification requirements of 2 CFR 200.320(a)(1)(iv).~~

3. Purchases over $3250,000

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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.

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 ~~as~~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

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Legal authority: 2 CFR 200.1 et seq.

Date adopted:

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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 $5000 or less. The Board retains authority, in its discretion, to accept Donations of personal property exceeding $5,000.
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. Scholarships are governed by Policy 3207.

C. 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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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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 [$ or less]. The Board retains authority, in its discretion, to accept Donations of personal property exceeding [$].

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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Date adopted:

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Series 3000: Operations, Finance, and Property

3300 Facilities, Real, and Personal Property

3304 Use of District Property

A. Definitions

1. "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.

B. General Facilities Use Guidelines

1. Rental fees for District facilities and equipment will be set by 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.

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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

1. 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.

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

6. The District's facilities are not public forum and a non-student group's access to such facilities does not create a public forum.

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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. Reserved

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 15, 2022

Date revised: July 20, 2026

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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, ~~such as~~ an athletic team, student council, academic team, or student club.

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

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by the Superintendent or designee before any facility use will be considered. 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.

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

6. The District's facilities are not public fora[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].

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

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:

Date revised:

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.

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.

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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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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Date adopted:

Date revised:

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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.

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

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~~F. Reporting Incidents of Crime~~

~~Each building principal will collect and update information at least weekly on incidents of crime in the applicable building. At least annually, the Board will post information on its website about incidents of crime in the District and will make this information available to Parents on a per-building basis. Within 24 hours after an incident occurs, the Superintendent or designee will report to the Michigan State Police crimes and attempted crimes identified in MCL 380.1310a(2).~~

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

Date adopted:

Date revised:

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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 the Director of Facilities 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.

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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: August 15, 2022

Date revised: August 21, 2023

Date revised: August 18, 2025

Date revised: July 20, 2026

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3400 School Safety and Security

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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 [(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

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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:

Date revised:

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Series 3000: Operations, Finance, and Property

3400 School Safety and Security

3410 Opioid Antagonist

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: August 19, 2024

Date revised: July 20, 2026

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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 ~~at school~~ consistent with state law.

A. Emergency Preparedness

1. The Superintendent or designee ~~will~~ 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 ~~on school grounds~~ 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:

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 Non-Discrimination

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;

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- 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;

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- 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.; 38USC 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

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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)

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4101 Non-Discrimination

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;

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- 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.; 38USC 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*, ~~2024 Mich LEXIS 1454~~515 Mich 328 (~~July 31,~~ 2024)

Date adopted:

Date revised:

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure for Allegations Implicating Civil Rights

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

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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.

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4104 Employment Complaint Procedure for Allegations Implicating Civil Rights

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 ~~Capitol Tower Building~~

Telephone: 1-800-482-3604
Email: MDCRServiceCenter@michigan.gov
Public Portal: https://www.michigan.gov/mdcr/public-portal
~~110 W. Michigan Avenue, Suite 800~~
~~Lansing, MI 48933~~
~~Phone: 517-335-3165~~
~~Fax: 517-241-0546~~
~~TTY: 517-241-1965~~
~~Email: MDCR-INFO@michigan.gov~~

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

Field Code Changed

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:

Date revised:

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Series 4000: District Employment

4100 Employee Rights and Responsibilities

4113 Michigan Earned Sick Time Act (ESTA)

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.
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.

   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:

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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.

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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

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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

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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 hourly increments (or the smallest applicable increment that the District uses to account for absences of use of other time); 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.

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

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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.

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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.

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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 [ ] [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 ~~or by March 23, 2025, whichever is later~~ (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*, ~~2024 Mich LEXIS 1454 (July 31, 2024)~~515 Mich 328 (2024)

Date adopted:

Date revised:

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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;

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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;

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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;

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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 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.

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)

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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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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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

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A. Employee Ethical Conduct

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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;

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11. engaging in activities or behaviors that enhance the operational and instructional environment;

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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;

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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

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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:

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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;

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9. communicating directly or indirectly (e.g., by phone, email, text messaging, or social media) on a matter that does not pertain to school ~~unless the employee obtained prior parental consent~~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);

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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~~prior Parent consent~~ 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;

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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.

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

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

Date adopted:

Date revised:

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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 Generalist, 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.

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;

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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 displays posters to increase security and privacy awareness of system users.

2. 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.

B. 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.

1. 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 CHRISS account is deactivated.

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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.

C. 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 the HR Offices at the Educational Services Center.

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:

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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

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The District must maintain a record of any CHRI dissemination to another authorized agency for all dissemination outside the CHRISS 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.

D. Incident Handling, Monitoring, and Reporting

1. 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 from. 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. A Kent ISD ESC 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.
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 [Kent County Sherriff /	The IT department will remove the intrusion

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	Grand Rapids Township Police] to remove any threats that compromise CHRI data.	before restoring the system. All steps necessary to prevent recurrence will be taken before restoring the system.
Recovery	Local law enforcement [Kent County Sherriff / Grand Rapids Township Police] 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.

2. CHRI Security Breach Incident

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

a. Notice: Personnel will notify the LASO immediately or no later than one hour after the incident was discovered.

b. 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 handing activities into incident response procedures, training, and testing implementing the resulting changes.

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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

1. Response Support Resource: The District will provide a response support resource that offers advice and assistance to system users for handling and reporting incidents.

2. 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.

3. 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.

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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 handing 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.

F. Audit and Accountability

1. 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.

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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.

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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.

G. Access Control Policy

1. 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.

H. Account Management

1. 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;

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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:

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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.

M. 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.

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

1. 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.

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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.

O. Device Lock and Session Termination

1. The device lock will conceal information previously visible on the display with a publicly viewable image.

2. Further access to the system will be prevented by initiating a device lock after a maximum of 30 minutes of inactivity.

3. Users must log out when a work period has been completed.

4. Users must initiate a device lock before leaving the system unattended.

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

P. Remote Access

The District:

1. establishes and documents usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed;

2. authorizes each type of remote access to the system prior to allowing such connections;

3. 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;

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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 rational for remote access in the security plan for the system.

Q. Wireless Access

The District:

1. establishes configuration requirements, connection requirements, and implementation guidance for each type of wireless access;

2. authorizes each type of wireless access to the system prior to allowing such connections;

3. protects wireless access to the system using authentication of authorized users and agency-controlled devices, and encryption; and

4. disables wireless networking capabilities embedded within system components prior to issuance and deployment when not intended for use.

R. Access Control for Mobile Devices

The District:

1. establishes configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices, to include when such devices are outside of controlled areas;

2. authorizes the connection of mobile devices to organizational systems; and

3. 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.

S. Use of External Systems

1. 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.

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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.

T. 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.

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

V. Physical and Environmental Protection (CJISSECPOL 5.9)

W. Systems and Communications Protection (CJISSECPOL 5.10)

X. System and Services Acquisition (CJISSECPOL 5.14)

Y. System and Information Integrity (CJISSECPOL 5.15)

Z. Maintenance (CJISSECPOL 5.16)

AA. Planning (CJISSECPOL 5.17)

BB. Contingency Planning (CJISSECPOL 5.18)

CC. Risk Assessment (CJISSECPOL 5.19)

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

Date adopted: August 19, 2024

Date revised: July 20, 2026

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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 [ ] [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.

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;

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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.

2. 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.

B. 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.

1. 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.

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c. The LASO must ensure that access to the District's digital CHRI records system is disabled and the user's CHRISS 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.

C. 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 [add: location and description].

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

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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.

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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 CHRISS 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.

D. Incident Handling, Monitoring, and Reporting

1. 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 from. 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. 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.
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.

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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 [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 [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.

2. CHRI Security Breach Incident

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

a. Notice: Personnel will notify the LASO immediately or no later than one hour after the incident was discovered.

b. 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.

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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 handing 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).

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    c. where the event occurred;

    d. source of the event;

    e. outcome of the event; and

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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.

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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.

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   a. manage the development, documentation, and dissemination of the access control policy and procedures; and

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   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.

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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.

M. 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.

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

1. 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.

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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.

O. Device Lock and Session Termination

1. The device lock will conceal information previously visible on the display with a publicly viewable image.

2. Further access to the system will be prevented by initiating a device lock after a maximum of 30 minutes of inactivity.

3. Users must log out when a work period has been completed.

4. Users must initiate a device lock before leaving the system unattended.

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

P. Remote Access

The District:

1. establishes and documents usage restrictions, configuration/connection requirements, and implementation guidance for each type of remote access allowed;

2. authorizes each type of remote access to the system prior to allowing such connections;

3. 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;

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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 rational for remote access in the security plan for the system.

Q. Wireless Access

The District:

1. establishes configuration requirements, connection requirements, and implementation guidance for each type of wireless access;

2. authorizes each type of wireless access to the system prior to allowing such connections;

3. protects wireless access to the system using authentication of authorized users and agency-controlled devices, and encryption; and

4. disables wireless networking capabilities embedded within system components prior to issuance and deployment when not intended for use.

R. Access Control for Mobile Devices

The District:

1. establishes configuration requirements, connection requirements, and implementation guidance for organization-controlled mobile devices, to include when such devices are outside of controlled areas;

2. authorizes the connection of mobile devices to organizational systems; and

3. 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.

S. Use of External Systems

1. 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.

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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.

T. 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.

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

V. Physical and Environmental Protection (CJISSECPOL 5.9)

W. Systems and Communications Protection (CJISSECPOL 5.10)

X. System and Services Acquisition (CJISSECPOL 5.14)

Y. System and Information Integrity (CJISSECPOL 5.15)

Z. Maintenance (CJISSECPOL 5.16)

AA. Planning (CJISSECPOL 5.17)

BB. Contingency Planning (CJISSECPOL 5.18)

CC. Risk Assessment (CJISSECPOL 5.19)

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

Date adopted:

Date revised:

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Series 4000: District Employment

4200 Employee Conduct and Ethics

4209 Abortion Referrals and Assistance

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: August 15, 2022

Date Revised: August 19, 2024

Date Revised: July 20, 2026

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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~~s~~

Date Adopted:

Date Revised:

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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.

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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:

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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.

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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, 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.

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.

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: August 15, 2022

Date revised: July 20, 2026

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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.

~~1.~~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.

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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~~and~~ 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.

~~2.~~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.~~

~~3.~~1. ~~"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.~~

~~4. "Tobacco product" means a form of tobacco intended to be inhaled, chewed, or placed in a person's mouth.~~

~~5.~~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 ~~or~~, 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~~, except:~~

~~6.~~5. or at ~~outdoor areas including, but not limited to, an open-air stadium, on Saturdays, Sundays, and other days on which there are no regularly scheduled school hours, or~~ a District function.

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

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, 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]

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.]

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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.

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

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:

Date revised:

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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 unless there is an educational purpose to do so, and may result in discipline, including discharge.

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

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Date adopted: August 15, 2022

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Date revised: July 20, 2026

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4200 Employee Conduct and Ethics

4216 Personal Communications Devices

"Personal communications devices" 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. ~~enables an employee to access the internet or engage in communications through an application, social media, or any other communication method.~~ 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 devices shall not interfere with instructional activities or work-related duties. Employees taking an authorized break may use a personal communications devices 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 devices 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 devices to inappropriately communicate with other employees, students, ~~and~~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 ~~their~~ a personal communications devices 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.

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

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Date adopted:

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.

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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 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: August 15, 2022

Date revised: July 20, 2026

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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.

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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. ~~Absent any contractual guidance~~If the Supervisor or Director is not subject to an ~~applicable~~ individual employment contract or collective bargaining agreement, the Superintendent or designee will present a recommendation of non-renewal ~~will be presented~~ to the Board at least [ ] calendar days before ~~the contract expiration~~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:

Date revised:

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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: August 15, 2022

Date revised: July 20, 2026

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Series 4000: District Employment

4600 The Superintendent

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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:

Date revised:

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5200 Student Conduct and Discipline

5209 Student Use of Wireless Communications Devices

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 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.

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

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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.

Legal authority: MCL 380.1303a

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5209 Student Use of ~~Cell Phone and Electronic Communication~~Wireless Communications Devices

[Choose Option 1 or 2]

[Option 1 (students permitted to use ~~cell phones~~ wireless communications devices at school except during instructional time): Students may not use ~~cell phone~~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 other electronic devices with recording ability.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at school 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 medical 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 procedures plan under Policy 3402, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the device; 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 ~~cell phones and other electronic devices~~Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any ~~cell phone or other electronic device~~Wireless Communications Device.

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Students may not use cell phones or other electronic devices 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.

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.

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- 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 3422, 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 or negatively affect the school environment.

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

School administrators and teachers may confiscate a student's cell phone or other electronic device/Wireless Communications Device if the student's use or possession of a cell phone or electronic 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 cell phone or electronic device.

[Option 2 for students prohibited from using cell phones during school hours: Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer

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~~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 or negatively affect the school environment.~~

~~School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device (Wireless Communication 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 cell phone or electronic device 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.~~1303(2)~~1303a

Date adopted:

Date revised:

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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

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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: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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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:

Date revised:

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Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5710 Student Suicide Prevention

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.

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.

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

Legal authority: MCL 380.1171, 380.1893

Date adopted: August 15, 2022

Date revised: August 19, 2024

Date revised: July 20, 2026

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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.

[Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.]

[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

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suicide intervention and prevention and this Policy. ~~The District's Suicide Prevention Coordinator should be the same person as its Threat Assessment Coordinator as designated in Policy 5714.~~ The Suicide Prevention Coordinator is:

[Name/Position]

[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.]

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.

~~E. Student Identification Cards~~

~~Mandatory if your District issues student identification cards for students in grades 6-12: The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.~~

[Optional, but encouraged by state law:

~~F.~~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.]

Legal authority: MCL 380.1171, 380.1893

Date adopted:

Date revised:

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5700 Student Health and Safety

5710A Student Identification Cards

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: July 20, 2026

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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:

Date revised:

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Series 5000: Students, Curriculum, and Academic Matters

5700 Student Health and Safety

5714 Threat Assessment and Response

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 or overseen 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.

If there is a concern about student self-harm, the building principal or designee should comply with Policy 5710.

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.

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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: July 20, 2026

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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.]

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[Choose Option 1 or 2]

[Option 1:

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.

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To further that commitment, the Board directs the Superintendent to develop:

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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 underby 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 teams is assigned at least the duties described in MCL 380.1308e(2).
4. Develop and implement threat assessment protocols. Those threat assessment protocols must include training for individuals who administer threat assessments and a framework for determining when a threat assessment should be used].

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[Option 2:

The Board is committed to providing a safe environment for all members of the school community. To this end, the Board directs the Superintendent or designee to adopt and implement a threat assessment process.

For purposes of this Policy, a threat is defined as: [Option A: Insert the definition of a threat under your school's threat assessment process.][Option B: Use definition from MDE/MSP joint guidance, which is: an expression of intent to physically or sexually harm someone. This expression may be spoken, written, or gestured. Threats can be expressed directly or indirectly to the victim or others, and threats may be explicit or

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~~implied. Threats sometimes, but rarely, involve guns, other weapons, or explosive devices.]~~

~~If there is a concern about student self-harm, the building principal or designee should comply with Policy 5710.~~

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~~A.~~B. Reporting Threats

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District employees, volunteers, and contractors must immediately report any threat to the ~~Threat Assessment Coordinator~~ 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.

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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.

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~~B. Threat Assessment Coordinator~~

~~The Board designates the following individual to serve as the District's Threat Assessment Coordinator:~~

~~[THREAT ASSESSMENT COORDINATOR NAME]~~
~~[THREAT ASSESSMENT COORDINATOR POSITION/TITLE]~~
~~[THREAT ASSESSMENT COORDINATOR PHONE NUMBER]~~
~~[THREAT ASSESSMENT COORDINATOR EMAIL]~~

~~[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.]~~

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C. Threat Response

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When a threat is reported, the ~~Threat Assessment Coordinator~~ BTAM team school administrator or designee will determine whether to initiate the District's threat assessment protocol.

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Any disciplinary action taken in response to a reported threat must be consistent with the Student Code of Conduct and applicable law and policies.

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D. Training

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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.

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E. Communication with the School Community about Reported Threats

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All communications about reported threats or safety concerns will comply with applicable law, including the Family Educational Rights and Privacy Act~~]~~.

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Legal authority: MCL 380.1308e

Date adopted:

Date revised:

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Thrun Policy Update Guide

Guide for Adopting the Annual Thrun Policy Update

June 10, 2026



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POLICY SERVICE

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BRADFORD W. SPRINGER (OF COUNSEL)

June 10, 2026

Re: 2026 Annual Thrun Policy Update

Dear Thrun Policy Service Subscriber:

Thank you for subscribing to annual updates for the Thrun Policy Service. The 2026 Annual Thrun Policy Update includes revisions to the Board Policy Manual, the Administrative Guidelines and Forms, the Student Handbook, and the Employee Handbook. The cost of the update will be $2,250 for retainer clients and $3,750 for non-retainer clients, which will be included in the District's next monthly invoice.

Please review the enclosed Policy Update Summary and Instructions for Implementation before completing this policy update. For a more detailed explanation of the changes from this policy update, click here to register for the Policy Update Review Meeting on Wednesday, June 17 from 10:00am – 11:00am ET. There is no cost to register. This meeting will be recorded, and the video will be available on our website throughout the year for your reference.

If you have any questions about the Update, please contact Board Policy Administrator Lucas Savoie (Policy@ThrunLaw.com). As always, thank you for allowing us to be of service to your school.

Very truly yours,

THRUN LAW FIRM, P.C.

Policy Update Summary

Annual Thrun Policy Update – June 2026

ISD Board Policy Manual	
Policy / AG/ Form	**Revision(s)**
2000 Series	
2202 Authority to Enter into Contracts	Added new optional section G that would authorize the Superintendent to make purchases within budget allocations.
2406 Board Officers Duties	Added new "chain of command" provisions to address situations where one or more board officers are absent or otherwise unable or unavailable to perform their duties.
2501 Meetings	Added new optional section K to address the electronic communications of board members.
3000 Series	
3102 Smoking Tobacco Products Drugs and Alcohol	Updated to reflect recommended revisions from MDHHS.
3108 Service Animals	• Updated to add definitions of "service animal in training" and "animal raiser or trainer". • Added new section J "Service Animals in Training"
3115 – 3115E; 3115H	Corrected legal authority.
3122 Transfer of Territory Petitions	New policy for ISDs related to property transfers.
3202 Budget and Truth in Budgeting-Taxation Hearings	Revised the ISD budget preparation process to state that the April 1 preparation deadline and other procedures only apply for ISDs seeking an allocation from a county tax allocation board.
3301A Purchasing and Procurement with Federal Funds	• Updated to reflect the District's ability to increase the micro-purchase threshold for micro-purchases. • Updated to acknowledge that asbestos removal is treated differently from other services for bidding purposes.
3303 Gifts and Donations	Clarified the District's ability to liquidate stock donations.
3304 Use of District Property	Updated definition of "student groups" for consistency with changes to Policy 5507 (Extracurricular Activities).
3306 Construction Bidding	Revised to clarify that competitive bidding is required under Section 1267 of the Revised School Code for certain improvements and services in addition to traditional school building construction.
3402 Drills Plans and Reports	Removed section F (Reporting Incidents of Crime) and removed reference to repealed law from legal authority.
3407 Asbestos Management	Corrected legal authority.
3410 Opioid Antagonist	Updated to reflect a change in the law to permit distribution of opioid antagonists.

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Policy Update Summary

Annual Thrun Policy Update – June 2026

4000 Series	
4101 Non-Discrimination	Replaced LEXIS number in legal authority with reporter citation for *Mothering Justice* case.
4104 Employment Complaint Procedure for Allegations Implicating Civil Rights	• Updated MDCR contact information and added link to portal • Added EEOC ASL Video number and public portal link • Added the Title IX requirement that a complaint be signed by the complainant to be considered a formal complaint
4113 Michigan Earned Sick Time Act (ESTA)	Replaced LEXIS number in legal authority with reporter citation for *Mothering Justice* case.
4201 Employee Ethics and Standards	• Updated section B.2 to be consistent with RSC Section 1814 • Updated C.9 and C.13 to be consistent with C.15 and C.16 • Added an option in C.9 for prior permission of "a District administrator" to be consistent with C.15 and C.16.
4205-AG-1 Criminal Justice Information Security	Added legal authority.
4209 Abortion Referrals and Assistance	Corrected legal authority.
4210 Drug and Alcohol Free Workplace Tobacco Product Restrictions	Updated to reflect recommended revisions from MDHHS. Includes an exception for Native communities for spiritual and medicinal purposes; added optional provision in D.4 that would allow the use and possession of tobacco products on school premises at outdoor areas during certain times to follow the exceptions in Section 473 of the Michigan Penal Code.
4216 Personal Communications Devices	Updated policy title and the definition of "personal communications device" to align with definition of "wireless communications device" in Policy 5209.
4508 Administrator Non-Renewal	Updated to address nonrenewal process in the absence of an applicable individual contract or CBA.
4602 Hiring	Clarified that the Board may consider any other relevant factors as determined by the Board when hiring a superintendent.
5000 Series	
5209 Student Use of Wireless Communications Devices	Updated to be consistent with new law and technological advances.
5507 Extracurricular Activities	• Updated to define "extracurricular activities".
5710 Student Suicide Prevention	• Updated policy to be optional. • Removed section on student identification cards that will now be addressed in new, separate policy 5710A. • Removed reference to Threat Assessment Coordinator
5710A Student Identification Cards	New optional (but recommended) policy re: student identification cards.
5714 Threat Assessment and Response	Updated to reflect new law requiring schools to establish BTAM teams by October 1, 2026.

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