



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

Agenda

Regular Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

November 15, 2021

7:00 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will also be live-streamed on YouTube and available through Zoom video conferencing. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person, use Zoom chat during the Public Comment portions of the meeting or by emailing Board President, Laura Adkins, prior to the meeting at laura.adkins@hazelparkschools.org.

To view the meeting via Zoom, please use the following link: [Join Zoom Meeting](#).

<https://hazelparkschools.zoom.us/j/86454908936>

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (ACTION ITEM)

PUBLIC COMMENT

The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters. During this portion of public comment, each statement made by a participant shall be limited to three (3) minutes and participants must identify themselves by name and address.

SPECIAL ORDER OF BUSINESS

A. LEO Quarterly Report (Informational Item) 3

B. iReady Data (Informational Item) 9

CONSENT AGENDA (Action Items) 40

The Board of Education shall use a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it for more discussion and specific action.

A. Approval of Minutes

1) Board Meetings 41

2) Committee Meetings 49

B. Monthly Financial Reports 54

C. <u>Personnel Recommendations</u>	
D. <u>Conference Requests</u>	65
NEW BUSINESS	
A. Board of Education Policies Updates-First Reading (Action Item)	67
B. Purchase of Calculators (Action Item)	189
C. Stipend for Director of Business (Action Item)	190
D. Bond Refinancing (Action Item)	191
E. Budget Amendment (Action Item)	207
SUPERINTENDENT REPORT	
A. Student Count Update	215
B. Enrollment Update	231
C. Discipline	
D. Vaccine Clinic	
E. Holiday Basket	
REQUESTS FOR FUTURE AGENDA ITEMS	
CALENDAR DATES	
Nov. 29 - Special Board of Education Meeting	
Dec. 06 - Finance Committee Meeting	
- Buildings & Grounds Committee Meeting	
Dec. 13 - Regular Board of Education Meeting (*Not the 3rd Monday)	
PUBLIC COMMENT	
<i>During this portion of public comment, each statement made by a participant shall be limited to one (1) minute and participants must identify themselves by name and address.</i>	
BOARD MEMBER AND ADMINISTRATION COMMENTS	
ADJOURNMENT	

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

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

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

Literacy Essentials Oakland (LEO) 2021-22 November Update

Dr. Stephanie Dulmage
Erika Resh, LEO Instructional Coach

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Professional Learning

- Essential Instructional Practices in Literacy, with a focus on vocabulary, interactive writing, and diversity.
- Coaching professional learning around effective strategies and approaches to develop teacher capacity and support instructional practices to increase student achievement.
- Diversity, Equity and Inclusion and the implications for classroom instruction.
- Cross district collaboration and Oakland Schools consultant support around developing instructional practices that support literacy development and achievement.
- State Early Literacy Coaching Network professional learning to develop coaching capacity, while collaborating with other ISD's across the state to look at instructional practices and strategies to support literacy learning through an equity lens.

District work with the LEO Project

- Our Literacy Leadership Team (LLT) is participating in a year long series “*Cultivating Lasting Capacity for Literacy Instructional Improvement*” to support our Literacy Roadmap work designed around increasing literacy achievement for all students.
- Working in collaboration with district coaches, building administrators and central office staff to develop professional learning that supports implementation of the Hazel Park⁵ Instructional Framework utilizing our new curriculum resources to increase student learning and engagement.
- Building capacity of the instructional coaching team in the areas of literacy, that include culturally responsive practices, and the use of data to inform instruction and make data-based decisions

Impact on Instruction

- Coaching individual teachers and providing support around literacy instruction; Implementation of the Fountas and Pinnell Phonics and Words Study Program, the HP Curriculum Framework components including shared reading, interactive writing, read aloud with accountable talk, guided reading and reading mini lesson. Coaching support includes planning, modeling, observing and reflecting, as well as job-embedded professional learning.
- Supporting teachers in using their iReady, curriculum based and classroom data to plan for instruction.
- Coaching teachers to develop classroom routines and procedures to positively impact instructional practices and student achievement.
- Professional learning series with a teacher to support read alouds and vocabulary development focused on bringing diversity, equity and inclusion into the classroom.

Impact on Instruction

Teacher feedback:

"...As a newer teacher, navigating new curriculums and programs can be overwhelming. Erika has offered her help and expertise countless times. She has helped me organize ELA materials, modeled lessons, and been someone I feel comfortable coming to with any questions or concerns. I am so happy to have an instructional coach to support me." -2nd grade teacher

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"My coach is always there to support me. She has always been amazing at lending a hand and being a thought partner as I navigate new lessons. Her coaching has impacted me by giving me more confidence in my teaching. Every single interaction I have had with my coach has left me with ideas to move my teaching forward." -1st grade teacher

LEO Moving Forward (Years 3 & 4)

At this point the OS plans to support us by....

- LEO Networking and Learning Sessions
- Working with LLT's
- Direct support to teachers (with coach)
- Topic specific professional learning tied to our Literacy Road Maps
- Cross district collaborations
- Cognitive Coaching Training
- Lab-based models
- Cycles of Inquiry
- Customized support based on district needs

Fall 2021 Data Update i-Ready Reading and Math Diagnostic

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Framing Our Data Work?

What Information Should We Use and What Actions Should We Take To Support Acceleration of Learning?

What Will Enable our Work?

- i-Ready Diagnostic Data and Fall College Board Assessments
- Use of Curriculum-Embedded Formative and Summative Assessments
- Analyzing Domain and Subscore Data and Various Student Populations
- Consistent Data Collection and Analysis
- Regular and Targeted Building and District Data Days
- Reframing Data Questions to From an Assets Lens
- Using Diverse and Multiple Data Sets
 - Demographic
 - Perceptions
 - School Processes
 - Student Academic and Non-Academic

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2021-2022 - Baseline Data

District Improvement Goals and Strategies

Reading

Goal: Provide comprehensive opportunities for staff to increase their understanding and implementation of the Essential Literacy Practices, through the Hazel Park Instructional Framework in order to increase the percentage of K-8 students scoring on or above grade level in **Reading** (as measured by the i-Ready diagnostic) by 10% by June 2022.

Math

Goal: Provide comprehensive opportunities for staff to increase their understanding and implementation of the Essential Literacy Practices, through the Hazel Park Instructional Framework in order to increase the percentage of K-8 students scoring on or above grade level in **Reading** (as measured by the i-Ready diagnostic) by 10% by June 2022.

What questions did we seek to answer?

What is our baseline data?

What are the positive trends? What is present that we can build upon?

What surfaces as areas of focus? What opportunities do you/we have to accelerate positive change for students?

What do we notice about specific student groups?

What actions will or have you taken as a result of this information?

What actions will we take to accelerate learning, positively impact social emotional health, student engagement, and belonging?

What additional questions will we seek to answer moving forward?

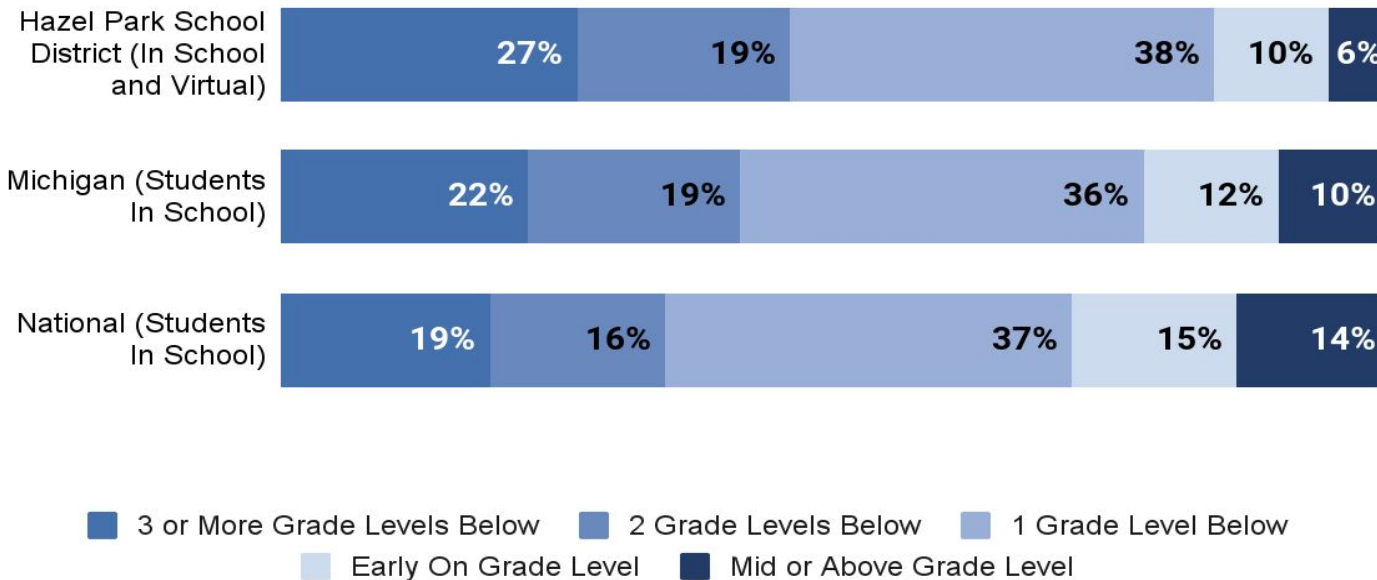
What's working and who is it working for? How can we make sure this opportunity is there for all students?

What do we notice when we triangulate multiple sources of data?

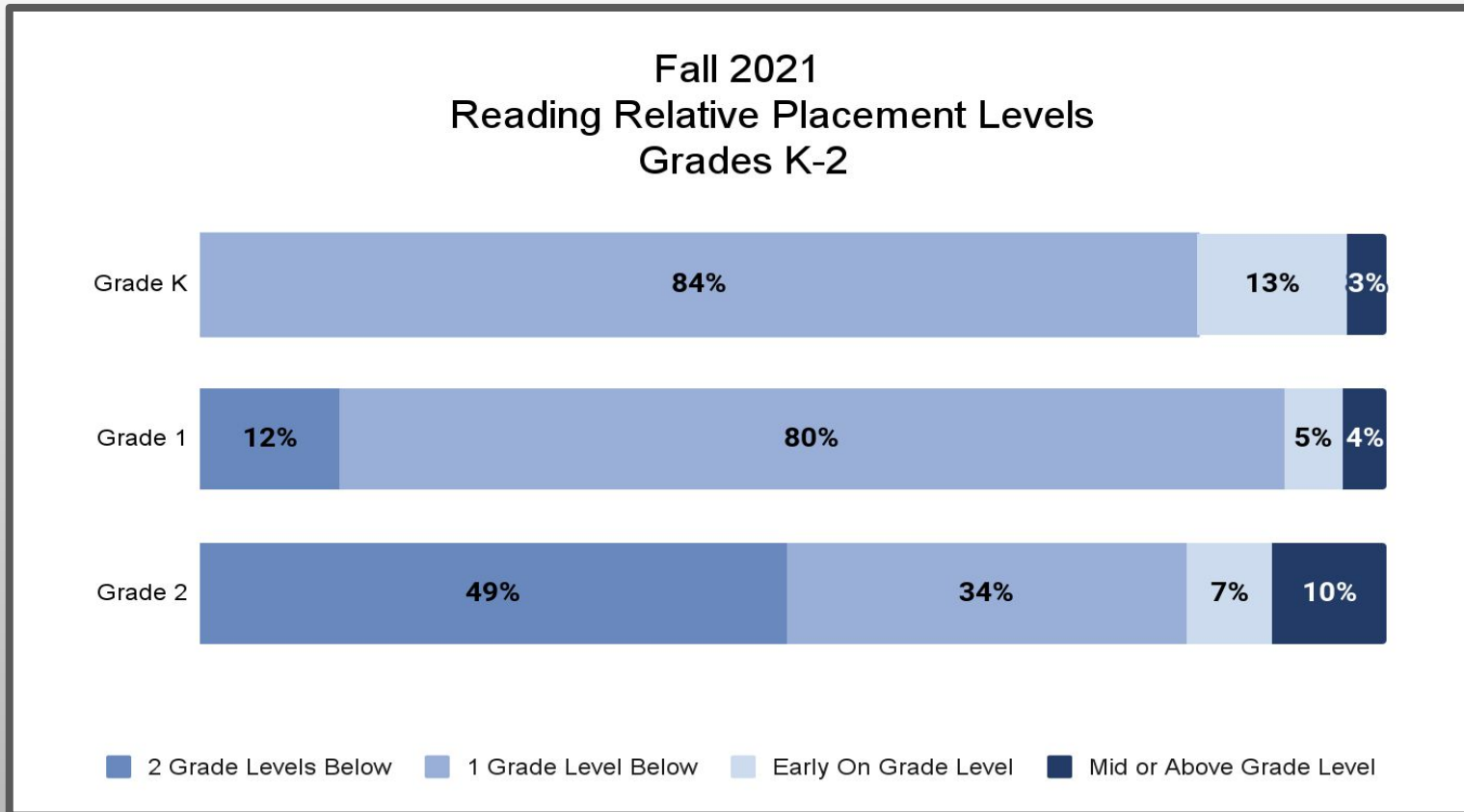
What other types of information (data) can we collect to determine root cause and actions?

What is the root cause of the focus areas and how will we respond?

District - Reading Overall Relative Placement Grades K-8

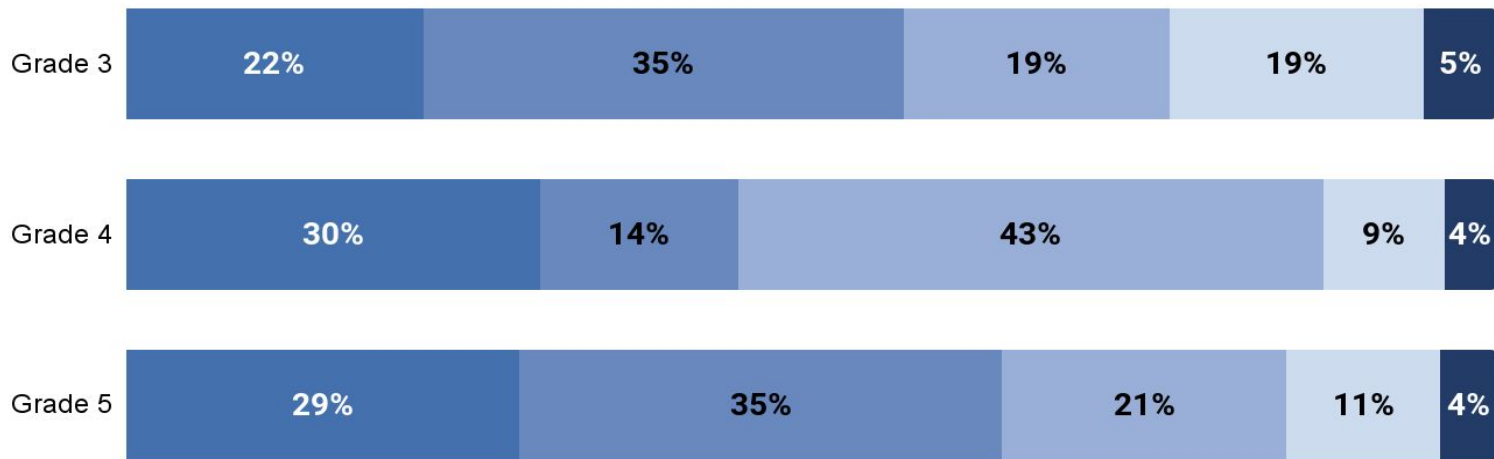


i-Ready Reading Diagnostic - Fall 2021



i-Ready Reading Diagnostic - Fall 2021

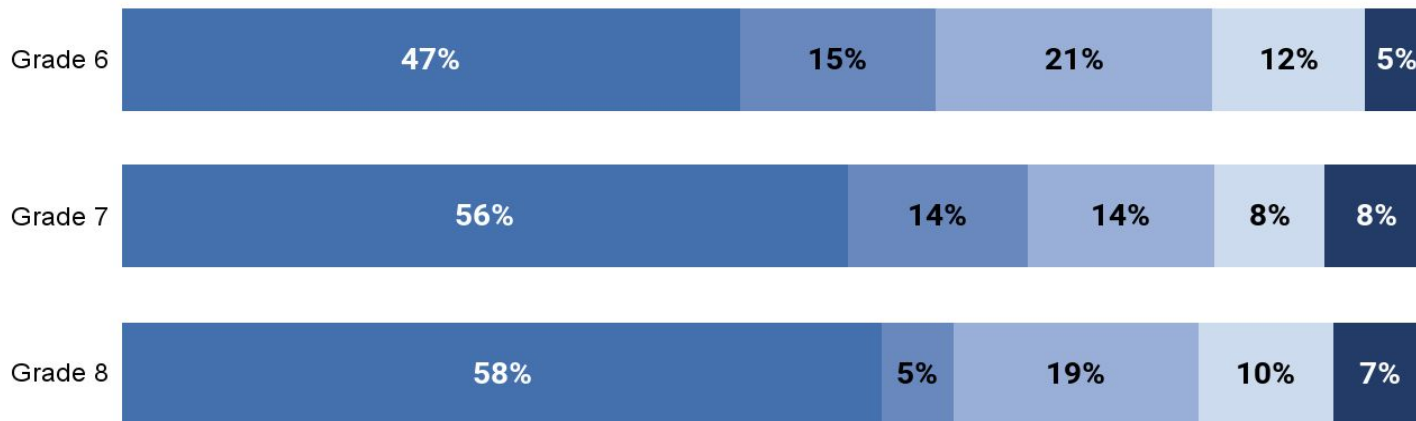
Fall 2021 Reading Relative Placement Levels Grades 3-5



3 or More Grade Levels Below
 2 Grade Levels Below
 1 Grade Level Below
 Early On Grade Level
 Mid or Above Grade Level

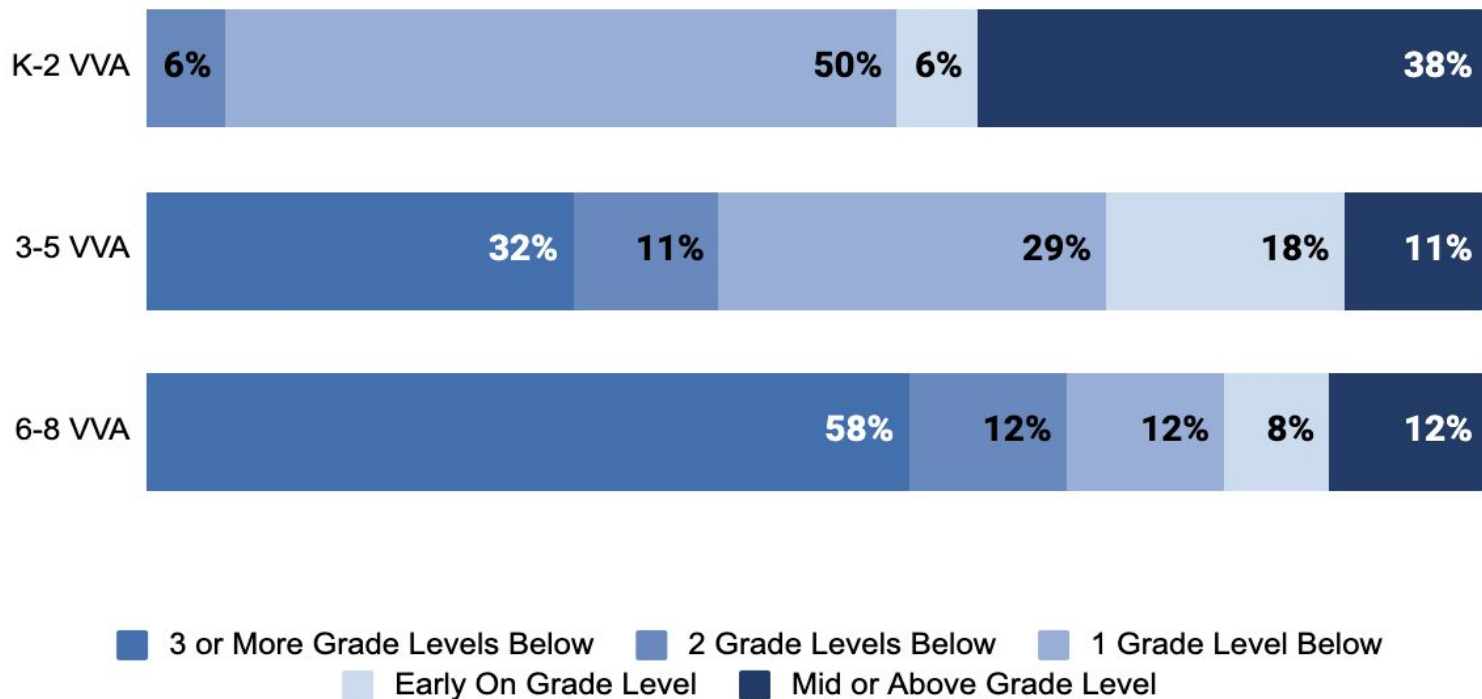
i-Ready Reading Diagnostic - Fall 2021

Fall 2021 Reading Relative Placement Levels Grades 6-8



■ 3 or More Grade Levels Below
 ■ 2 Grade Levels Below
 ■ 1 Grade Level Below
 ■ Early On Grade Level
■ Mid or Above Grade Level

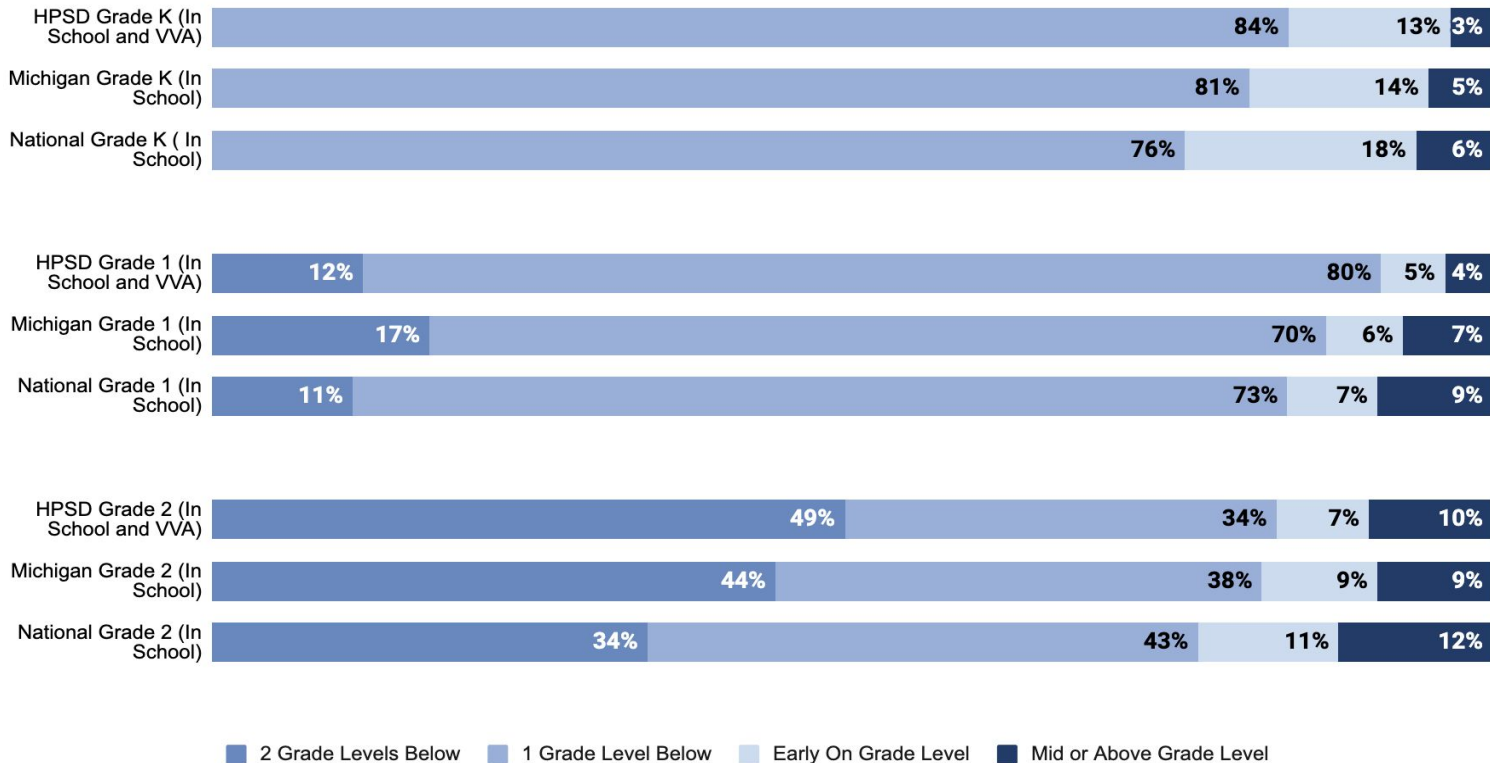
Fall 2021 Reading Relative Placement Levels - Viking Virtual



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i-Ready Reading Diagnostic - Fall 2021

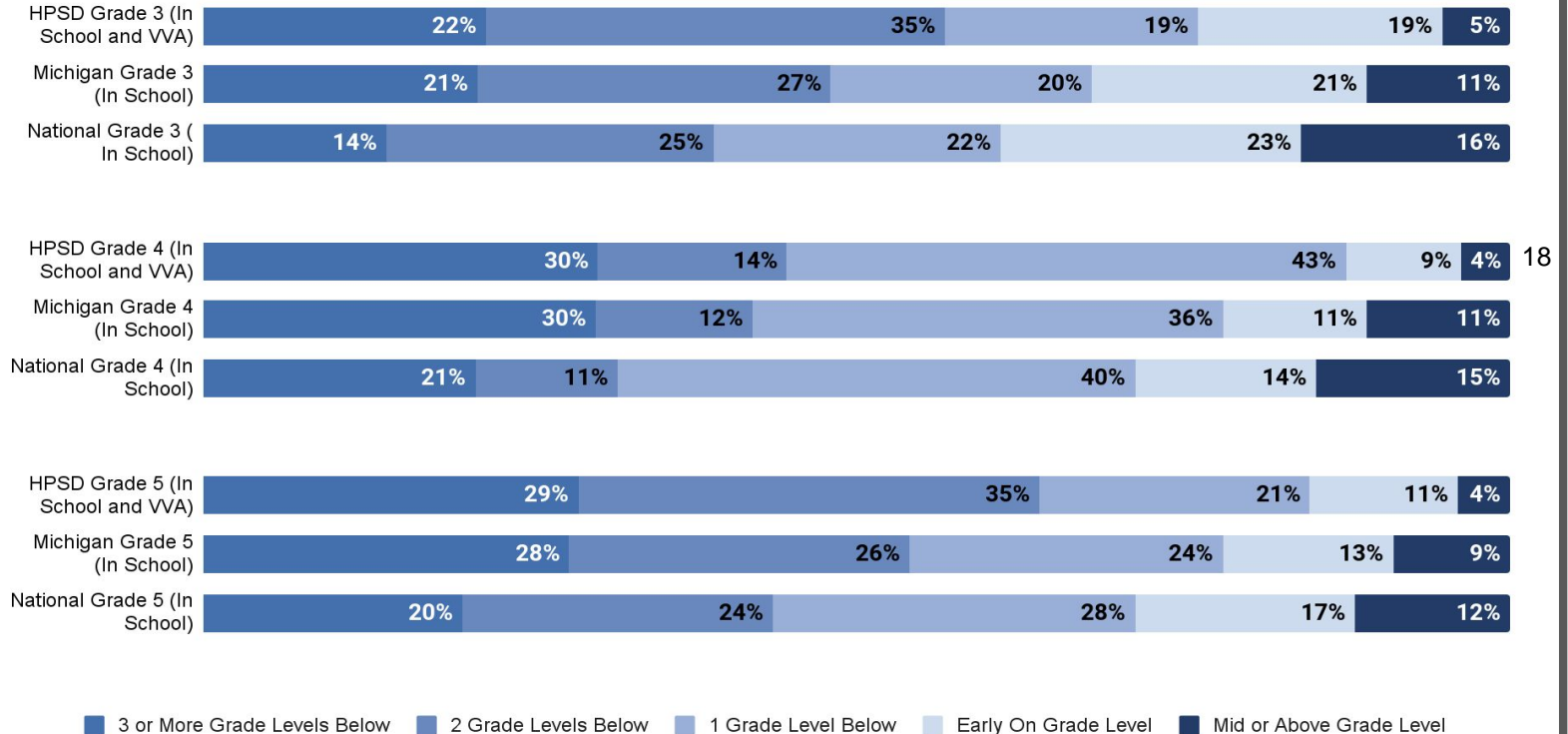
Reading Relative Placement Levels Grades K-2 Comparison to Michigan and National Distributions



17

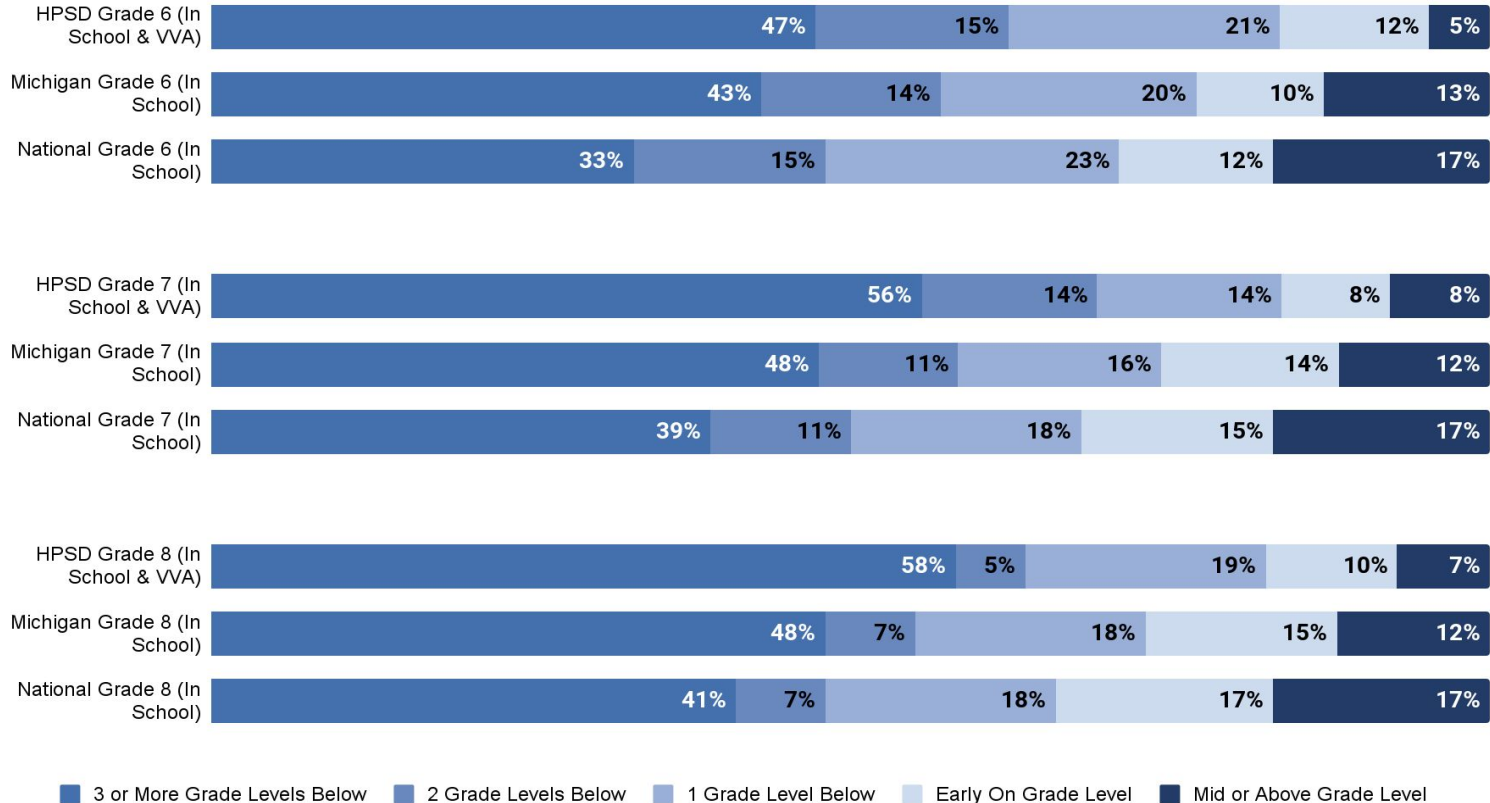
i-Ready Reading Diagnostic - Fall 2021

Reading Relative Placement Levels Grades 3-5 Comparison to Michigan and National Distributions



i-Ready Reading Diagnostic - Fall 2021

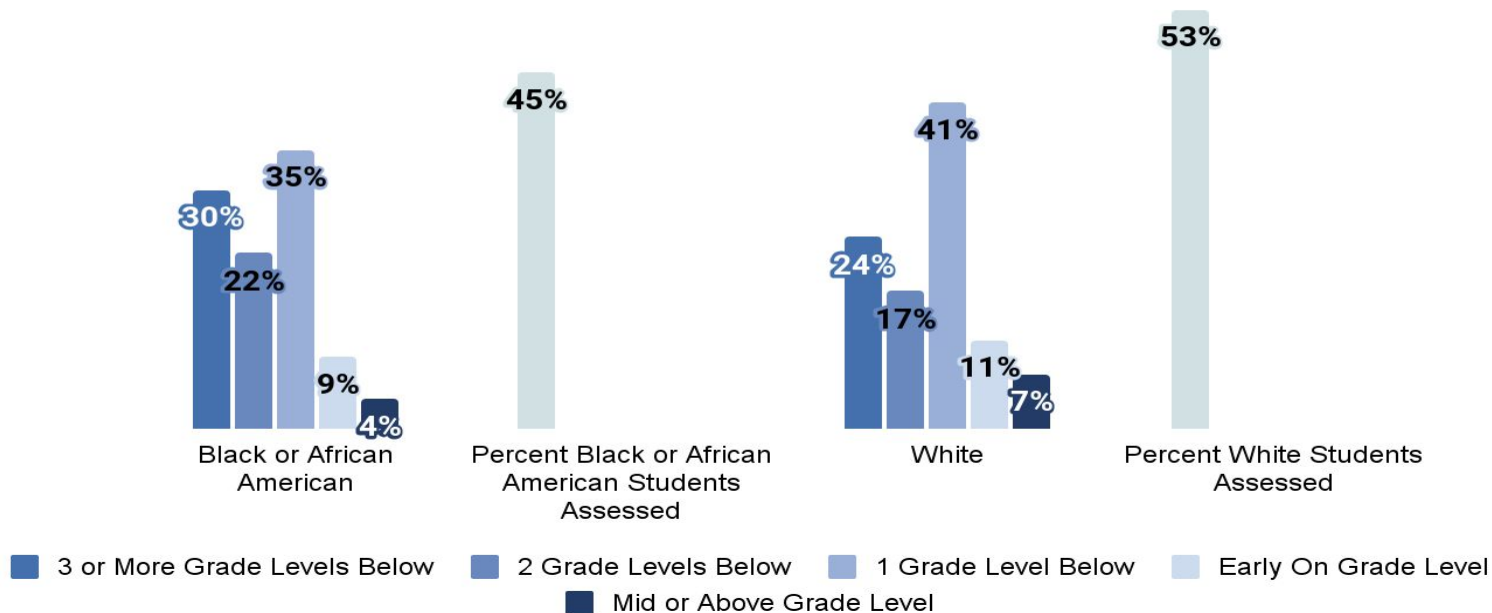
Reading Relative Placement Levels Grades 6-8



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i-Ready Reading Diagnostic Data by Race

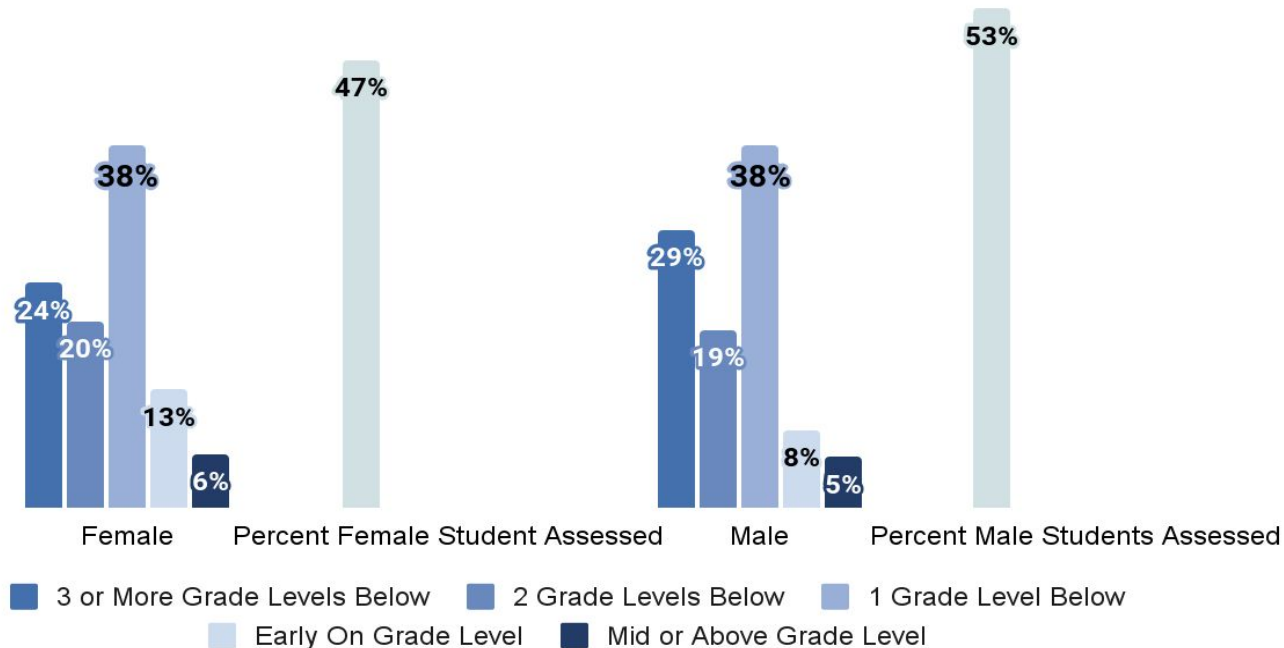
Fall 2021 Reading Relative Placement Levels by Race



Data shown in the graph represents 98% of the student population in grades K-8. Typically, if a student group is less than 10% the actual data (counts or percentage) is not displayed to protect student privacy.

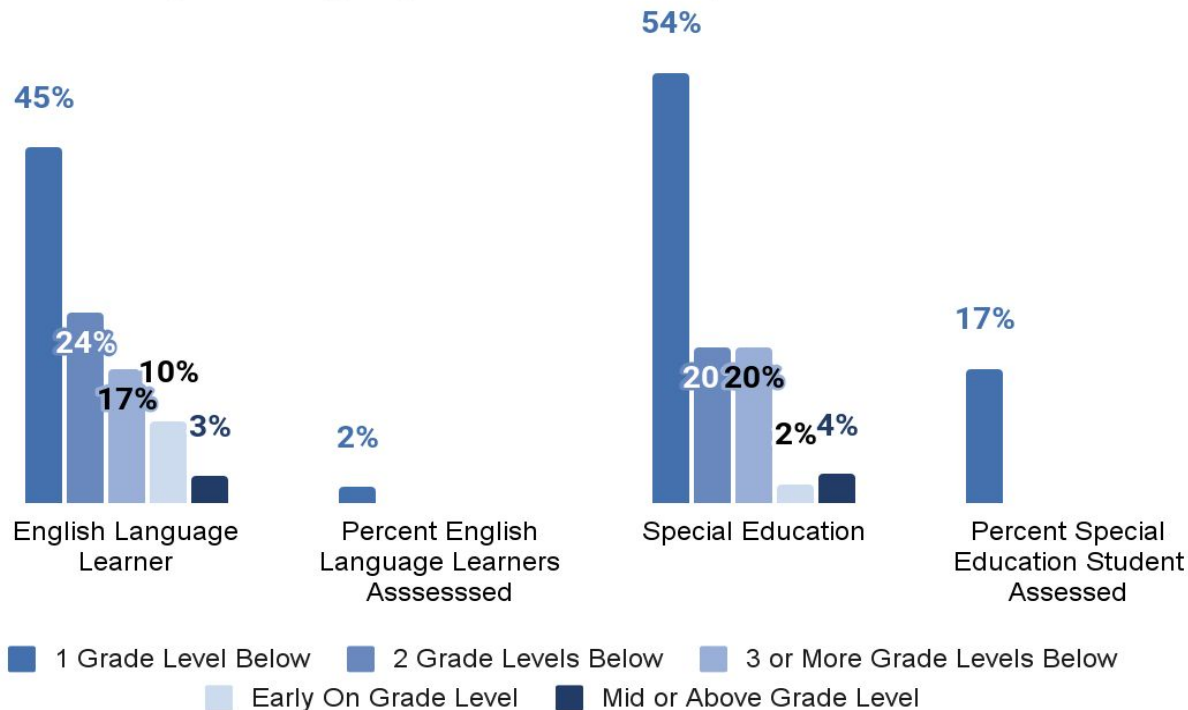
i-Ready Reading Diagnostic - Fall 2021

Fall 2021 Reading Relative Placement Levels by Gender

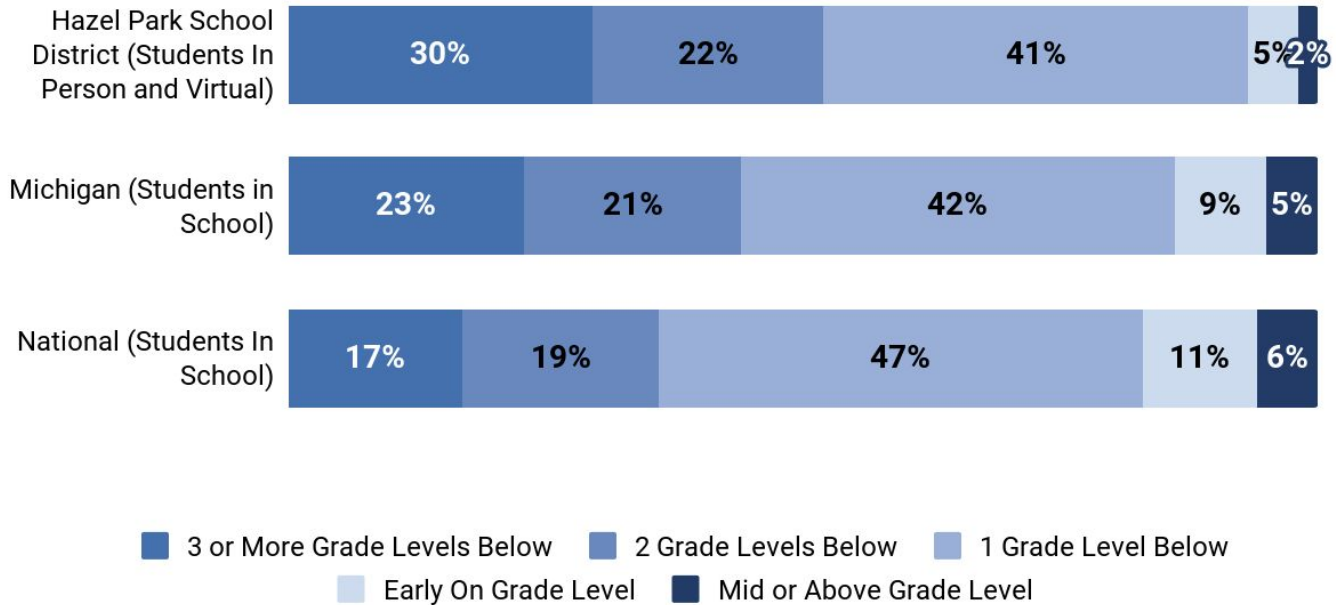


i-Ready Reading Diagnostic - Fall 2021

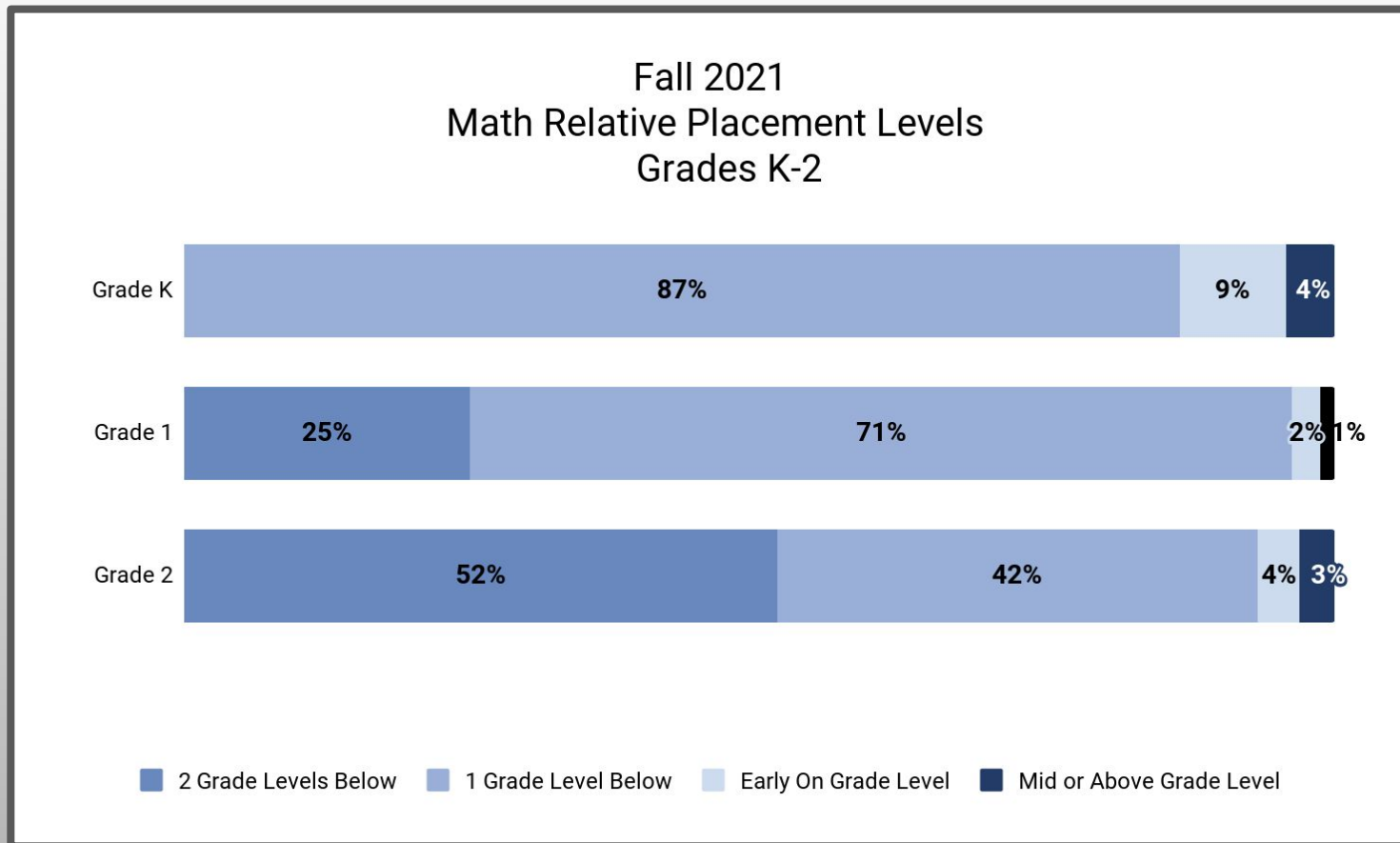
Fall 2021 Reading Relative Placement Levels English Language Learner and Special Education



District - MATH Overall Relative Placement Grades K-8

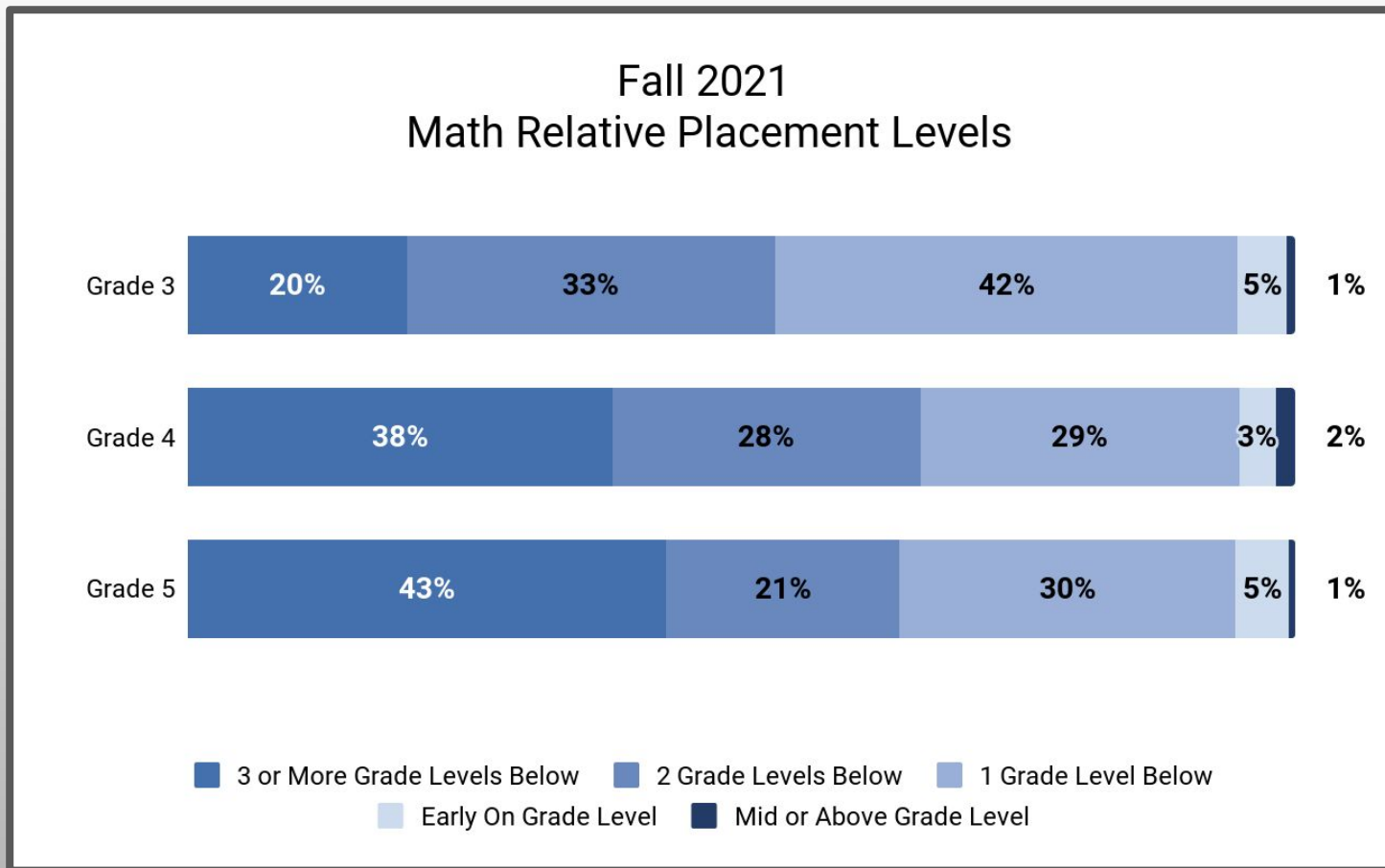


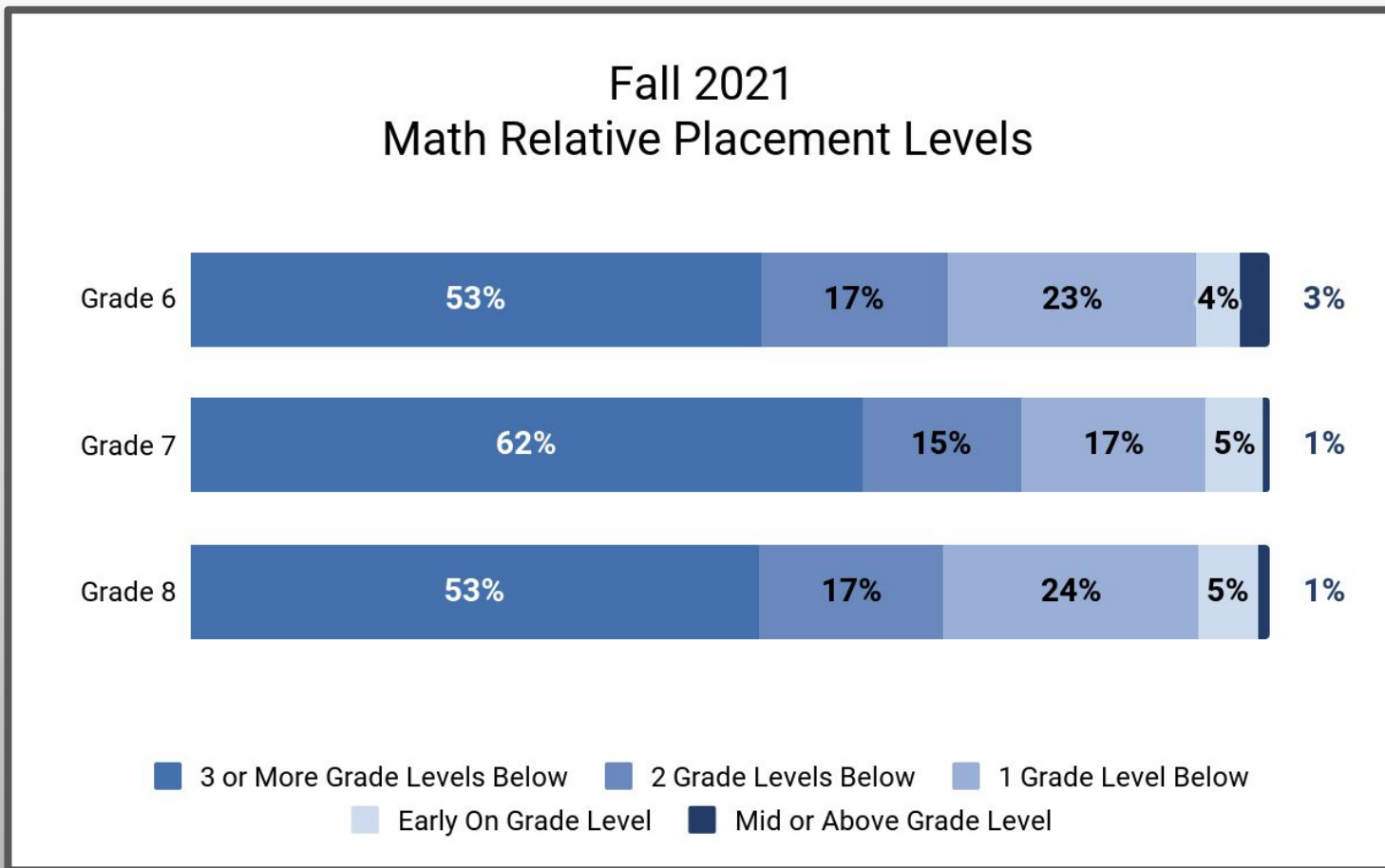
i-Ready Math Diagnostic - Fall 2021



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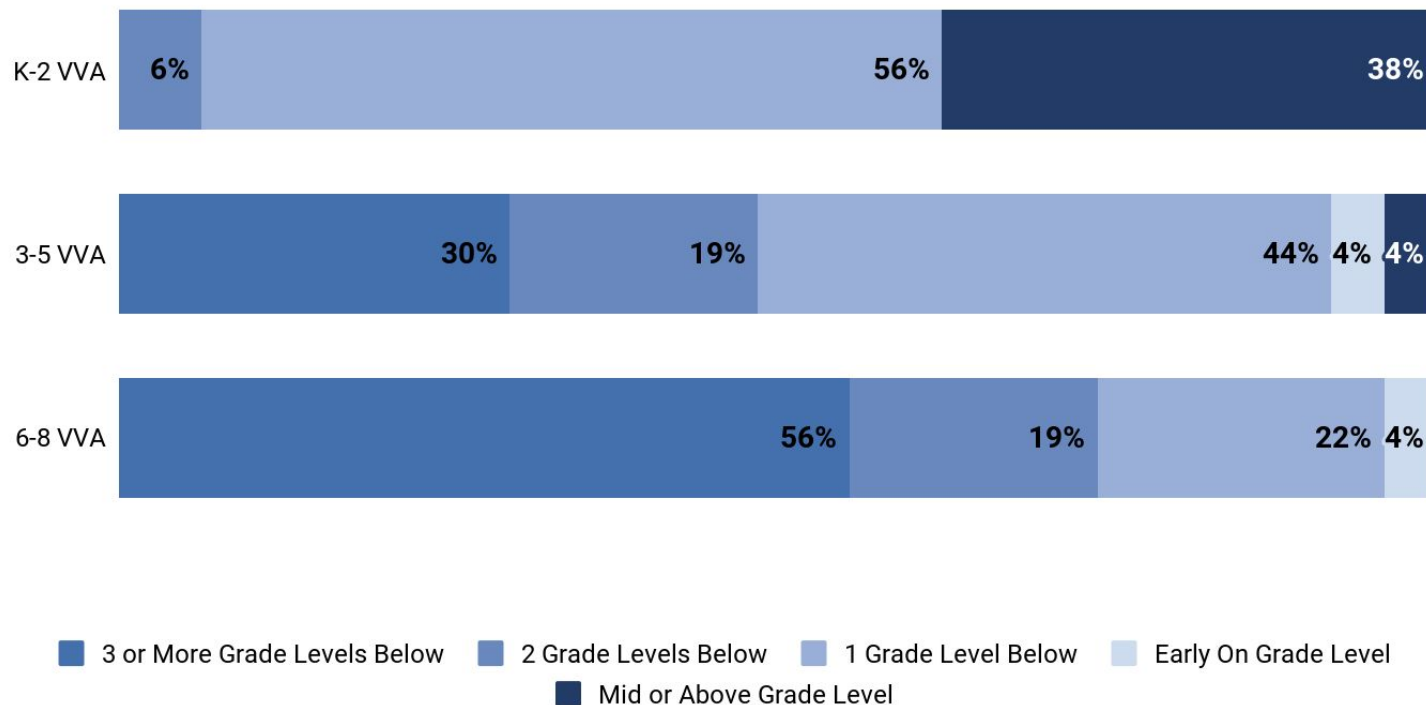
i-Ready Math Diagnostic - Fall 2021





i-Ready Math Diagnostic - Fall 2021

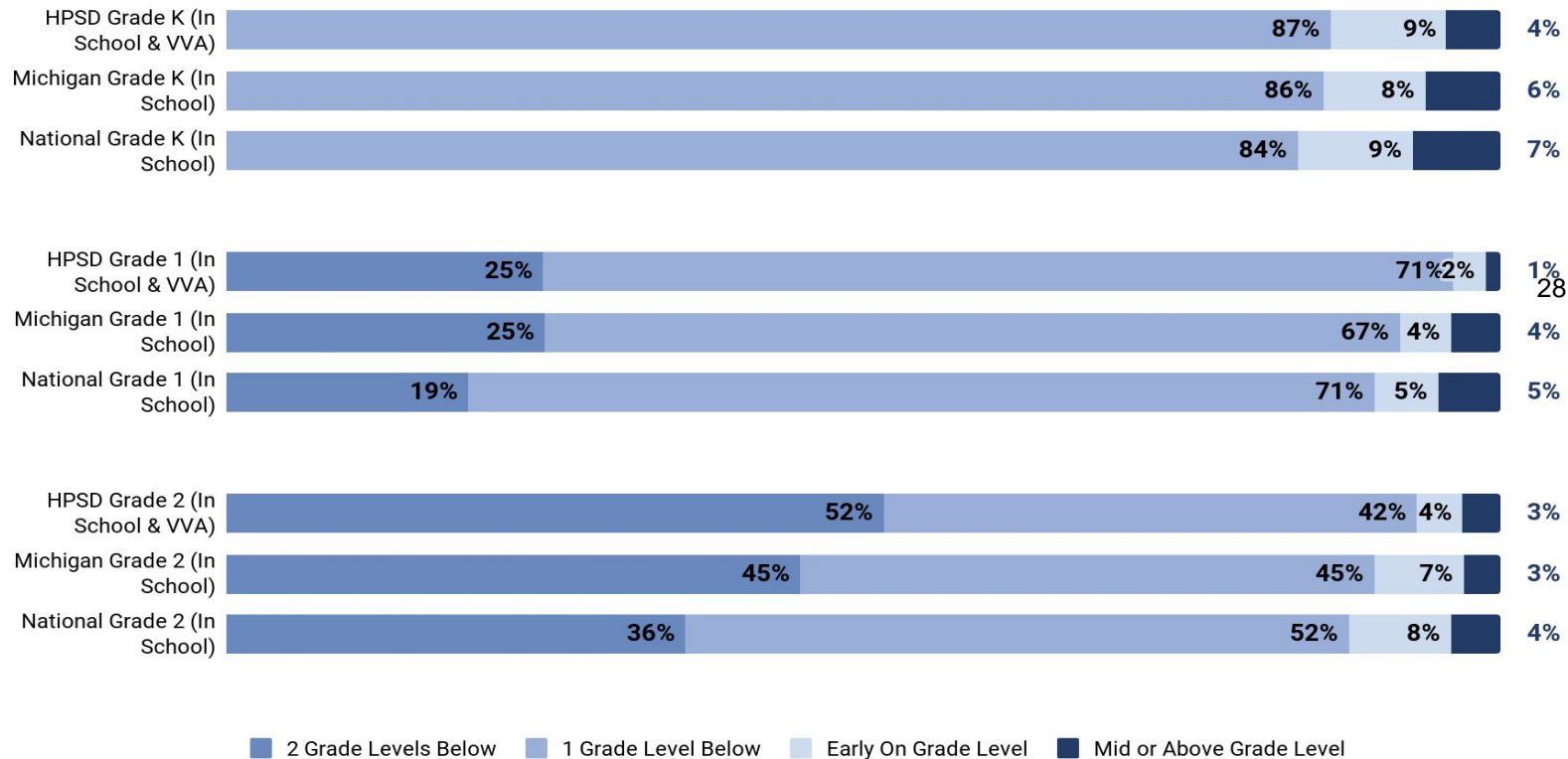
Fall 2021 Math Relative Placement Levels - Viking Virtual



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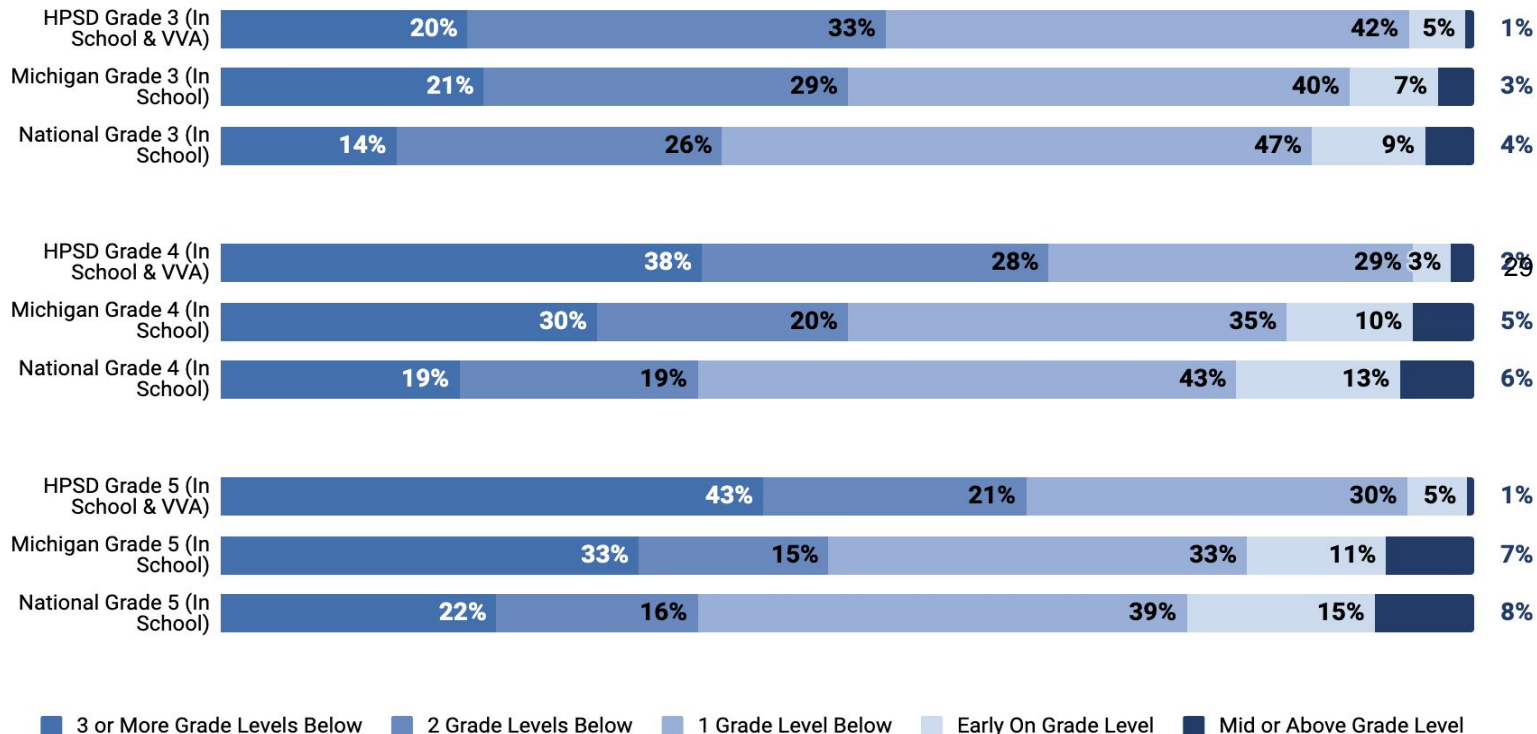
i-Ready Math Diagnostic - Fall 2021

Math Relative Placement Levels Grades K-2



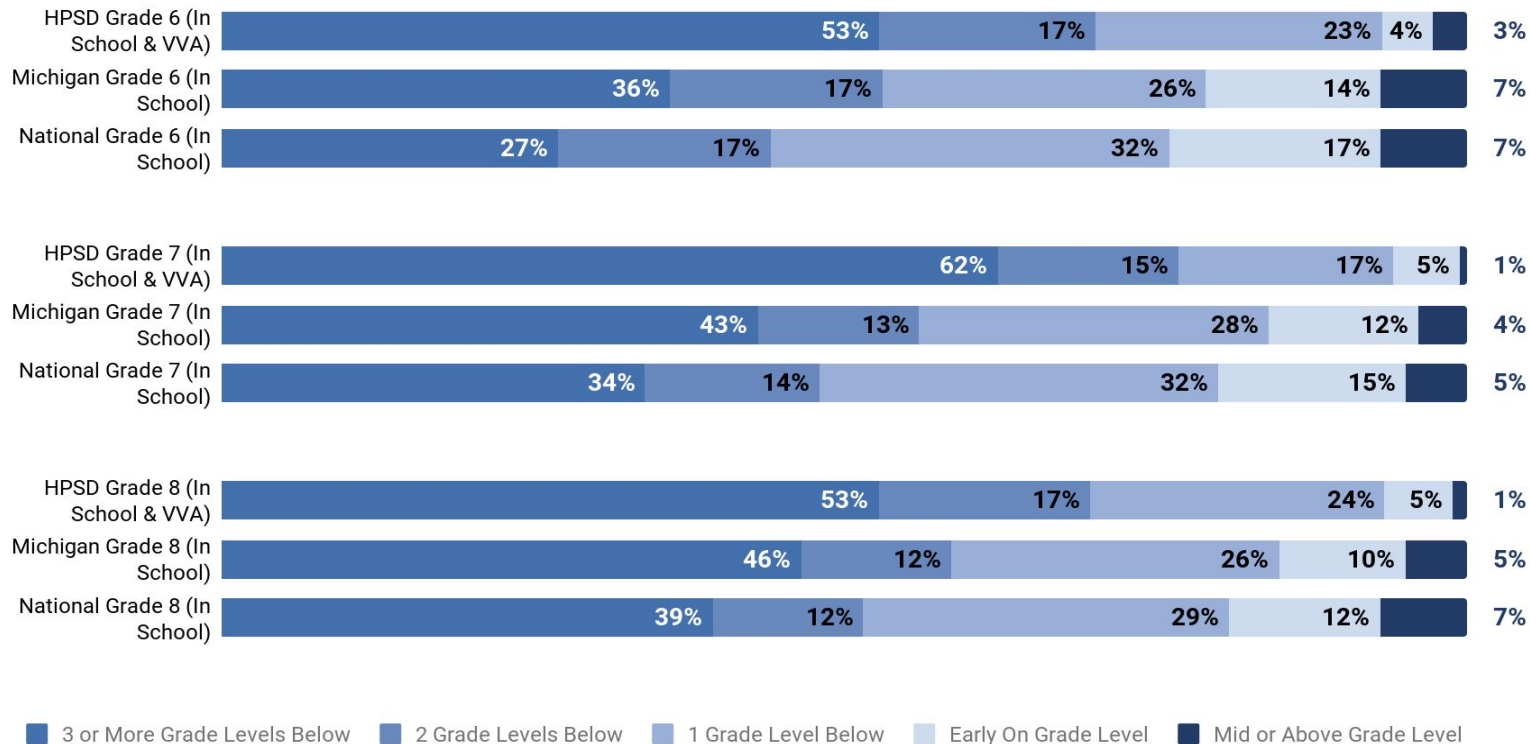
i-Ready Math Diagnostic - Fall 2021

Math Relative Placement Levels Grades 3-5 Comparison to Michigan and National Distributions

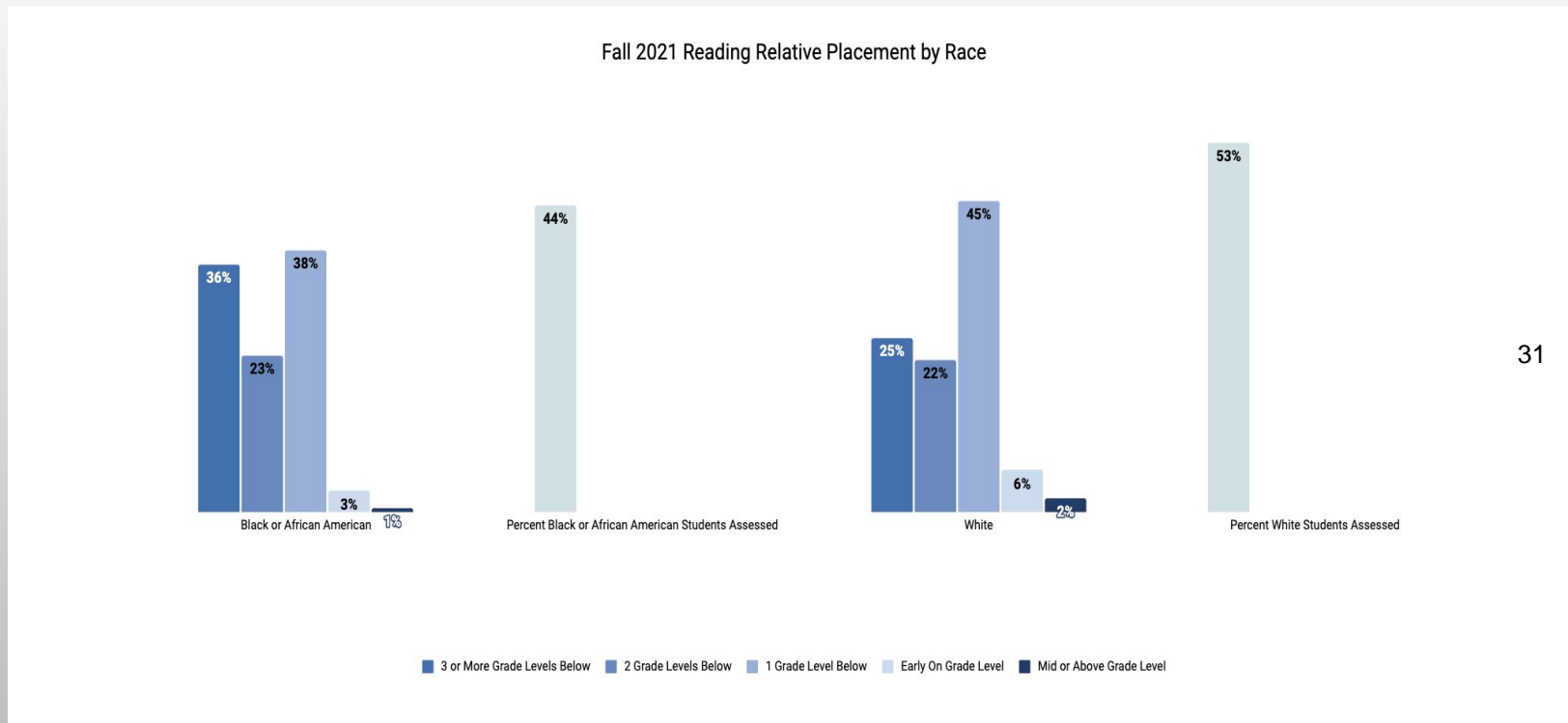


i-Ready Math Diagnostic - Fall 2021

Math Relative Placement Levels Grades 6-8 Comparison to Michigan and National Distributions



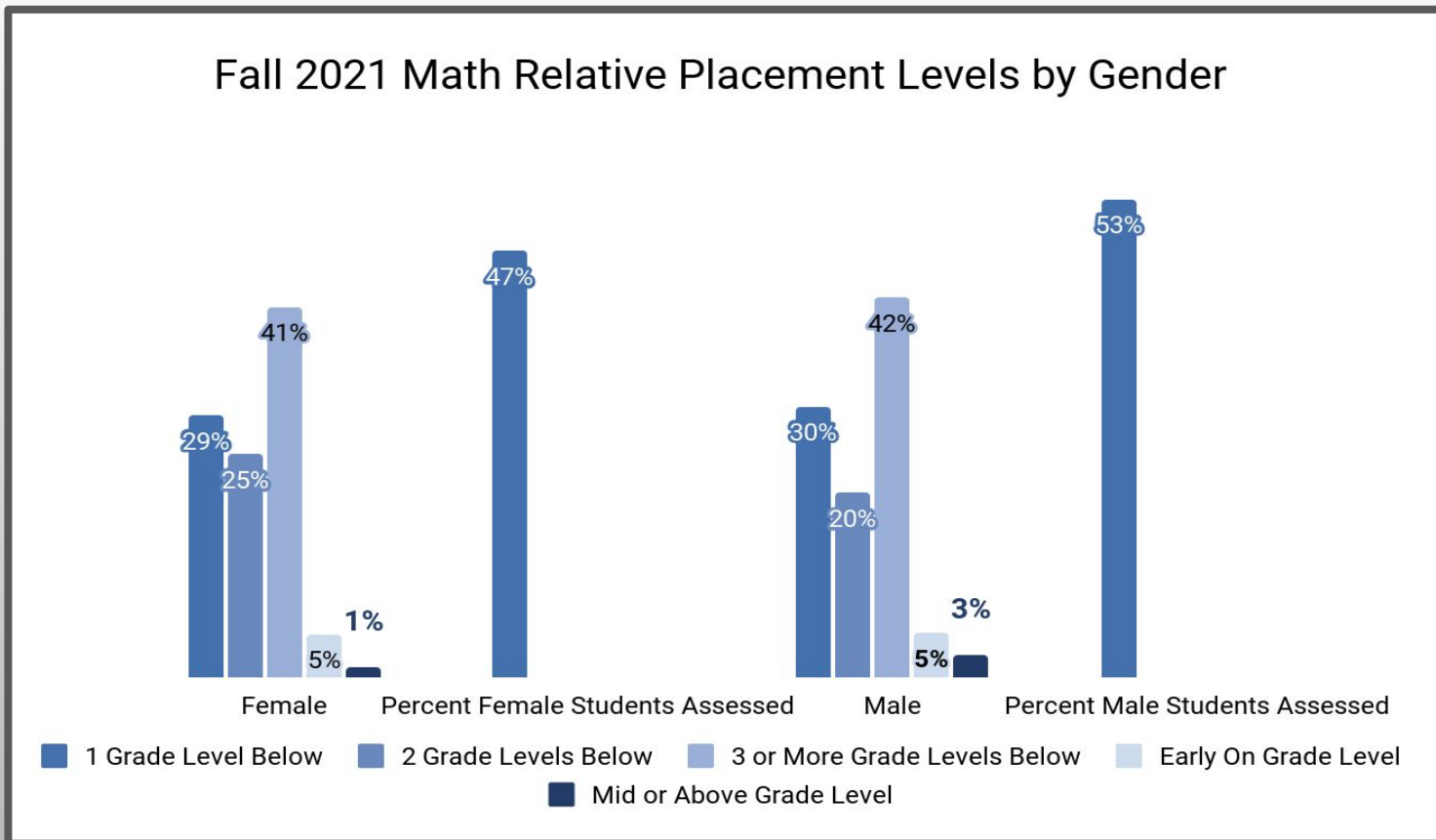
i-Ready Math Diagnostic Data by Race



31

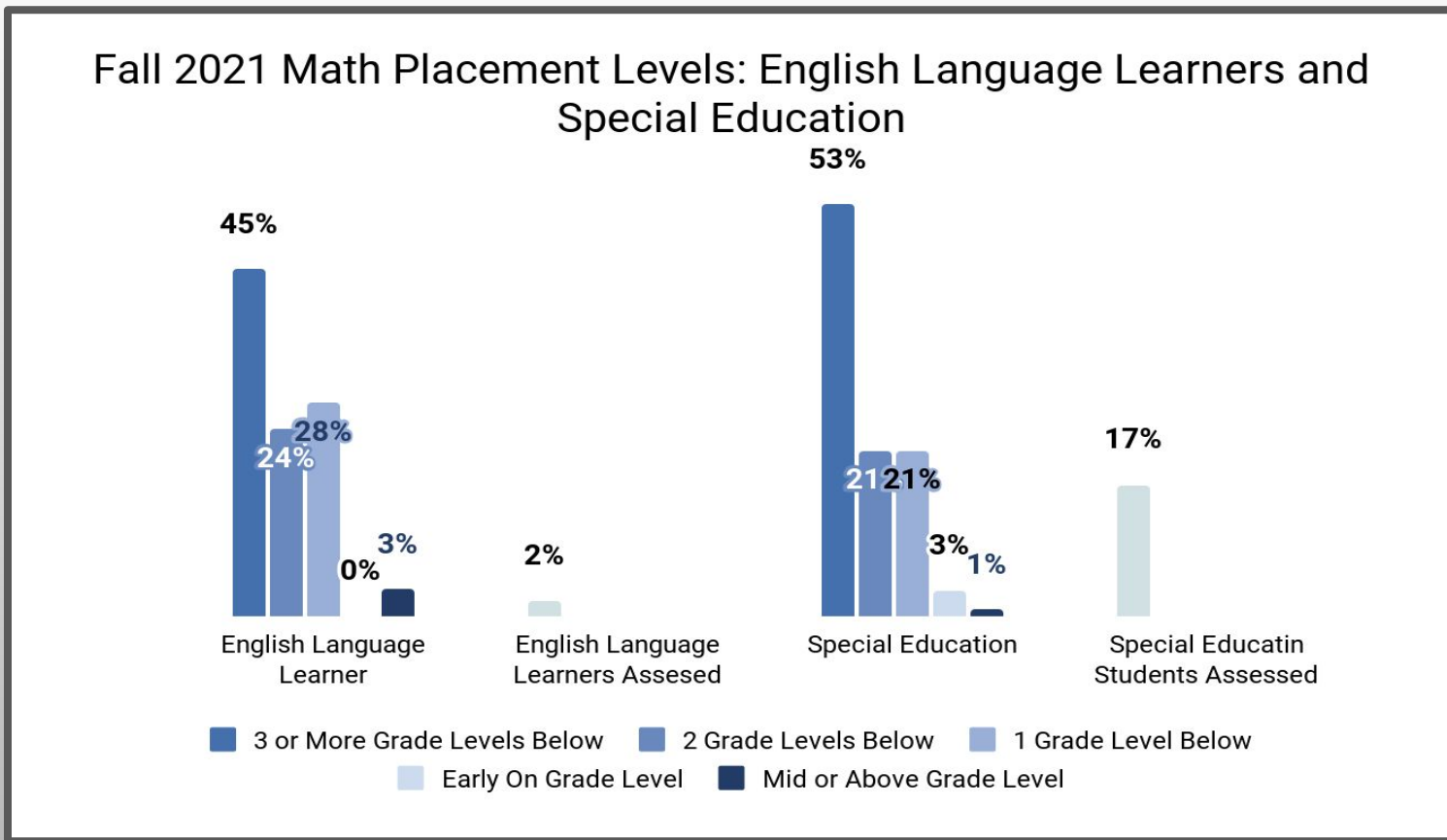
Data shown in the graph represents 97% of the student population in grades K-8. Typically, if a student group is less than 10% the actual data (counts or percentage) is not displayed to protect student privacy.

i-Ready Math Diagnostic Data by Race



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i-Ready Math Diagnostic Data by Race



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Student Support - i-Ready Personalized Instruction

Math

Students Completing Lessons/Total (YTD): 1,272/1,771

Lessons Passed

Last Week ⓘ

Year-to-Date

87%

Average % Lessons Passed

Average Lessons Completed: 2



- **83% of Students** 70 - 100% Passed
- **13% of Students** 50 - 69% Passed
- **5% of Students** 0 - 49% Passed

Reading

Students Completing Lessons/Total (YTD): 1,292/1,770

34

Lessons Passed

Last Week ⓘ

Year-to-Date

77%

Average % Lessons Passed

Average Lessons Completed: 3



- **72% of Students** 70 - 100% Passed
- **18% of Students** 50 - 69% Passed
- **10% of Students** 0 - 49% Passed

What are some of the positive trends? What is present that we can build upon?

- 16% of students scored on or above grade level in reading.
- In most grade levels, the percentage of students 1 grade level below in reading and math is consistent with the performance of students across the state of Michigan.
 - Among students who are one grade level below, strong tier 1 and tier 2 instruction may address many areas of unfinished learning.
- Phonemic awareness and knowledge of high frequency words are relative areas of strength for students in grades K-8. 72% percent of students scored on or above in phonemic awareness and 65% percent scored on or above in their proficiency with high frequency words (this data is not represented in the slideshow).
- In most grade levels, students performed better in reading as compared to math.
- 83% of students utilizing personalized instruction, passed 70%-100% of math lessons.
- 72% of students utilizing personalized instruction, passed 70%-100% of math lessons.

What surfaces as areas of focus? What do we notice about specific student groups?

Acceleration of learning in all reading domains with a specific focus on

- Phonics
- Vocabulary
- Comprehension of literature & informational text

Grade level reading proficiency for the following student groups:

- Grades 6 - 8
- Male
- Black or African American
- English Language Learners
- Special Education

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Math proficiency is an area of need for the majority of students in grades K-8 with a specific focus on the following student groups

- Black or African American
- Grades 6 - 8
- English Language Learners
- Special Education

What actions will or have you taken as a result of this information?

What actions will we take to accelerate learning, positively impact social emotional health, student engagement, and belonging?

Students

Increased Numbers of MTSS teachers in K-5

Implementation of MTSS/Success at the JH Model Using i-Ready

Targeted instruction and interventions

Student Goals - exceed typical growth and meet the stretch goal

Reinforcement of PBIS strategies

Implementation of Strategies to Support SEL

Extended Day Learning Options

Morning Meetings and Advisory

Staff

Targeted literacy and math instructional coaching focused on high quality instruction and high impact strategies

Targeted literacy and math professional learning opportunities

Targeted SEL and DEI professional learning opportunities

Targeted focus on supporting social emotional health and well-being through the principles of positive psychology

Data Analysis and Action Planning

Analysis of multiple sets of data to determine the root cause of student needs - academic & non-academic
37

Analysis of student proficiency and growth data to inform instruction and interventions

Analysis of SRSS Assessment, PBIS Climate and Culture Survey, and Equity Survey

Targeted review of grades, attendance, and credits for grade 9-12 students

Close monitoring of student engagement, attendance, and impact of MTSS interventions

Student Support - Number of Students Served Through MTSS Reading and Math Interventions

Grade Level	Extended Learning Time Reading	MTSS Reading	Extended Learning Time Math	MTSS Math
Grade K	0	82	0	34
Grade 1	47	57	0	35
Grade 2	51	55	10	43
Grade 3	35	41	6	27
Grade 4	8	37	12	32
Grade 5	0	35	20	31
Grade 6	0	0	2	0
Grade 7	0	12	0	0
Grade 8	5	10	2	0
Total	146	329	52	202

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Grades 9 - 12 MTSS Math Support:

The MTSS teacher provides in-classroom throughout the day in math classrooms. On any given day, teachers are supporting anywhere from 1-8 students during after school or evening support

What Data Will be Shared During the February Board of Education Meeting

Winter Diagnostic Results

- Relative Grade Placement Levels
- Fall to Winter Comparisons
- Percentage of Students At or Above Grade Level

Student Growth

- Percentage of Students Likely to Meeting Typical and Stretch Goals

Data Analysis Using Diverse Sets of Information (Data) - Data presented will depend on the identified areas of focus

Data Analysis for Targeted Student Groups

Data Dashboard - Fall Baseline and Winter



Ford Administration
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To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Consent Agenda
Date: November 15, 2021

The Hazel Park Board of Education uses a consent agenda to keep routine matters within a reasonable time frame. A member of the Board may request any item to be removed from the consent agenda and defer it to more discussion and specific action.

CONSENT AGENDA ITEMS:

- A. Approval of Minutes
 - 1. October 18, 2021 Regular Meeting & Closed Sessions
 - 2. November 1, 2021 Special Meeting
 - 3. November 1, 2021 Personnel Committee
 - 4. November 8, 2021 Finance Committee
 - 5. November 8, 2021 Buildings & Grounds Committee
 - 6. November 10, 2021 Policy Committee
- B. Monthly Financial Report
- C. Personnel Recommendations
- D. Conference Requests

Recommendation

That the Board of Education approve the consent agenda as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI

CALL TO ORDER

The Regular Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on October 18, 2021 and was called to order by President Adkins at 7:00 P.M.

ROLL CALL

Members Present: Adkins, Noth (virtually from Hazel Park Michigan Oakland County), Fortress, Baldwin
Rice, Schlak
Members Absent: Hinton
Others Present: Kruppe, Dulmage, Miller, Nugent, Pleiness, Postell, Wilkins

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA (Action Item)

Moved by Ms Schlak, supported by Mrs. Baldwin, that the Agenda be approved as written.

Roll Call Vote:

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins
Nays: None

Motion Carried: Unanimously

PUBLIC COMMENT

Julie Diaz, 23731 Vance Avenue Hazel Park MI expressed her concern about the use of the football field during the recent event held on Saturday, October 16, 2021.

Sue Hemple, 1203 E Hayes Hazel Park MI spoke on the issues of COVID testing, status of Jardon and dress code for board members.

Superintendent Dr. Amy Kruppe responded to the event on Saturday and the procedures for the updated guidelines on COVID testing. The Board of Education thanked them for their comments.

SPECIAL ORDER OF BUSINESS

A. Introduction of PreK-5 new employees

Superintendent Dr. Amy Kruppe introduced the names of the new employees in the PreK through 5th grade. All remaining employees will be introduced at the November meeting.

CONSENT AGENDA

Moved by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the consent agenda, as presented.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins
Nays: None

Motion Carried: Unanimously

UNFINISHED BUSINESS

A. High School Course Handbooks (Action Item)

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the High School Course Handbooks, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Fortress, Rice, Adkins
Nays: None

Motion Carried: Unanimously

NEW BUSINESS

A. Audit Presentation

Plante and Moran completed their audit for the school year ending June 30, 2021. The information may be found in the board packet located on the district website, www.hazelparkschools.org under the Board of Education/current meetings documents tab.

B. Approval of Audit (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the financial audit and single audit reports, as presented.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins
Nays: None

Motion Carried: Unanimously

C. ECF Update (Informational Item)

Brad Wilkins, Director of Technology informed the Board of Education that the District application for Emergency Connectivity Funds (ECF) funds was approved on September 24, 2021. The equipment has been ordered and the district is awaiting delivery of the devices.

D. Nurses Manual (Informational Item)

Superintendent Dr. Amy Kruppe reviewed the 2021-2022 nurses manual with the Board of Education. This manual will be available on the website in the near future, www.hazelparkschools.org

E. Principals Month Resolution (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education adopt the resolution for National Principals Month, as presented.

Roll Call Vote:

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins

Nays: None

Motion Carried: Unanimously

Resolution in Support of National Principals Month

Whereas, schools inspire the next generation of professionals, political leaders, artists, educators, and others who contribute to a healthy and prosperous society, and

Whereas, principals are responsible for providing instructional leadership and professional management in our schools; and

Whereas, principals set the academic tone for their schools and work collaboratively with teachers to develop and maintain high curriculum standards, set performance goals and objectives and ensure high quality instruction; and

Whereas, principals work to provide a positive support system to empower their students and to give them the right tools they need to succeed; and

Whereas, principals lead the way in making schools accountable to students, parents, the community, and other stakeholders; and

Whereas, each principal is responsible for fostering a dynamic partnership between the community and the school in order to create a positive learning environment for students; and

Whereas, the month of October 2021 has been declared “National Principals Month” and is dedicated to recognizing the significant contributions of our nation’s principals and the enthusiasm they have for providing quality educational experiences and guidance to their students;

Now, Therefore, Be It Resolved that the Hazel Park Board of Education recognizes October as National Principals Appreciation Month; and honors and recognizes the contribution of school principals and assistant principals to the success of students in the Nation’s elementary and secondary schools; and

Be It Further Resolved that the Hazel Park Board of Education encourages the Hazel Park Schools Community to share in this sentiment, further affirming the tireless work our principals perform.

RESOLUTION DECLARED ADOPTED 18th of October, 2021

(Signed) Laura Adkins

Laura Adkins, President
Hazel Park Board of Education

(Signed) Amy Y. Kruppe

Dr. Amy Kruppe, Superintendent
School District of the City of Hazel Park

F. Purchase of Tents (Action Item)

Motion made by Mrs. Baldwin, supported by Mrs. Rice, that the Board of Education approve the purchase of two tents for the district at a cost not to exceed \$9600, as presented.

Roll Call Vote

Yeas: Baldwin, Rice, Noth, Fortress, Schlak, Adkins

Nays: None

Motion Carried: Unanimously

G. Addition to Architect of Record for District (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the addition of Partners in Architecture as approved architects for the purpose of work surrounding the pool renovation.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins

Nays: None

Motion Carried: Unanimously

H. Approval of Support Materials for Phonics and Word Study (Action Item)

Motion made by Mrs. Baldwin, supported by Mrs. Rice, that the Board of Education approve the purchase of additional materials in the amount of \$16,924.99 to support the implementation of the phonics and word study program.

Roll Call Vote

Yeas: Baldwin, Rice, Noth, Fortress, Schlak, Adkins

Nays: None

Motion Carried: Unanimously

I. Hazel Park Paraprofessional Association (HPPA) Letter of Agreement (Action Item)

Motion made by Mrs. Baldwin, supported by Mrs. Rice, that the Board of Education approve the Hazel Park Paraprofessional Association Letter of Agreement, as presented.

Roll Call Vote

Yeas: Baldwin, Rice, Fortress, Schlak, Adkins

Nays: None

Abstain: Noth ~ familial conflict of interest

Motion Carried: 5 yeas/1 Abstention

J. Hiring of Paraprofessional Substitutes (Action Item)

Motion made by Ms. Schlak, supported by Mrs. Baldwin, that the Board of Education approve the hiring of four substitute paraprofessionals, as presented.

After the presentation by Mr. Nick Nugent, Director of Human Resources Ms Schlak amended her motion to approve the hiring of five (5) substitute paraprofessionals. Mrs. Baldwin supported the amended motion.

Roll Call Vote

Yeas: Schlak, Baldwin, Fortress, Rice, Adkins

Nays: None

Abstain: Noth ~ familial conflict of interest

Motion Carried: 5 yeas/1 abstention

K. Request for Five Additional Building Substitutes (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the hiring of five (5) additional building substitutes, as presented.

Roll Call Vote

Yeas: Schlak, Baldwin, Noth, Fortress, Rice, Adkins

Nays: None

Motion Carried: Unanimously

L. Additional Social Workers and Psychologists (Action Item)

Motion made by Mrs. Baldwin, supported by Mrs. Rice, that the Board of Education approve the hiring of two social workers and two psychologists if the dollars are received from the State Grant, as presented.

Roll Call Vote

Yeas: Baldwin, Rice, Noth, Fortress, Schlak, Adkins

Nays: None

Motion Carried: Unanimously

M. Devin Hughes Professional Services Agreement for SEL Workshops (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the cost of \$16,500 for the SEL workshops, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Fortress, Rice, Adkins

Nays: None

Motion Carried: Unanimously

N. Superintendent Merit Pay Goals (Action Item) 45

Motion made by Mrs. Baldwin, supported by Ms Schlak, that the Board of Education approve the District Goals for the Superintendent per the contract, as presented.

Roll Call Vote

Yeas: Baldwin, Schlak, Noth, Fortress, Rice, Adkins
Nays: None

Motion Carried: Unanimously

O. CLOSED SESSION

Motion made by Ms. Schlak, supported by Mrs. Rice, to adjourn to closed session for security planning pursuant to Section 8(k) of the Open Meetings Act.

Roll Call Vote:

Yeas: Schlak, Rice, Noth, Fortress, Baldwin, Adkins
Nays: None

Adjourned to the closed session at 7:53PM. Returned to Open Session at 8:04PM.

Motion Carried: Unanimously

P. Schools Emergency Operations Plans (Action Item)

Motion made by Ms Schlak, supported by Mrs. Baldwin, that the Board of Education approve the District and schools Emergency Operations Plans.

Roll Call

Yeas: Schlak, Baldwin, Noth, Fortress, Baldwin, Adkins
Nays: None

Motion Carried: Unanimously

SUPERINTENDENT UPDATE

A. Enrollment Update

Enrollment is holding steady and will know final numbers from October count day once pupil audit is complete.

B. Holiday Basket

The Holiday Basket is returning to Hazel Park this year. Distribution will be December 18, 2021. Look for more information to come out.

C. Bonfire

Bring back the tradition of a bonfire after the last football game this Friday night. The event will be held as long the weather conditions are good. The Hazel Park Fire Department will be assisting the District.

D. Strategic Plan

Dr. Kruppe reviewed the plan with the Board of Education. The document may be found under the Board of Education/current meeting documents tab on the district website, www.hazelparkschools.org

REQUESTS FOR FUTURE AGENDA ITEMS

- Possible purchase of DJ equipment
- Further information and discussion on rentals of district facilities

CALENDAR DATES

- Nov. 1, 2021 Special Board Meeting/Workshop
- Nov. 8, 2021 Finance Committee
Buildings & Grounds Committee
- Nov. 15, 2021 Regular Board Meeting

PUBLIC COMMENT - None

CLOSED SESSION

Motion made by Ms Schlak, supported by Mrs. Rice, to adjourn to closed session for Superintendent evaluation check-in pursuant to Section 8(a) of the Open Meetings Act.

Roll Call Vote:

Yeas: Schlak, Rice, Noth, Fortress, Baldwin, Adkins

Nays: None

Motion Carried: Unanimously

Adjourned to the closed session at 8:35PM. Returned to Open Session at 9:12PM.

BOARD MEMBERS AND ADMINISTRATION COMMENTS

ADJOURNMENT

- | | |
|-----------------------------------|--|
| Board Members | Congratulations to all the sports teams and marching band. Great work on the audit. |
| Melissa Baldwin, Trustee | Many Halloween events are coming up. Great opportunity to get outside and enjoy the fresh air. Trunk & Treat at Scout Park on Saturday and Sunday. |
| Rachel Noth, Vice President | Great work on audit. Enjoy seeing the many manuals coming out this year and seeing <i>processes</i> being put in place. |
| Dr. Amy Kruppe,
Superintendent | Thank you for a really good meeting and approving what our students and staff needs to continue to move forward. |
| Laura Adkins, President | Will be attending the MASB annual conference in November. Hazel Park won a \$200 scholarship through the OCSBA that will help defray the cost. |

Moved and supported that the meeting be adjourned at 9:18PM
Unanimous Approval.

Respectfully submitted,

Beverly Hinton, Secretary
Hazel Park Board of Education



SCHOOL DISTRICT OF THE
CITY OF HAZEL PARK
COUNTY OF OAKLAND AND STATE OF MI

CALL TO ORDER

The Special Meeting of the Hazel Park Board of Education was held at the Ford School Administration Office on November 1, 2021 and was called to order by President Adkins at 6:30PM

Roll Call:

Members Present: Adkins, Noth (virtually from Hazel Park, Michigan Oakland County), Hinton, Fortress
Baldwin, Rice, Schlak

Members Absent: None

Others Present: Kruppe

APPROVAL OF THE AGENDA (Action Item)

Moved by Ms Schlak, supported by Mrs. Rice, that the agenda be approved, as presented.

Roll Call Vote:

Yeas: Schlak, Rice, Noth, Hinton, Fortress, Baldwin, Adkins

Nays: None

Motion Carried

PUBLIC COMMENT - None

BOARD WORKSHOP

A. Dr. Jay Marks - Diversity, Equity & Inclusion

A presentation on Diversity, Equity and Inclusion was given by Dr. Jay Marks, Oakland Schools Diversity and Equity consultant.

B. Restorative Practices

Superintendent Dr. Amy Kruppe and board members held a discussion on restorative practices.

PUBLIC COMMENT - None

BOARD MEMBERS AND ADMINISTRATION COMMENTS

ADJOURNMENT

Moved and supported that the meeting be adjourned at 8:30PM

Unanimous Approval.

Respectfully Submitted

Beverly Hinton, Secretary
Hazel Park Board of Education



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

**Personnel Committee Meeting
November 1, 2021
5:30PM
Board Room**

Board Members Present: Kristy Schlak, Dawn Rice, Rachel Noth
Board Members Absent: None

Administrators Present: Dr. Amy Kruppe, Jason Zirniss, Nick Nugent

Meeting start time - 5:33pm

A. Director of Business Pay

Committee discussed additional compensation for Matt Miller as he did the Accounts Payable and Payroll position while looking to replace individuals who left. The committee would like to recommend Mr. Miller to be paid a stipend of \$5,000 dollars to be voted upon by the full board of education on the 11/15/2021 meeting.

B. Sick Day for Teachers / Other Ideas

The issue of letting teachers be able to use absences hourly was discussed. Currently teachers can only take a half day or a whole day for an absence. It was discussed that teachers could possibly take time off in hour increments to accommodate Doctor's





appointments. The committee felt that it needed more time to come up with additional ideas to help combat the absenteeism that is happening.

C. MTSS Payment

Committee discussed the payment for MTSS subbing in the past with the possible resolution of \$500 dollars. The committee felt that the payment offered was fair and did not raise the amount of the current offer.

D. Union Grievance

The Committee discussed times and dates for a grievance. The grievance has been escalated to the bargaining team level.

E. Hiring of Administrative Assistant for Superintendent

The Committee discussed the hiring for the Administrative Assistant for the Superintendent. Because Ms. Scott will be retiring at the end of January, it was discussed to post the position and get a replacement for Ms. Scott before December 1st, 2021.

F. Insurance Rates

The Committee discussed the increase in Insurance rates for the IUOE, Unaffiliated, and AFSCME staff. Administration went to have the rates bid, and many insurance companies declined to bid due the experience level. Administration found a cost alternative and will be having conversations with the various Unions affected.



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**Finance Committee Meeting
November 8, 2021
5:15PM
Ford Administration Building**

Board Members Present: Laura Adkins, Heidi Fortress, Beverly Hinton
Board Members Absent: None

Administrators Present: Dr. Amy Kruppe, Jason Zirnis, Matthew Miller

Meeting start time - 5:20pm

- A. **Budget** - The three year projection was discussed. There is some concern in the near future but for this year the budget is looking at a surplus of \$663k. This is an estimate with significant information unknown, such as 147 revenue or audited student population. ESSER III funds are being inserted at about \$1.8m. ESSER III will be spread over three years.
- B. **Bond Resolution** - Potential savings is \$450k also moving up the projected payoff period from 2032 to 2027. This allows the District to potentially lower millage rates as well.
- C. **Check Register Review** - Any questions were answered.

Meeting end time - 6:00pm

Minutes submitted by Matthew Miller



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

**Buildings & Grounds Committee Meeting
November 8, 2021
6:00PM**

Board Members Present: Heidi Fortress and Melissa Baldwin
Board Members Absent: Kristy Schlak

Administrators Present: Dr. Amy Kruppe, Jason Zirnis, Matt Miller

Meeting start time - 6:00 pm

Public Comment: Ms Hemple brought to the Committee's attention that there has been some difficulty with doors locking properly. She also inquired as to the expansion of the Vape Pilot Program at the High School

- A. **Pool Update** - Mike Malone, Partners in Architecture (PIA) and Bill Roberston are working on the RFP with the expectation that it will be finalized for the December Building and Grounds Committee meeting for approval. Mr. Malone is also looking at options for the ceiling repair or replacement.
- B. **Woodshop Update** - The replacement project for the water damaged floor is underway. The room was cleared, the floor was abated for asbestos in the mastic adhering the wood to the concrete floor and we are currently painting the room in preparation for the new floor. We are waiting for the new wood floor to arrive for installation from a warehouse up north.
- C. **JACES Replacement and BMS Update** - We have been addressing communication control issues within some of the buildings HVAC units due system issues. We are investigating the cost of replacement of the building communication equipment and central Building Management System. Our hope is this will enable alerts to notify us when heating and cooling systems are outside of the set parameters so we can identify and resolve issues faster.
- D. **Facility Assessment** - We completed the initial review of the 5 year facility plan. Mr. Zirnis will update the files for a final review by the committee.

Meeting end time - 7:20

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





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

**The School District of the City of Hazel Park Schools
Board Committee Meeting
Policy Committee
November 10, 2021
5:00PM**

Board Members Present: Beverly Hinton, Melissa Baldwin, Dawn Rice

Board Members Absent: None

Administrators Present: Dr. Amy Kruppe

Meeting Minutes

Committee Members along with Dr. Amy Kruppe, Superintendent, reviewed and made revisions and updates to various policies. The committee agreed to send the policies to the board for review.

The meeting ended at 6:00PM

Minutes prepared and submitted by Debbie Scott November 11, 2021



Ford Administration
Matthew Miller, Business Office Manager
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5213 | F: 248-544-5443
www.hazelparkschools.org

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

FROM: Jason Zirniss
Assistant Superintendent, Business & Operations

RE: Treasurer's Report October, 2021

DATE: November 9, 2021

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

GENERAL FUND (11)		877,957.82	
	<i>Total - General Fund</i>	<u>\$ 877,957.82</u>	
CENTER PROGRAM (22)		19,888.62	
COMMUNITY SERVICE (23)		0.00	
FOOD SERVICE FUND (25)		163,610.14	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		35,516.06	
	<i>Total - Special Revenue Funds</i>	<u>\$ 219,014.82</u>	
INTERNAL ACCOUNT FUNDS (29)		540.00	
	<i>Total - Other Funds</i>	<u>\$ 540.00</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,097,512.64</u></u>	\$ 1,097,512.64
ACH DEBITS			1,205,858.22
PAYROLL			1,251,083.90
OUTGOING WIRE TRANSFERS			2,570,399.75
P-CARD PURCHASES			<u>270,357.34</u>
			5,297,699.21
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 6,395,211.85</u></u>

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

Jason Zirniss
Assistant Superintendent, Business & Operations

Monthly Summary of EFT's from HP Bank Accounts

Oct-21

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
10/4/2021	\$315.30	Gen Funds	Latchkey Fees
10/15/2021	\$285.65	Gen Funds	AFLAC Payment October 8th Payroll
10/26/2021	\$201.47	Gen Funds	AFLAC Payment October 22nd Payroll
10/8/2021	\$3,550.66	Gen Funds	Health Equity Payment October 8th Payroll
10/7/2021	\$5,203.80	Gen Funds	EduStaff Payment
10/21/2021	\$7,599.20	Gen Funds	EduStaff Payment
10/12/2021	\$18,040.47	Gen Funds	Penserv Payment August 27th Payroll
10/22/2021	\$17,834.12	Gen Funds	Penserv Payment October 8th Payroll
10/8/2021	\$32,264.65	Tax W/H	Payroll State Tax Withholding October 8th
10/2/2021	\$31,699.80	Tax W/H	Payroll State Tax Withholding October 22nd
10/8/2021	\$211,916.52	Tax W/H	Payroll Federal Tax Withholding October 8th
10/22/2021	\$207,647.51	Tax W/H	Payroll Federal Tax Withholding October 22nd
10/14/2021	\$343,866.85	Ret W/H	Payroll Retirement Withholding October 8th
10/22/2021	\$301,469.46	Ret W/H	Payroll Retirement Withholding October 22nd
10/18/2021	\$18,724.44	DTE	September DTE Payments
10/27/2021	\$2,047.66	Consumers	September Consumers Payments

\$1,205,858.22 Total ACH Debits

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
10/8/2021	\$633,931.43	General Payroll on October 8th
10/22/2021	\$617,152.47	General Payroll on October 22nd

\$1,251,083.90 Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
10/22/2021	\$2,570,399.75	MVCA Wire State Aid

\$2,570,399.75 Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
10/21/2021	\$270,357.34	General P-Card charges Huntington Bank

\$270,357.34 Total P-Card Purchases

Hazel Park Schools
Budget to Actual by St Revenue and St Function
As of 10/31/2021

St Revenue/Function	Description		Original Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue							
St Revenue: 100	Revenue from Local Sources	Total:	5,565,278.40	0.00	3,097,770.05	2,467,508.35	55.66%
St Revenue: 300	Rev from State Sources	Total:	27,440,953.46	0.00	2,538,644.89	24,902,308.57	9.25%
St Revenue: 400	Rev from Federal Sources	Total:	5,323,130.00	0.00	1,149,200.00	4,173,930.00	21.59%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,380,209.40	0.00	274,174.00	2,106,035.40	11.52%
St Revenue: 600	Fund Modifications	Total:	1,569,040.36	0.00	0.00	1,569,040.36	0.00%
Type: 4	RevenueTotal:		42,278,611.62	0.00	7,059,788.94	35,218,822.68	16.70%
Type: 5 Expense							
St. Function:110	Basic Programs	Total:	19,059,579.88	134,413.60	4,295,143.87	14,764,436.01	22.54%
St. Function:120	Added Needs	Total:	8,221,581.26	1,425.00	1,620,959.24	6,600,622.02	19.72%
St. Function:210	Support Services-Pupil	Total:	2,449,653.37	4,710.02	678,352.54	1,771,300.83	27.69%
St. Function:220	Support Services-Instr Staff	Total:	1,610,429.25	3,318.03	788,032.13	822,397.12	48.93%
St. Function:230	Support Services-General Admin	Total:	646,988.52	8,047.40	236,807.96	410,180.56	36.60%
St. Function:240	Support Services-School Admin	Total:	2,081,369.84	857.65	578,551.36	1,502,818.48	27.80%
St. Function:250	Support Services-Business	Total:	757,166.28	2,173.27	260,327.48	496,838.80	34.38%
St. Function:260	Operations and Maintenance	Total:	4,471,426.19	150,291.85	1,646,914.10	2,824,512.09	36.83%
St. Function:270	Pupil Transportation Services	Total:	317,126.07	0.00	93,117.31	224,008.76	29.36%
St. Function:280	Support Services-Central	Total:	1,325,197.03	1,199.66	527,680.83	797,516.20	39.82%
St. Function:290	Support Services-Other	Total:	580,337.23	26,736.78	81,216.41	499,120.82	13.99%
St. Function:330	Community Activities	Total:	15,912.00	28,456.00	1,620.00	14,292.00	10.18%
St. Function:390	Other Community Services	Total:	57,846.47	0.00	26,254.02	31,592.45	45.39%
St. Function:440	Pymts to Other Govnmt	Total:	209,706.64	0.00	266,665.00	-56,958.36	127.16%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	0.00	33,000.00	0.00	100.00%
St. Function:600	Transfers Out	Total:	292,088.00	0.00	23,043.75	269,044.25	7.89%
Type: 5	ExpenseTotal:		42,129,408.03	361,629.26	11,157,686.00	30,971,722.03	26.48%
Grand Total:			149,203.59	-361,629.26	-4,097,897.06	4,247,100.65	

Hazel Park Schools
Check Register by Fund
Check Date From 10/1/2021 TO 10/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
Fund: 110					
10/07/2021	EH 00000131	100431	CLARK HILL PLLC		1,497.50
10/07/2021	EH 00000132	100056	HINTON, BEVERLY	P2200007	25.00
10/07/2021	EH 00000133	100044	HP PROMISE ZONE	P2200012	25.00
10/07/2021	EH 00000134	100860	MELISSA BALDWIN	P2200005	25.00
10/07/2021	EH 00000135	100125	SCHLAK, KRISTY	P2200017	25.00
10/07/2021	EH 00000136	100397	SCHOOL SPECIALTY	P2200107	1,906.69
10/07/2021	EH 00000137	100504	SET INC.		48,248.66
10/07/2021	EH 00000138	100357	STAPLES BUSINESS ADVANTGE	P2200102	134.16
10/07/2021	HP 00500430	100049	5 STAR OUTDOOR LLC		1,800.00
10/07/2021	HP 00500431	100550	AMAZON CAPITAL SERVICES INC	P2200120	2,043.42
10/07/2021	HP 00500432	100551	AMAZON COM SERVICES INC	P2200140	22.77
10/07/2021	HP 00500433	100969	ANDREW MARTIN		80.00
10/07/2021	HP 00500434	100350	ASCENSION MICHIGAN AT WORK		246.00
10/07/2021	HP 00500435	100544	ASCENSION MICHIGAN AT WORK		132.00
10/07/2021	HP 00500436	100346	BIG D LOCK & KEY	P2200030	166.50
10/07/2021	HP 00500437	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
10/07/2021	HP 00500438	100011	CHAPTER 13 TRUSTEE		108.00
10/07/2021	HP 00500439	100111	CLARK, DENNIS		120.00
10/07/2021	HP 00500440	100953	DAVID BADER P67307		166.86
10/07/2021	HP 00500441	100625	DAVID MAGIERA		225.00
10/07/2021	HP 00500442	100609	DAVID RUSKIN		1,127.58
10/07/2021	HP 00500443	100031	DEAF COMMUNITY ADVOCACY NETWORK		220.00
10/07/2021	HP 00500444	100523	DICK BLICK		484.40
10/07/2021	HP 00500445	100976	DRAMATISTS PLAY SERVICE INC		390.00
10/07/2021	HP 00500446	100718	GRACENOTES LLC		35.00
10/07/2021	HP 00500447	100008	HAZEL PARK YOUTH ASSISTANCE	P2200006	25.00
10/07/2021	HP 00500448	100487	HEINEMANN	P2200085	7,252.43
10/07/2021	HP 00500449	100521	INTERNATIONAL PLUMBING CO		765.00
10/07/2021	HP 00500450	100968	JAMMARR HANES		40.00
10/07/2021	HP 00500451	100971	KRISTINA HERRON		110.00

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User: MILLERM - Matthew Miller

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Current Date: 11/09/2021

Report: OSAP5009 - OSAP5009: Check Register by Fund

1

Current Time: 09:08:51

Selection:

OH_DTL.[oh_ck_dt] <= '10/31/2021' AND OH_DTL.[oh_ck_dt] >= '10/01/2021'

Hazel Park Schools
Check Register by Fund
Check Date From 10/1/2021 TO 10/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
10/07/2021	HP 00500452	100433	LAKESHORE LEARNING MATERIALS	P2200132	318.00
10/07/2021	HP 00500453	100413	MCGRAW HILL BOOK CO		508.37
10/07/2021	HP 00500454	100327	MICHIGAN EDUCATION SPECIAL		305,452.59
10/07/2021	HP 00500455	100352	MICHIGAN SCHOOL BAND		375.00
10/07/2021	HP 00500456	100387	MISDU		912.65
10/07/2021	HP 00500457	100850	MRO BUILT		6,355.00
10/07/2021	HP 00500458	100380	OAKLAND SCHOOLS	P2200066	3,191.00
10/07/2021	HP 00500459	100380	OAKLAND SCHOOLS	P2200066	1,561.00
10/07/2021	HP 00500460	100021	PEARSON CLINICAL ASSESSMENT		246.60
10/07/2021	HP 00500462	100565	ROLAR PROPERTY SERVICES INC.		8,250.00
10/07/2021	HP 00500463	100973	SCOTT GUTHRIE		40.00
10/07/2021	HP 00500464	100740	SPECTRUM WIRELESS USA INC		55.00
10/07/2021	HP 00500466	100573	T T COMPUTERS COMMUNICATION INC		1,357.35
10/21/2021	EH 00000139	100045	A & I ENTERPRISES		161,078.88
10/21/2021	EH 00000141	100574	INSTITUTE FOR EXCELLENCE IN ED	P2200009	1,500.00
10/21/2021	EH 00000142	100292	INVEST CENTERS LLC		218,872.19
10/21/2021	EH 00000143	100520	PEDIATRIC HEALTH CONSULTANTS INC		6,100.00
10/21/2021	EH 00000144	100397	SCHOOL SPECIALTY	P2200145	648.47
10/21/2021	EH 00000145	100504	SET INC.		37,292.00
10/21/2021	EH 00000146	100357	STAPLES BUSINESS ADVANTGE	P2200157	353.91
10/21/2021	HP 00500467	100090	A G CENTRAL MUSIC	P2200141	139.00
10/21/2021	HP 00500468	100458	ACE TRANSPORTATION		1,120.00
10/21/2021	HP 00500469	100550	AMAZON CAPITAL SERVICES INC	P2200148	13,058.45
10/21/2021	HP 00500470	100551	AMAZON COM SERVICES INC	P2200125	289.64
10/21/2021	HP 00500471	100290	ASCENSION MICHIGAN AT WORK		700.00
10/21/2021	HP 00500472	100406	BALFOUR COLLC		69.95
10/21/2021	HP 00500474	100735	BURKES SPORT HAVEN		785.95
10/21/2021	HP 00500475	100984	C & P TREE SERVICE		2,500.00
10/21/2021	HP 00500476	100526	CAROLINA BIOLOGICAL SUPPLY CO	P2200064	4.48
10/21/2021	HP 00500477	100512	CHAPT 13 TRUSTEE-TAMMY L TERRY		420.00
10/21/2021	HP 00500478	100011	CHAPTER 13 TRUSTEE		108.00

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User: MILLERM - Matthew Miller
 Report: OSAP5009 - OSAP5009: Check Register by Fund
 Selection:

Page
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Current Date: 11/09/2021
 Current Time: 09:08:51

OH_DTL.[oh_ck_dt] <= '10/31/2021' AND OH_DTL.[oh_ck_dt] >= '10/01/2021'

Hazel Park Schools
Check Register by Fund
Check Date From 10/1/2021 TO 10/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
10/21/2021	HP 00500479	100111	CLARK, DENNIS		120.00
10/21/2021	HP 00500480	100985	CLIA LABORATORY		180.00
10/21/2021	HP 00500481	100812	CONTRACT PAPER GROUP	P2200104	1,029.20
10/21/2021	HP 00500482	100953	DAVID BADER P67307		166.86
10/21/2021	HP 00500483	100625	DAVID MAGIERA		200.00
10/21/2021	HP 00500484	100609	DAVID RUSKIN		1,127.58
10/21/2021	HP 00500486	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	181.36
10/21/2021	HP 00500487	100640	FIBER LINK INC		279.00
10/21/2021	HP 00500488	100079	INTEGRITY TESTING & SAFETY ADM		97.00
10/21/2021	HP 00500489	100839	K 12 MANAGEMENT DBA FuelEd		20,950.00
10/21/2021	HP 00500490	100971	KRISTINA HERRON		110.00
10/21/2021	HP 00500491	100433	LAKESHORE LEARNING MATERIALS	P2200156	160.98
10/21/2021	HP 00500492	100072	MAKEMUSIC INC	P2200101	2,488.24
10/21/2021	HP 00500493	100413	MCGRAW HILL BOOK CO	P2200061	280.59
10/21/2021	HP 00500494	100387	MISDU		912.65
10/21/2021	HP 00500495	100040	N2Y	P2200153	199.68
10/21/2021	HP 00500496	100380	OAKLAND SCHOOLS		1,897.33
10/21/2021	HP 00500497	100000	OFFICE DEPOT	P2200088	234.55
10/21/2021	HP 00500498	100021	PEARSON CLINICAL ASSESSMENT	P2200152	602.32
10/21/2021	HP 00500499	100947	PIONEER RESEARCH		449.60
10/21/2021	HP 00500501	100525	ROBERT BROOKE & ASSOCIATES INC	P2200091	503.27
10/21/2021	HP 00500502	100370	ROVIN CERAMICS	P2200113	1,733.38
10/21/2021	HP 00500503	100599	School Nurse Supply Inc	P2200100	273.82
10/21/2021	HP 00500504	100973	SCOTT GUTHRIE		40.00
10/21/2021	HP 00500505	100408	SEXTON ENTERPRIZE INC		425.00
10/21/2021	HP 00500506	100749	SONITROL GREAT LAKES		279.84
10/21/2021	HP 00500507	100740	SPECTRUM WIRELESS USA INC	P2200106	275.00
10/21/2021	HP 00500509	100613	WARREN FITZGERALD HIGH SCHOOL		250.00
10/21/2021	HP 00500510	100463	WINDSTREAM		980.12
			Fund 110	Total:	877,957.82

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Fund: 220

User: MILLERM - Matthew Miller

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Current Date: 11/09/2021

Report: OSAP5009 - OSAP5009: Check Register by Fund

3

Current Time: 09:08:51

Selection:

OH_DTL.[oh_ck_dt] <= '10/31/2021' AND OH_DTL.[oh_ck_dt] >= '10/01/2021'

Hazel Park Schools
Check Register by Fund
Check Date From 10/1/2021 TO 10/31/2021

Check Date	Check#	PE ID	Vendor Name	PO#	Amount
10/07/2021	HP 00500431	100550	AMAZON CAPITAL SERVICES INC		1,259.87
10/07/2021	HP 00500461	100543	PETTY CASH		259.14
10/07/2021	HP 00500465	100515	STAFF CONNECTIONS LLC		5,454.00
10/21/2021	EH 00000143	100520	PEDIATRIC HEALTH CONSULTANTS INC		2,091.30
10/21/2021	EH 00000146	100357	STAPLES BUSINESS ADVANTGE	P2200131	264.35
10/21/2021	HP 00500469	100550	AMAZON CAPITAL SERVICES INC		1,136.47
10/21/2021	HP 00500486	100446	FAR THERAPEUTIC & PERFORMING ARTS	P2200059	3,532.39
10/21/2021	HP 00500498	100021	PEARSON CLINICAL ASSESSMENT	P2200046	404.60
10/21/2021	HP 00500508	100515	STAFF CONNECTIONS LLC		5,486.50
				Fund 220 Total:	19,888.62
Fund: 250					
10/21/2021	EH 00000140	100118	CHARTWELLS DINING SERVICES		162,324.93
10/21/2021	HP 00500500	100954	RITEWAY SERVICE INC		1,285.21
				Fund 250 Total:	163,610.14
Fund: 290					
10/21/2021	HP 00500473	100266	BIANCHI PHOTO & BANNER		455.00
10/21/2021	HP 00500474	100735	BURKES SPORT HAVEN		85.00
				Fund 290 Total:	540.00
Fund: 420					
10/21/2021	HP 00500485	100038	DELTA NETWORK SERVICES LLC	P2200001	15,590.40
				Fund 420 Total:	15,590.40
Fund: 460					
10/21/2021	EH 00000147	100880	VOLUME CASES	P2200146	19,925.66
				Fund 460 Total:	19,925.66
Grand Total:					1,097,512.64

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End of Report

Huntington Bank
Commercial Card Summary (P-Card)
For Month Ending - October 2021

<u>Date of Trans</u>	<u>Card Holder</u>	<u>Vendor</u>	<u>Amount</u>
10/31/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*HQ89D25N3	24.93
10/31/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*GU19Z5G73	25.95
10/31/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*UL12X4K23	99.99
10/31/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*2U4SV4MO3	11.39
10/31/2021	GREG RICHARDSON	TONYS ACE HDWE	6.26
10/31/2021	ACCOUNTS PAYABLE	INCLUSIVE TLC SPECIAL	299.00
10/31/2021	GREG RICHARDSON	TONYS ACE HDWE	32.28
10/31/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	1,089.00
10/31/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*468JZ1O63	47.99
10/31/2021	MEGAN PAPASIAN-BROADWELL	ESPECIALNEE	824.95
10/31/2021	CORRI NASTASI	APPLE FRITTER DOUGHNUT	349.44
10/31/2021	THOMAS OESTRIKE	MR. MIGUELS	(13.34)
10/31/2021	ROCHELLE TASSIE	LITTLE CAESARS #0030	42.40
10/31/2021	MEGAN PAPASIAN-BROADWELL	HOBBY-LOBBY # 419	59.54
10/31/2021	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	43.41
10/29/2021	MEGAN PAPASIAN-BROADWELL	SQ *DEBBY'S DOLLAR	68.50
10/29/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*EY7SB1WV3	99.90
10/29/2021	BRADLEY WILKINS	TOBII DYNAVOK SYSTEMS	487.00
10/29/2021	THOMAS OESTRIKE	MR. MIGUELS	200.00
10/29/2021	THOMAS OESTRIKE	MR. MIGUELS	35.76
10/28/2021	AMY KRUPPE	ENGAGING SCHOOLS INC	352.80
10/28/2021	MEGAN PAPASIAN-BROADWELL	ADOBE PRODUCTS	9.99
10/28/2021	JAMIE BUCZKO	WALMART.COM AA	44.56
10/28/2021	DEBRA DIMAS	WF* WAYFAIR 3646007672	718.56
10/28/2021	THOMAS OESTRIKE	EDDIES PIZZA	35.41
10/27/2021	STEPHANIE DULMAGE	TEACHING STRATEGIES,LL	279.58
10/27/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*LZ5U67AQ3	35.00
10/27/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*LZ5U67AQ3	34.99
10/27/2021	BRADLEY WILKINS	SWANK MOTION PICTURES	3,406.00
10/27/2021	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	13.11
10/26/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
10/26/2021	TAMMY SCHOLZ	MASSP & MASC/MAHS	150.00
10/26/2021	MEGAN PAPASIAN-BROADWELL	MYBINDING.COM	187.36
10/26/2021	GREG RICHARDSON	TONYS ACE HDWE	1.40
10/26/2021	CORRI NASTASI	SAMS CLUB #6657	197.50
10/25/2021	DEBRA DIMAS	LEARNING GIZMO S INC	27.56
10/25/2021	SHEILA OKANE	OTC BRANDS INC	104.77
10/24/2021	CORRI NASTASI	SAMSCLUB #6659	8.48
10/24/2021	CORRI NASTASI	SAMS CLUB #6659	164.16
10/24/2021	DEBRA DIMAS	AMAZON.COM*2Y8L377T0	30.95
10/24/2021	AMY KRUPPE	WPY*DIVERSIFIED MANAGE	99.00
10/24/2021	JASON ZIRNIS	UNIVERSAL WHOLESALE PL	23.85
10/24/2021	GREG RICHARDSON	TONYS ACE HDWE	20.89
10/24/2021	GINA BREW	SULLIVANS FLEET SERVIC	450.12
10/24/2021	GINA BREW	SULLIVANS FLEET SERVIC	4,389.17
10/24/2021	THOMAS OESTRIKE	GFS STORE #0950	94.19
10/24/2021	THOMAS OESTRIKE	GFS STORE #0178	459.84
10/24/2021	CHRISTINE LUPTAK	ORKIN LLC 002	123.00
10/24/2021	ROCHELLE TASSIE	OTC BRANDS INC	58.83
10/22/2021	STEPHANIE DULMAGE	TEACHING STRATEGIES,LL	330.00
10/22/2021	THOMAS OESTRIKE	PAYPAL *DFX DANCE	308.00
10/22/2021	THOMAS OESTRIKE	PAYPAL *DFX DANCE	508.00
10/22/2021	MATTHEW MILLER	INTEGRITY BUSINESS SOL	107.30
10/22/2021	CHRISTINE LUPTAK	APOC SALES INC.	1,949.01
10/22/2021	CHRISTINE LUPTAK	GEMINI FORMS AND SYSTE	37.80

10/21/2021	ACCOUNTS PAYABLE	SAVVAS LEARNING	4,843.25
10/21/2021	MEGAN PAPASIAN-BROADWELL	DOLLAR TREE	65.00
10/21/2021	CORRI NASTASI	AMAZON.COM*2Y2S70L92	112.90
10/21/2021	CHRISTINE LUPTAK	BIGD LOCK & KEY	34.50
10/21/2021	CHRISTINE LUPTAK	BILLINGS LAWN EQUIPMEN	188.13
10/20/2021	BRADLEY WILKINS	AMPLIFIED IT, LLC	1,854.00
10/20/2021	GREG RICHARDSON	TONYS ACE HDWE	28.46
10/20/2021	JAMIE BUCZKO	OAKLAND SCHOOLS-RC INT	300.00
10/20/2021	CORRI NASTASI	AMZN MKTP US*2Y72F9PZ1	49.98
10/20/2021	CORRI NASTASI	USPS.COM POSTAL STORE	60.00
10/20/2021	MATTHEW MILLER	SONITROL GREAT LAKES M	294.98
10/20/2021	MATTHEW MILLER	INSTENT INDUSTRIES	8,638.10
10/20/2021	MATTHEW MILLER	COMMUNICATION MATRIX	25.00
10/20/2021	MICHELLE KRAUSE	GFS STORE #0240	115.88
10/19/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
10/19/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*2Y5QA2A01	85.35
10/19/2021	MEGAN PAPASIAN-BROADWELL	SAMSCLUB #6659	13.88
10/19/2021	MEGAN PAPASIAN-BROADWELL	SAMSCLUB #6659	18.22
10/19/2021	MEGAN PAPASIAN-BROADWELL	SAMSCLUB #6659	102.13
10/19/2021	ACCOUNTS PAYABLE	CLEAR RATE COMMUNICATI	1,884.56
10/19/2021	ROCHELLE TASSIE	ALLSTAR SERVICES OF MI	150.00
10/18/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*2Y29J0JP1	67.87
10/18/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*2Y1C16ZC0	34.98
10/18/2021	BRADLEY WILKINS	DRI*ISUMSOFT	31.75
10/18/2021	CORRI NASTASI	AMAZON.COM*2Y4PP0JP1	22.58
10/18/2021	CORRI NASTASI	AMAZON.COM*2Y0O08331	23.63
10/18/2021	CORRI NASTASI	SAMS CLUB #6664	51.10
10/17/2021	JAMIE BUCZKO	BURLINGTON STORES 356	275.81
10/17/2021	JAMIE BUCZKO	MI ASSOC SCH ADM	125.00
10/17/2021	CORRI NASTASI	AMZN MKTP US*277O39SF2	17.99
10/17/2021	CORRI NASTASI	AMZN MKTP US*2Y49N34B0	35.98
10/17/2021	CHRISTINE LUPTAK	REPUBLIC SERVICES TRAS	4,103.24
10/17/2021	ROCHELLE TASSIE	JOANN STORES #690	(8.57)
10/17/2021	GREG RICHARDSON	TONYS ACE HDWE	14.24
10/17/2021	MEGAN PAPASIAN-BROADWELL	MFASCO HEALTH & SAFETY	451.36
10/17/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*277AS68A2	29.65
10/17/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*274OW0Y90	45.89
10/17/2021	ACCOUNTS PAYABLE	REPUBLIC SERVICES TRAS	222.82
10/17/2021	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	353.59
10/17/2021	MATTHEW MILLER	PROJECT LEAD THE WAY,	253.50
10/17/2021	MATTHEW MILLER	SCHOLASTIC, INC.	186.78
10/17/2021	MATTHEW MILLER	SCHOLASTIC, INC.	21.78
10/17/2021	MATTHEW MILLER	SCHOLASTIC, INC.	130.90
10/17/2021	MATTHEW MILLER	PORTA PHONE COMPANY	277.17
10/17/2021	ACCOUNTS PAYABLE	CORRIGAN MOVING SYSTEM	292.00
10/17/2021	MATTHEW MILLER	DTE ENERGY	576.49
10/17/2021	MATTHEW MILLER	DTE ENERGY	1,146.18
10/17/2021	THOMAS OESTRIKE	WOODWORK CAREER ALLIAN	103.00
10/17/2021	CHRISTINE LUPTAK	GRAINGER	263.12
10/17/2021	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	11.80
10/15/2021	TAMMY SCHOLZ	AMZN MKTP US*2769I6I10	13.44
10/15/2021	TAMMY SCHOLZ	AMZN MKTP US*272YU0YS1	9.44
10/15/2021	TAMMY SCHOLZ	AMAZON.COM*275KE7U70 A	111.24
10/15/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*273IL3WK1	69.96
10/15/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*272BZ7WU1	105.98
10/15/2021	GREG RICHARDSON	TONYS ACE HDWE	34.19
10/15/2021	GREG RICHARDSON	TONYS ACE HDWE	9.49
10/15/2021	SHEILA OKANE	LIBIB.COM	11.00
10/14/2021	ROCHELLE TASSIE	AMZN MKTP US*278DU4XX2	21.84
10/14/2021	ROCHELLE TASSIE	DOLLARTREE	11.00
10/14/2021	ROCHELLE TASSIE	JOANN STORES #690	41.17

10/14/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US*279Z83VC2	17.98
10/14/2021	BRADLEY WILKINS	MSBO	85.00
10/14/2021	GREG RICHARDSON	TONYS ACE HDWE	18.98
10/14/2021	GREG RICHARDSON	TONYS ACE HDWE	33.20
10/14/2021	GREG RICHARDSON	TONYS ACE HDWE	163.21
10/14/2021	DEBRA SCOTT	MICHIGANASS	290.00
10/14/2021	ROCHELLE TASSIE	AMZN MKTP US*2775A4VQ2	8.41
10/14/2021	TAMMY SCHOLZ	BURKE S SPORTS HAVEN	503.60
10/13/2021	BRADLEY WILKINS	APPLE.COM/US	104.94
10/13/2021	BRADLEY WILKINS	APPLE.COM/US	104.94
10/13/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
10/13/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	238.71
10/13/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	271.89
10/13/2021	CHRISTINE LUPTAK	NATASSOC4EDUYNGCHD	66.00
10/13/2021	ROCHELLE TASSIE	DOLLAR TREE	20.00
10/12/2021	TAMMY SCHOLZ	AMAZON.COM*278AL1Q31 A	249.75
10/12/2021	MEGAN PAPASIAN-BROADWELL	SAMS CLUB #6659	69.90
10/12/2021	MEGAN PAPASIAN-BROADWELL	KROGER #447	30.92
10/12/2021	JASON ZIRNIS	FEDERAL PIPE & SUPPLY	172.00
10/12/2021	JASON ZIRNIS	AMZN MKTP US*2710W1TL2	1,990.58
10/12/2021	JASON ZIRNIS	AMZN MKTP US*270IL15H0	839.88
10/12/2021	MICHELLE KRAUSE	SCHOLASTIC EDUCATION	1.50
10/12/2021	MICHELLE KRAUSE	SCHOLASTIC EDUCATION	17.98
10/12/2021	GREG RICHARDSON	TONYS ACE HDWE	24.69
10/12/2021	GREG RICHARDSON	TONYS ACE HDWE	8.72
10/12/2021	GREG RICHARDSON	TONYS ACE HDWE	8.54
10/12/2021	MATTHEW MILLER	MSBO	360.00
10/12/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	379.00
10/12/2021	CHRISTINE LUPTAK	STAX *BISON PLUMBING	10,500.00
10/12/2021	CHRISTINE LUPTAK	HAGOPIAN CLEANING - AC	99.00
10/11/2021	ACCOUNTS PAYABLE	TMOBILE*AUTO PAY	2,000.00
10/11/2021	CORRI NASTASI	WAL-MART #3487	38.67
10/10/2021	BRADLEY WILKINS	LEARNING WITHOUT TEARS	80.00
10/10/2021	GREG RICHARDSON	TONYS ACE HDWE	66.47
10/10/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	19.50
10/10/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	110.93
10/10/2021	DEBRA DIMAS	AMZN MKTP US*274M14G61	23.99
10/10/2021	THOMAS OESTRIKE	PEPSIBEVERAGECO	869.68
10/10/2021	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	825.47
10/10/2021	CHRISTINE LUPTAK	AIRGAS USA, LLC	157.38
10/10/2021	CHRISTINE LUPTAK	CONTRACTORS NAT LAD/CO	2,954.34
10/10/2021	CHRISTINE LUPTAK	APOC SALES INC.	3,924.00
10/08/2021	TAMMY SCHOLZ	AMAZON.COM*2764I8E41 A	44.60
10/08/2021	STEPHANIE DULMAGE	LEARNING A-Z, LLC	950.00
10/08/2021	MICHELLE KRAUSE	SCHOLASTIC EDUCATION	113.81
10/08/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	2,000.00
10/08/2021	BRADLEY WILKINS	APPLE.COM/BILL	105.99
10/08/2021	GREG RICHARDSON	TONYS ACE HDWE	65.53
10/08/2021	CHRISTINE LUPTAK	BILLINGS LAWN EQUIPMEN	20.64
10/08/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	6,031.80
10/08/2021	CHRISTINE LUPTAK	SQ *MECHANICAL SYSTEM	350.00
10/08/2021	CHRISTINE LUPTAK	GRAINGER	103.68
10/08/2021	CHRISTINE LUPTAK	STAX *BISON PLUMBING	110.00
10/08/2021	CHRISTINE LUPTAK	MCNAUGHTON MCKAY ELECT	1,091.09
10/08/2021	CHRISTINE LUPTAK	DOWNRIVER REFRIGERATIO	1,182.52
10/08/2021	CHRISTINE LUPTAK	ROYAL ROOFING INC	468.00
10/08/2021	CHRISTINE LUPTAK	ROYAL ROOFING INC	453.00
10/08/2021	CHRISTINE LUPTAK	ROYAL ROOFING INC	279.00
10/08/2021	CHRISTINE LUPTAK	GNE PAINT & SUPPLIES I	94.47
10/08/2021	CHRISTINE LUPTAK	MSBO	150.00
10/08/2021	CHRISTINE LUPTAK	INTEGRITY BUSINESS SOL	429.44

10/07/2021	TAMMY SCHOLZ	AMAZON.COM*275PU0NG0 A	44.60
10/07/2021	ACCOUNTS PAYABLE	SAVVAS LEARNING	1,298.41
10/07/2021	BRADLEY WILKINS	METALCRAFT, INC.	20.69
10/07/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	2,000.00
10/07/2021	NICK NUGENT	IDENTOGO - MI FINGERPR	67.25
10/07/2021	ACCOUNTS PAYABLE	J.W. PEPPER	105.00
10/07/2021	ACCOUNTS PAYABLE	STAFFORD SMITH, INC	17,111.00
10/07/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	97.96
10/07/2021	THOMAS OESTRIKE	WEISSMAN'S THEATRICAL	331.89
10/07/2021	CHRISTINE LUPTAK	BATTERY CENTERS	54.00
10/07/2021	CHRISTINE LUPTAK	KILBURNS EQUIPMENT REN	41.90
10/07/2021	ROCHELLE TASSIE	AMAZON.COM*2C1FF8IO2 A	41.98
10/07/2021	BRADLEY WILKINS	JUMPCLOUD INC	114.00
10/07/2021	CHRISTINE LUPTAK	WEINGARTZ	279.79
10/06/2021	CORRI NASTASI	TST* NEW YORK BAGEL -	100.00
10/06/2021	TAMMY SCHOLZ	SAMSClub #6659	105.69
10/06/2021	TAMMY SCHOLZ	ACTE	100.00
10/06/2021	AMY KRUPPE	PREMIUM ACCESS	(35.00)
10/06/2021	BRADLEY WILKINS	METALCRAFT, INC.	1,672.79
10/06/2021	GREG RICHARDSON	TONYS ACE HDWE	25.25
10/06/2021	GREG RICHARDSON	TONYS ACE HDWE	41.94
10/06/2021	ACCOUNTS PAYABLE	CBI BALFOUR	75.13
10/06/2021	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	120.00
10/06/2021	ACCOUNTS PAYABLE	ACCO BT USA	512.95
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	109.03
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	100.49
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	36.65
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	93.21
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	92.89
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	127.70
10/06/2021	ACCOUNTS PAYABLE	CONSUMERS ENERGY CO	24.39
10/06/2021	DEBRA DIMAS	AMZN MKTP US*2C8X172K2	219.85
10/06/2021	MEGAN PAPASIAN-BROADWELL	MEIJER # 222	65.10
10/05/2021	ACCOUNTS PAYABLE	A AND G CENTRAL MUSIC	108.05
10/04/2021	TAMMY SCHOLZ	AMZN MKTP US*2C2N89HG2	179.98
10/04/2021	ROCHELLE TASSIE	AMZN MKTP US*2C1TF6HS2	57.16
10/04/2021	TAMARAN DILLARD	OAKLAND SCHOOLS-RC INT	(15.00)
10/03/2021	MEGAN PAPASIAN-BROADWELL	AMZN MKTP US	(12.99)
10/03/2021	DEBRA DIMAS	AMZN MKTP US	(167.88)
10/03/2021	BRADLEY WILKINS	SQ *LION TECHNOLOGIES	650.00
10/03/2021	JAMIE BUCZKO	REI*GREENWOODHEINEMANN	526.63
10/03/2021	ROCHELLE TASSIE	AMZN MKTP US*2C6CG9DU0	28.99
10/01/2021	TAMMY SCHOLZ	AMZN MKTP US*2C5DD78V0	196.93
10/01/2021	AMY KRUPPE	AMZN MKTP US*2C5NV08J0	161.02
10/01/2021	BRADLEY WILKINS	HEARTLAND BUSINESS SYS	3,922.24
10/01/2021	GREG RICHARDSON	TONYS ACE HDWE	21.84
10/01/2021	GREG RICHARDSON	TONYS ACE HDWE	22.76
10/01/2021	GREG RICHARDSON	TONYS ACE HDWE	12.34
10/01/2021	GREG RICHARDSON	EJ USA DETROIT	195.21
10/01/2021	JAMIE BUCZKO	CURRICULUM ASSOC	37.25
10/01/2021	JAMIE BUCZKO	SMORE.COM	149.00
10/01/2021	CHRISTINE LUPTAK	VIGILANTE SECURITY INC	1,089.00
10/01/2021	CHRISTINE LUPTAK	ORKIN LLC 002	123.00
10/01/2021	KARLA GRAESSLEY	GFS STORE #0868	534.84

122,170.45

NAME	EVENT	DATES OF EVENT	LOCATION	ESTIMATED COST
IN STATE				(Includes Sub)
Erika Resh	JEPL Network 21/22	10/29/21, 1/14/22, 3/11/21, 5/13/21	Oakland Schools	\$100.00
Christina Saferian	JEPL Network 21/22	10/29/21, 1/14/22, 3/11/21, 5/13/21	Oakland Schools	\$100.00
Debbie Kondek	JEPL Network 21/22	10/29/21, 1/14/22, 3/11/21, 5/13/21	Oakland Schools	\$100.00

Board Member	Conference/Workshop Title	Date of Conference or Workshop	Location	Estimated Cost
Laura Adkins, President	OCSA/OCSBA Joint Meeting/Dinner	11/17/2021	West Bloomfield HS	\$35.00
Dr. Amy Kruppe, Superintendent	OCSA/OCSBA Joint Meeting/Dinner	11/17/2021	West Bloomfield HS	\$35.00

Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised DEFINITIONS
Code	po0100
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

0100 - **DEFINITIONS**

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

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively negotiated contract with a recognized bargaining unit.

Apps and Services

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

Board

The Board of Education.

Bylaw

Rule of the Board for its own governance.

Classified or Support Employee

An employee who provides support to the District's program and whose position does not require a professional certificate.

District

The School District.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond.

Procedural due process may require consideration of statutorily mandated factors, right to counsel and/or confrontation or cross examination of witnesses, depending upon the situation.

Family Member

"Family member" means a person's spouse or spouse's sibling or child; a person's sibling or sibling's spouse or child; a person's child or child's spouse; or a person's parent or parent's spouse, and includes these relationships as created by adoption or marriage. (See Bylaw 0144.3)

Full Board

Authorized number of voting members entitled to govern the District.

Information Resources

The Board defines Information Resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, web sites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

May

This word is used when an action by the Board or its designee is permitted but not required.

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body.

Parent

The natural or adoptive parents or individuals with a valid power of attorney for the care and custody of the student for purposes other than educational placement. Parent also refers to any individual appointed by the State or court as a legal guardian or custodian for the student. Both parents will have equal access to records and rights regarding the student's education absent a court order restricting such rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, () telephone paging devices (e.g., beepers or pagers), (X) and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of Education. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools or programs, as designated by the Board of Education. The Principal must hold an appropriate school administrator certificate or permit. The Principal is responsible for the supervision of the school or program consistent with Board policy and directives of the Superintendent and may delegate responsibility to subordinates as appropriate.

Professional Staff Member

An employee who implements or supervises one (1) or more aspects of the District's program and whose position requires a professional credential from the State.

Relative

The mother, father, sister, brother, spouse, parent of spouse, child, grandparents, grandchild, or dependent in the immediate household as defined in the negotiated, collectively-bargained agreement.

Secretary

The chief clerk of the Board of Education. (See Bylaw 0171.3)

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" also signifies a required action.)

Social Media

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messspan>

The chief financial officer of the District. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board of Education. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board of Education. Except to accommodate the absence of any member of the Board due to military duty or for any other purpose permitted by law, Board members must be physically present to have their vote officially recorded in the Board minutes. ~~(-) [OPTIONAL LANGUAGE] unless the Board member has notified the Board President prior to the meeting that s/he must participate remotely and the Board President approves remote participation by the Board member.~~

Citations to Michigan Compiled Laws (M.C.L.) are shown as M.C.L. followed by the Section Number (e.g., M.C.L. 380.1438). Citations to the Michigan Administrative Code are prefaced A.C. Rule (e.g., A.C. Rule R380.221). Citations to the Federal Register are noted as FR, to the Code of Federal Regulations as C.F.R., and to the United States Code as U.S.C.

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Last Modified by Debbie Scott on November 11, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	
Adopted	May 15, 2017
Last Revised	March 15, 2021

0167.3 - **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

To permit fair and orderly public expression, the Board shall provide a period for public participation at public meetings of the Board and publish rules to govern such participation in Board meetings and in Board committee meetings. The rules shall be administered and enforced by the presiding officer of the meeting.

The presiding officer shall be guided by the following rules:

A. Public participation shall be permitted

- as indicated on the order of business.
- before the Board takes official action on any issue of substance.
- at a time as determined by the presiding officer.

B. Anyone with concerns related to the operation of the schools or to matters within the authority of the Board may participate during the designated public participation portion(s)~~public portion~~ of a meeting.

C. Attendees must register their intention to participate in the public participation portion of the meeting

- upon their arrival at the meeting.
- within two (2) business days before the meeting.
- within _____ business days before the meeting.

[DRAFTING NOTE: The time line for registration should be reasonably determined in consideration of the posting of the meeting agenda and should be consistently applied.]

D. Individuals may not register others to speak during public participation.

E. Participants must first be recognized by the presiding officer

- and will be requested to preface their comments by an announcement of their name;
- address;
- group affiliation, if and when appropriate.

- F. Each statement made by a participant shall be limited to three (3) minutes duration at the beginning of the meeting and one (1) minute at the public comment session at the end of the meeting;
- G. ~~() During the portion of the meeting designated for public participation, no participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard. No participant may speak more than once.~~
- H. Participants shall direct all comments to the Board and not to staff or other participants.
- I. The presiding officer may:
1. interrupt, warn, or terminate a participant's session when they make comments that are repetitive, obscene, and/or comments that constitute a true threat (i.e., statements meant to frighten or intimidate one (1) or more specified persons into believing that they will be seriously harmed by the speaker or someone acting at the speaker's behest); ~~prohibit public comments which are frivolous, repetitive, or harassing;~~
 2. ~~() interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;~~
 3. request any individual to stop speaking and/or leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct and/or orderly progress of the meeting;
 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the conduct and/or orderly conduct of the meeting as to warrant such action;
 6. waive these rules.
- with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the participation of the public is invited shall be limited to three (3) minutes at the beginning of meeting and one (1) minute at the end of the meeting, but the timeframe will be extended, if necessary, so that no one's right to address the Board will be denied.

The Board may permit individuals to attend meetings remotely through live broadcast; however, public participation will be limited to those who are in attendance at the meeting site only. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending remotely.

OR

The Board permits individuals who attend meetings remotely to participate in public participation, subject to the same rules that apply to individuals who attend in person. The Board is not responsible for any technology failures that prevent or disrupt any individual from attending and/or participating remotely.

~~AudioTape~~ or video recordings are permitted subject to the following conditions:

- A. No obstructions are created between the Board and the audience.
- B. No interviews are conducted in the meeting room while the Board is in session.
- C. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience while the Board is in session.

The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment.

Legal

M.C.L. 15.263(4)(5)(6), 380.1808

Last Modified by Debbie Scott on November 11, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of LEAVES OF ABSENCE
Code	po1430
Status	
Adopted	October 19, 2020
Prior Revised Dates	needed revisions and to be looked at by committee as of 6/3/2021

1430 - LEAVES OF ABSENCE

All administrative staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the paraprofessionals.

All requests for unpaid leaves of absence by administrative staff members shall be presented to the Board of Education for approval.

Any administrative staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

Paid Medical Leave (PML)

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and sick days. ~~paid time off (i.e. PTO).~~

The District adopts:

The Frontload Method

The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on July 1 of each year. No more than two (2) sick days may be used for personal business. ~~March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on September 1 or day of contract for school year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

An employee may use Paid Medical Leave under the PMLA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
 1. for medical, psychological or other counseling for physical or psychological injury or disability;
 2. to obtain services from a victim services organization;
 3. to relocate due to domestic violence or sexual assault;
 4. to obtain legal services; and/or

5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.

Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state";
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

PMLA leave must be used in ~~one (1) hour~~ one-half (1/2) day increments.

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee will not be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

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Last Modified by Debbie Scott on June 3, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018
Prior Revised Dates	committee has not done yet as 4/14/2021

1623 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.
Compliance Officers

The Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA Coordinators (hereinafter referred to as the "District Compliance Officers").

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

~~Dr. Michelle Krause~~ Tamaran Dillard
~~Supervisor of Special Education~~ Director of Student Support Services
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
~~248-658-5401~~ (248) 658-5206
~~michelle.krause@hazelparkschools.org~~, tamaran.dillard@hazelparkschools.org

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

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officers will be published on the District's website and posted throughout the District, and included ~~published~~ in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

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

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is ~~not~~ available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) work days. If no decision is rendered within ten (10) ~~work~~ days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) ~~work~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) ~~work~~ days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the ~~C~~complainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
 Office for Civil Rights
 Cleveland Office
 1350 Euclid Avenue
 Suite 325
 Cleveland, Ohio 44115
 (216) 522-4970
 FAX: (216) 522-2573
 TDD: (216) 522-4944
 E-mail: OCR.Cleveland@ed.gov
 Web: <http://www.ed.gov/ocr>

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or

Book	Policy Manual
Section	Ready for Processing
Title	Copy of ANTI-HARASSMENT
Code	po1662
Status	
Adopted	May 15, 2017
Last Revised	November 16, 2020
Prior Revised Dates	committee has not done yet as 4/14/2021

1662 - **ANTI-HARASSMENT**

General Policy Statement

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

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

[X] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

~~For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

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

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

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

Definitions

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

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

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

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

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

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

Bullying

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

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

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

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

Sexual Harassment

Pursuant to ~~For purposes of this policy and consistent with~~ Title VII of the Civil Rights Act of 1964, ~~and Title IX of the Educational Amendments of 1972,~~ "sexual harassment" is defined as:

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

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

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

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffiti, ~~video~~tapes, ~~poster, audio recordings or literature, placed in the work or educational environment, that may reasonably ~~which may~~ embarrass or offend individuals.~~
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

- L. ~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~
- M. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- N. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- O. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Office of Human Resources
Hazel Park School District
1620 E Elza Avenue
Hazel Park, Michigan 48030
(248) 658-5241

The names, titles, and contact information of these individuals will be published annually on the District's web site, in the parent and staff handbooks, and each school's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's Anti-Harassment~~ Compliance Officer within two (2) days of receiving the report of harassment, at his/her first convenience.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to ~~the one (1) of the Anti-Harassment~~ Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report or determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide ~~the Principal/him/her~~ with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

The Board designates the Human Resources Office Designees to serve as "Anti Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Office of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-5241

humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually:

- A. ~~in the parent and staff handbooks;~~
- B. ~~in the School District Annual Report to the public;~~
- C. ~~on the School District's web site;~~
- D. ~~on each individual school's web site;~~
- E. ~~in the School District's calendar.~~

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

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

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure (See Form 1662 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any Any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have, he has been subjected to unlawful harassment or retaliation may seek resolution of the his/her complaint through either the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. ~~informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.~~

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

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

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student, other member of the School District community, or Third Party who alleges unlawful harassment or retaliation. ~~third party who believes s/he has been unlawfully harassed or retaliated against.~~ This informal procedure is not required as a precursor to the filing of a

formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it. ~~and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.~~

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

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

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

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

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

The ~~Board's~~ School District's informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant/individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one (1) or more of the following:

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

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

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, ~~if the individual elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

The Complainant ~~An individual who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant",~~ may file a formal complaint, either orally or in writing, with a teacher, Principal, the Compliance Officer, Superintendent, or other District official ~~employee~~. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal

complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, Principal, Superintendent, or other District ~~official employee~~, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the Compliance Officer or designee within two (2) business days.

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

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

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

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

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

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

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

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

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

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be

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

The decision of the Superintendent shall be final.

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

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

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

Sanctions and Monitoring

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive interim measures offered and/or provided to the Complainant and/or the Respondent, complainants and/or the alleged perpetrators, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board’s expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. (X) documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; [REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]
- O. (X) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. (X) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. (X) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- R. (X) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

Revised 9/17/18
 Revised 6/15/20

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Legal

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

Last Modified by Debbie Scott on June 2, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	
Adopted	May 15, 2017
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2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

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

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

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

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

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

A. Curriculum Content

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

B. Staff Training

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

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available, in accordance with Board Policy 7510 - Use of School Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

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

D. District Support

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

E. Student Evaluation

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

Definitions:

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

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

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

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

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

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

District Compliance Officers

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

Office of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-5241
humanresources@hazelparkschools.org

[Tamaran Dillard](#)
[Director of Student Services](#)
[Hazel Park School District](#)
[1620 E Elza Avenue](#)
[Hazel Park, MI 48030](#)
[248-658-5206](#)
tamaran.dillard@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually [on the School District's website and in the parent/student handbooks and on each individual school's website.](#) ~~and on the School District's website.~~

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

opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

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

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

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

In addition, the Superintendent/s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225). The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

Reports and Complaints of Unlawful Discrimination and Retaliation

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

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

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

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

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one (1) of the COs within two (2) business days. Additionally, any Board employee who observes an

act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO ~~/or~~ designee must contact the Complainant student, if age eighteen (18) or older, or the Complainant's student's parents/guardians if the Complainant student is under the age eighteen (18), within two (2) ~~school~~ days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities, any student who alleges to have been ~~Any student who believes that s/he has been~~ subjected to unlawful discrimination or retaliation may seek resolution of ~~the his/her~~ complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Informal Complaint Procedure

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

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

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

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

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

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

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

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

- A. Advising the Complainant ~~student~~ about how to communicate ~~his/her~~ concerns to the Respondent, ~~person who allegedly engaged in the discriminatory/retaliatory behavior.~~
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity ~~as a reminder~~ to the individuals in the school building or office where the Respondent, ~~individual whose behavior is being questioned~~ works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution. ~~between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.~~

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

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer determines the allegations are not appropriate for resolution through the informal process, ~~student elects to file a formal complaint initially,~~ the formal complaint process shall be implemented.

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

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

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

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

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

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

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

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

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

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

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

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

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

The decision of the Superintendent shall be final.

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

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

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

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

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

Sanctions and Monitoring

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participate or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

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

Education and Training

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

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

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) are responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy must retain all information, documents, electronically stored information, and electronic media (as defined in Policy 8315) created and received as part of an investigation, which may include,

but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive interim measures offered and/or provided to the Complainant and/or the Respondent, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;
- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent, ~~complainant or the alleged perpetrator~~.

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

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

Legal

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

Fourteenth Amendment, U.S. Constitution

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

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

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

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

29 C.F.R. Part 1635

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

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

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

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

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

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

Last Modified by Debbie Scott on June 1, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

2260.01 - **SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA") and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Board of Education does not discriminate in admission or access to, or participation or treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. ~~will make accessible to qualified individuals with disabilities its facilities, programs, and activities.~~ No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

With respect to public preschool, elementary and secondary educational services, a qualified person with a disability means a disabled person:

- A. who is of an age during which nondisabled persons are provided educational services;
- B. who is of any age during which it is mandatory under Michigan law to provide educational services to disabled persons; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified person with a disability means a person with a disability ~~disabled person~~ who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The

Board will not deny a student with disabilities access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

Compliance Officers

The Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA Coordinators (hereinafter referred to as the "District Compliance Officers").

~~Dr. Amy Kruppe-~~

~~Superintendent-~~ Office of Human Resources

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

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

~~amy.kruppe@hazelparkschools.org~~ humanresources@hazelparkschools.org

~~Dr. Michelle Krause~~ Tamaran Dillard

~~Supervisor of Special Education~~ Director of Student Support Services

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

248-658--~~5401~~ 5206

~~michelle.krause-~~ tamaran.dillard@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the parent/student and staff handbooks and on the School District's website and on each individual school's website.

Building Principals shall serve as Building Section 504/ADA Compliance Officers ("Building Compliance Officers").

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of the implementing regulations, may be obtained from the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below. The Board will further establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing. See AG 2260.01B.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities ~~disabled students~~ who are not eligible for specially designed instruction under the IDEIA, the special education and related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities will be equal to the quality of services provided to students without disabilities.

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

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Non-academic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and non-academic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the District's Compliance Officer(s) will be republished on the District's website and posted throughout the District, and included ~~published~~ in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, students and their parents will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents or guardian and representation of counsel, and their right to examine relevant education records.

Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

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

Internal Complaint Procedures

An internal complaint may be filed by a student and/or parent. A student and/or parent may initiate the internal complaint procedure when s/he/they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as disabled or believed to be disabled pursuant to Section 504, and are not eligible under the IDEIA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights or requesting a due process hearing.

Step 1

Investigation by the Building Compliance Officer: A student or parent may initiate an investigation by filing a written internal complaint with the Building Compliance Officer. The complaint should fully describe the circumstances giving rise to the dispute and how the child is adversely affected. The complaint must be filed as soon as possible, but not longer than thirty (30) ~~calendar~~ days after disclosure of the facts giving rise to the complaint. The Building Compliance Officer shall conduct an impartial investigation of the complaint. As part of the investigation, the Building Compliance Officer shall permit the complainant to present witnesses and

other evidence in support of the complaint. The investigation shall be completed within fifteen (15) ~~school~~ days of the written complaint being filed. The Building Compliance Officer will notify the complainant in writing of his/her decision.

Step 2

Appeal to the District Compliance Officer: If the complaint is not resolved satisfactorily at Step 1, the student or parent may appeal the Building Compliance Officer's decision in writing to the District Compliance Officer. The appeal must be made within five (5) ~~school~~ days following receipt of the Building Compliance Officer's decision. The District Compliance Officer will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) ~~school~~ days of receiving the appeal.

Step 3

If the complaint is not resolved satisfactorily at Step 2, the student or parent may request a due process hearing, provided the complaint involves an issue related to the identification, evaluation, or placement of the student.

If it is determined that the Complainant was subjected to unlawful discrimination, the Building and District ~~Compliance Officers~~ ~~COs~~ must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if a student or parent believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 34 C.F.R. Part 104
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Debbie Scott on June 2, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Adopted	May 15, 2017
Last Revised	June 15, 2020

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

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

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Teachers
- B. Ancillary Staff
- C. Administration
- D. _____
- E. _____
- F. _____
- G. _____

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

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

Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

All applications for employment shall be referred to the Director of Human Resources.

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

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

The Board will not employ (but may reemploy) the

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time professional staff member.

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

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

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

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

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

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

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

REQUIREMENTS FOR HIGHLY QUALIFIED STATUS

Pursuant to State law, "Highly Qualified" means:

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

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

REQUIREMENTS FOR TEACHERS IN DISTRICT RECEIVING TITLE I FUNDING

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

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

~~As designated by Federal law, core subject areas shall include the following: English, reading or language arts, science (which includes physics, chemistry, biology, earth science, and physical science), mathematics, arts (which includes instrumental music, vocal music, visual arts, dance, and drama/theater), foreign languages, government and civics, history, economics and geography. The Superintendent shall prepare a plan that will result in all teachers who are employed in professional staff positions with instructional responsibilities in Title I supported programs and/or core subject areas to be highly qualified by a date specific, and the Superintendent shall show annual progress towards meeting these teacher qualification requirements.~~

M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623

~~20 U.S.C. 6319 & 7801~~

R 390.1105

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Legal M.C.L. 380.1229 – 1231, 380.1233, 380.1233b, 380.1237, 380.1531d, 380.623
R 390.1105

Last Modified by Debbie Scott on November 11, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.
Compliance Officers

The Board designates the following individuals to serve as the District's 504 Compliance Officers)/ADA Coordinators (hereinafter referred to as the "District Compliance Officers").

~~Superintendent-~~ Office of Human Resources

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

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

~~amy.kruppe@hazelparkschools.org~~ humanresources@hazelparkschools.org

~~Dr. Michelle Krause~~ Tamaran Dillard

~~Supervisor of Special Education~~ Director of Student Support Services

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

248-658-~~5401~~ 5206

~~michelle.krause~~ tamaran.dillard@hazelparkschools.org

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

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officers will be published on the District's website and posted throughout the District, and included ~~published~~ in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

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

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is ~~not~~ ^{not} available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ **work** days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) **work** days. If no decision is rendered within ten (10) **work** days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) **work** days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) **work** days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the **C**omplainant was subjected to unlawful discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
 Office for Civil Rights
 Cleveland Office
 1350 Euclid Avenue
 Suite 325
 Cleveland, Ohio 44115
 (216) 522-4970
 FAX: (216) 522-2573
 TDD: (216) 522-4944
 E-mail: OCR.Cleveland@ed.gov
 Web: <http://www.ed.gov/ocr>

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Book	Policy Manual
Section	Ready for Processing
Title	Copy of ANTI-HARASSMENT
Code	po3362
Status	
Adopted	May 15, 2017
Last Revised	November 16, 2020

3362 - **ANTI-HARASSMENT**

General Policy Statement

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

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

[X] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

~~For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

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

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

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

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

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

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

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

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

Bullying

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

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

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

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

Sexual Harassment

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

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

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

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

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

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

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The Board designates the Human Resources Office Designees to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Office of Human Resources
Hazel Park School District
1620 E. Elza Avenue
Hazel Park, MI 48030
248-658-5241
humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

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

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's Anti-Harassment~~ Compliance Officer within two (2) days of receiving the report of the harassment. at his/her first convenience.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 3362 investigation and provide ~~the~~ the ~~Principal him/her~~ with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

~~Anti-Harassment Compliance Officers~~

~~The Board designates the Human Resources Office Designees to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".~~

~~Office of Human Resources~~

~~Hazel Park School District~~

~~1620 E. Elza Avenue~~

~~Hazel Park, MI 48030~~

~~248-658-5241~~

~~humanresources@hazelparkschools.org~~

~~The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent and staff handbooks and on the School District's website.~~

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

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

~~Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.~~

Investigation and Complaint Procedure (See Form 3362 F1)

~~Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any~~ Any employee or other member of the School District community or ~~Third Party~~ third party (e.g., visitor to the District) who believes that ~~they have~~ s/he has been subjected to unlawful harassment may seek resolution of ~~the his/her~~ his/her complaint through ~~the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.~~

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

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

Informal Complaint Procedure

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

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

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

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

A Complainant ~~An individual who believes s/he has been unlawfully harassed~~ may make an informal complaint, either orally or in

writing: (1) to a teacher, other employee, or building administrator; (2) directly to one of the Compliance Officers; and/or (3) to the Superintendent or other District-level employee.

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

The ~~Board's School District's~~ informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant ~~individual claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

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

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

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, ~~if the individual elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

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

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

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

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

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

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

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

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

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

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

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

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

The decision of the Superintendent shall be final.

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

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

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

Sanctions and Monitoring

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil right law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or the policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) are responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/ statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to full its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and / or the Respondent, ~~complainants and/or the alleged perpetrators~~, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.
- O. (X) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. (X) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. (X) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting or hearing;
- R. (X) copies of any documentation or evidence used during the informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

Revised 6/15/20

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Legal

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

Last Modified by Debbie Scott on November 11, 2021

Book Policy Manual

Section Ready for Processing

Title Copy of Vol. 33, No. 2 - February 2019 Revised LEAVES OF ABSENCE

Code po3430

Status

3430 - LEAVES OF ABSENCE

All professional staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to the leave benefits which are not less than those provided in the master agreement with the paraprofessionals.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Board of Education for approval.

Any professional staff member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

Paid Medical Leave (PML)

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, paid vacation days, paid personal days, and paid sick days time off (i.e. PTO).

The District adopts **[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]**

~~[OPTION #1]~~

~~The Accrual Method~~

~~Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty five (35) hours worked, but not more than one hour of paid medical leave in a calendar week () limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over () forty (40) hours () _____ [some number higher than forty (40)] _____ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. () The District will prorate paid leave for eligible employees hired during a benefit year.~~

[OPTION #2]

The Frontload Method

The District will frontload forty (40) hours of Paid Medical Leave twelve (12) days of sick leave to eligible employees on July 1 of each year. No more than two (2) sick leave days may be used for personal business. March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. () No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on)(March 29 () _____ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]

An employee may use Paid Medical Leave under the PMLA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
 - 1. for medical, psychological or other counseling for physical or psychological injury or disability;
 - 2. to obtain services from a victim services organization;
 - 3. to relocate due to domestic violence or sexual assault;
 - 4. to obtain legal services; and/or
 - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.

Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state; "
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

~~{DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.}~~

[X] PMLA leave must be used in one (1) hour increments (-) (-) (one half (1/2) day increments ~~DRAFTING NOTE: -MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]~~

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee (X) will not)-will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

Book	Policy Manual
Section	Ready for Processing
Title	Copy of SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	
Adopted	May 15, 2017
Last Revised	September 17, 2018

4123 - **SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT**

The Board of Education prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

"An individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one (1) or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aides or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

A qualified person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires and, with or without reasonable accommodation, can perform the essential functions of the job in question.

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Compliance Officers

The Board designates the following individuals to serve as the District's 504 Compliance Officers/ADA Coordinators (hereinafter referred to as the "District Compliance Officers").

~~Dr. Amy Kruppe~~

~~Superintendent-~~ Office of Human Resources

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

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

~~amy.kruppe@hazelparkschools.org-~~ humanresources@hazelparkschools.org

~~Dr. Michelle Krause~~ Tamaran Dillard

~~Supervisor of Special Education-~~ Director of Student Support Services

Hazel Park School District

1620 E. Elza Avenue

Hazel Park, MI 48030

248-658-~~5401-~~ 5206

~~michelle.krause-~~ tamaran.dillard@hazelparkschools.org

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's web site and in the Staff ~~Student~~ Handbook.

The District Compliance Officers are responsible for coordinating the District's efforts to comply with and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District Compliance Officers.

The District Compliance Officers will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. See below.

Training

The District Compliance Officers will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

Notice

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the District's Compliance Officer(s) will be published on the District's website and posted throughout the District, and included ~~published~~ in the District's recruitment statements or general information publications.

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with a District Compliance Officer within the time limits specified below. The District's Compliance Officer is available to assist individuals in filing a complaint.

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

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. This complaint procedure is not available to unsuccessful applicants. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the District Compliance Officer.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the District Compliance Officer. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the complainant or someone authorized to sign for the complainant, describe the alleged discriminatory action in sufficient detail to inform the District Compliance Officer of the nature and date of the alleged violation, and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ days of the circumstances or event giving rise to the complaint, unless the time for filing is extended by the District Compliance Officer for good cause.
- C. The District Compliance Officer will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The District Compliance Officer will provide the complainant with a written disposition of the complaint within ten (10) ~~work~~ days. If no decision is rendered within ten (10) ~~work~~ days, or the decision is unsatisfactory in the opinion of the complainant, the employee may file, in writing, an appeal with the Superintendent. The District Compliance Officer shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) ~~work~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) ~~work~~ days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Cleveland Office
1350 Euclid Avenue
Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

Retaliation

~~Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation, is prohibited. Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by Section 504 or the ADA, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.~~

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an

Book	Policy Manual
Section	Ready for Processing
Title	Copy of ANTI-HARASSMENT
Code	po4362
Status	
Adopted	May 15, 2017
Last Revised	October 19, 2020

4362 - **ANTI-HARASSMENT**

General Policy Statement

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

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

~~[X.] The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.~~

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

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

Other Violations of the Anti-Harassment Policy

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

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating unlawful harassment charges ~~comprises~~ **comprises** part of one's supervisory duties.

Definitions

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

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

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

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

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

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

Bullying

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

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

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

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

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

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

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

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

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

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, grafitti, ~~video~~tapes, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably~~which may~~ embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculation about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggest the desire for a romantic relationship.
- J. Leering or staring at some in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. ~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~
- M. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- N. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

- O. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The Board designates the Human Resources Office/Designees to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Office of Human Resources

Hazel Park Schools

1620 E. Elza Avenue

Hazel Park, MI 48030

248-658-5241

humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

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

Reports and Complaints of Harassing Conduct

Members of the School District community, ~~which includes all staff, and third parties~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's Anti-Harassment~~ Compliance Officer within two (2) days of receiving the report of harassment. at his/her first convenience.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying, aggressive behavior and/or harassment to ~~the one of the Anti-Harassment~~ Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend ~~the his/her~~ Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 4362 investigation and provide ~~the Principal~~ him/her with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

~~Anti-Harassment Compliance Officers~~

~~The Board designates the Human Resources Office/Designees to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".~~

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

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

~~Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint~~

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

~~Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) business days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.~~

Investigation and Complaint Procedure (See Form 4362 F1)

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities any ~~Any~~ employee or other member of the School District community or Third Party~~third-party~~ (e.g., visitor to the District) who believes that they have s/he has been subjected to unlawful harassment may seek resolution of the his/her complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. ~~either the informal or formal procedures as described below. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of legally prohibited harassment was substantiated are set forth below.~~

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

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

Informal Complaint Procedure

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

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

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

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

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

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

The ~~Board's School District's~~ informal complaint procedure is designed to provide employees, other members of the School District community, or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant~~individual claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

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

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

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process~~, if the individual elects to file a formal complaint initially~~, the formal complaint process shall be implemented.

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

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

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

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

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

Within two (2) business days of receiving the complaint, the Compliance Officer ~~/or a~~ designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation. The Principal will not conduct an investigation unless directed to do so by the Compliance Officer 36

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

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

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

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

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

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

The decision of the Superintendent shall be final.

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

[X] The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

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

During the course of a formal investigation, the Compliance Officer ~~/ or his/her~~ designee will instruct all members of the School District community and third parties who are interviewed about the ~~437~~ importance of maintaining confidentiality. Any individual who is

interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided~~s/he learns or that s/he provides~~ during the course of the investigation.

Sanctions and Monitoring

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil right law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or the policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) are responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and/or the Respondent, ~~complainants and/or the alleged perpetrators~~, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.
- O. (X) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. (X) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. (X) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting or hearing;
- R. (X) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

Legal

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

Last Modified by Debbie Scott on November 11, 2021

Book Policy Manual
 Section Ready for Processing
 Title Copy of Vol. 33, No. 2 - February 2019 Revised LEAVES OF ABSENCE
 Code po4430
 Status

4430 - LEAVES OF ABSENCE

All support staff members not otherwise covered by the terms of a negotiated, collectively-bargained agreement of this District shall be entitled to ~~the leave benefits which are not less than those provided in the master agreement with the~~
_____.

All requests for unpaid leaves of absence by support staff members shall be presented to the Board of Education for approval.

Any support member granted a leave of absence by the Board shall be considered to have terminated all work with the School District until the completion of the leave. Exceptions may be made by the Superintendent in cases where the best interest of the District might be served.

~~[DRAFTING NOTE: THIS POLICY LANGUAGE SHOULD ONLY BE USED IF THE DISTRICT DOES NOT ALREADY HAVE A POLICY OR COLLECTIVE BARGAINING PROVISIONS RELATING TO PAID TIME OFF; IF THE DISTRICT DOES HAVE SUCH POLICY(IES) OR CBA LANGUAGE, THE DISTRICT SHOULD HAVE ITS LOCAL COUNSEL REVIEW AND REVISE ITS CURRENT PTO POLICY AND/OR COLLECTIVE BARGAINING AGREEMENT LANGUAGE AS NECESSARY TO COMPLY WITH THE PMLA IN LIEU OF CHOOSING THIS OPTIONAL LANGUAGE]~~

[X] Paid Medical Leave (PML)

This policy provision applies to all District employees who are eligible to accrue paid medical leave under the Paid Medical Leave Act (PMLA). "Paid Leave" includes, but is not limited to, ~~paid vacation days, paid personal days, and sick days~~ paid time off (i.e. PTO).

The District adopts **[CHOOSE ONE (1) OF THE TWO (2) FOLLOWING OPTIONS]**

~~[] [OPTION #1]~~

~~The Accrual Method~~

~~Each eligible employee will accrue one (1) hour of Paid Medical Leave for every thirty five (35) hours worked, but not more than one hour of paid medical leave in a calendar week () limited to a maximum of forty (40) hours per benefit year. Eligible employees may carry over () forty (40) hours () _____ [some number higher than forty (40)] _____ of accrued but unused paid medical leave time to the next benefit year. Paid medical leave will begin accruing on () March 29, 2019, or upon a new hire's start date () however, new employees must wait ninety (90) days after the commencement of employment to use accrued time. () The District will prorate paid leave for eligible employees hired during a benefit year.~~

[X] [OPTION #2]

The Frontload Method

Non-union staff will be front loaded ten (10) days for 10 Month employees and twelve (12) days for 12 Month employees on July 1st. No more than two (2) sick leave days may be used for personal business.

~~The District will frontload forty (40) hours of Paid Medical Leave to eligible employees on March 29, 2019, which will be prorated for the first year if the benefit year tracks the calendar year. () No carryover of paid medical leave is permitted. In subsequent benefit years, the District will provide an eligible employee with forty (40) hours of paid medical leave on () March 29 () _____ [INSERT THE START DATE OF THE NEW BENEFIT YEAR]. An employee cannot carry over unused paid medical leave to the next benefit year.~~

A benefit year is the consecutive twelve (12) month period indicated above used by the District to calculate an eligible employee's benefits.

[END OF OPTIONS]

An employee may use Paid ~~Medical Leave~~ sick time under the PMLA for:

- A. An employee or employee's family member's mental or physical illness, injury, health condition and medical diagnosis, care, or treatment, preventative medical care.
- B. If the employee or the eligible employee's family member is a victim of domestic violence or sexual assault:
 - 1. for medical, psychological or other counseling for physical or psychological injury or disability;
 - 2. to obtain services from a victim services organization;
 - 3. to relocate due to domestic violence or sexual assault;
 - 4. to obtain legal services; and/or
 - 5. to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- C. Closure of the employee's primary workplace due to a public health emergency or to provide care for a child whose school or place of care has been closed due to a public health emergency.
- D. If health authorities or a health care provider have determined that the employee or employee's family member would jeopardize the health of others because of their exposure to a communicable disease regardless of whether employee or family member has actually contracted the communicable disease.

Definitions

A "family member" includes:

- A. a biological, adopted or foster child, stepchild or legal ward, or a child to whom the employee stands in loco parentis;
- B. a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or the employee's spouse, or an individual who stood in loco parentis when the employee was a minor child;
- C. an individual to whom the employee is "legally married under the laws of any state";
- D. a grandparent or grandchild; and
- E. a biological, foster, or adopted sibling.

~~[DRAFTING NOTE: IF THE DISTRICT HAS A DIFFERENT WRITTEN POLICY OR COLLECTIVE BARGAINING PROVISION THAT ADDRESSES INCREMENTAL LEAVE, IT SHOULD NOT SELECT THE ONE (1) HOUR INCREMENT OPTION, BUT SHOULD INSTEAD REFER TO THE APPROPRIATE WRITTEN POLICY OR CBA.]~~

[X] PMLA leave must be used in ~~one (1) hour increments~~ () (X) 1/2 Day Increments ~~DRAFTING NOTE: MAY INSERT A LONGER INCREMENT. [END OF OPTIONS]~~

An eligible employee who is using Paid Medical Leave because of domestic violence or sexual assault may be required to provide documentation that the Paid Medical Leave has been used for that purpose.

Employees must follow the District's usual practice or procedure for requesting, although the District will give employees three (3) days to acquire the proper documentation if the time off is used for paid medical leave, for the reasons set forth above.

Employees will be paid at a rate equal to the greater of either the normal hourly or base wage rate for that employee or the minimum wage rate, at the time of absence. PMLA pay will not include overtime pay, holiday pay, bonuses, commissions, supplemental pay, piece-rate pay, or gratuities.

Employee (X) will not () will be paid for unused, accrued PMLA leave time at the end of the benefit year or upon separation, voluntary or involuntary.

To the extent that any current collective bargaining agreements already provide all of the requirements of the PMLA, those are sufficient to address the District's obligations to that set of employees and will control the employees covered under the collective bargaining agreement instead of this policy.

Last Modified by Debbie Scott on June 3, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Copy of ANTI-HARASSMENT
Code	po5517
Status	
Adopted	May 15, 2017
Last Revised	October 19, 2020

5517 - ANTI-HARASSMENT

General Policy Statement

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

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

(X) The District will offer counseling services to any person found to have been subjected to unlawful harassment, and, where appropriate, the person(s) who committed the unlawful harassment.

~~For purposes of this policy, "School District community" means students, administrators, and professional and support staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board. For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).~~

Other Violations of the Anti-Harassment Policy

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

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

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

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

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

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

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

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

Bullying

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

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

Harassment

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

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

Sexual Harassment

~~Pursuant to~~ For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964 ~~and Title IX of the Educational Amendments of 1972~~, "sexual harassment" is defined as:

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

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

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

Sexual Harassment covered by Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266.

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, graffitti, ~~videos~~tapes, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably ~~which may~~ embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities.
- H. Speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Giving unwelcome personal gifts such as lingerie that suggests the desire for a romantic relationship.
- J. Leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin.
- K. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- L. ~~Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.~~
- M. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- N. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

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

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The following individuals shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)"):

Office of Human Resources

Hazel Park Schools

1620 E Elza

Hazel Park, Michigan 48030

248-658-5241

humanresources@hazelparkschools.org

The names, titles, and contact information of these individuals will be published annually in the parent and staff handbooks and on the School District's website.

The Compliance Officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

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

Compliance Officers shall accept reports of unlawful harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the Compliance Officer(s) will designate a specific individual to conduct such a process. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

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

Reports and Complaints of Harassing Conduct

Students and other members of the School District community along with Third Parties, and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a report/complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) days of receiving the report of harassment. school days.

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

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be handled in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the his/her Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of Policy 5517 investigation and provide the Principal him/her with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

~~Anti-Harassment Compliance Officers~~

~~The Board designates the Human Resources Office/Designees to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."~~

~~Office of Human Resources~~

~~Hazel Park Schools~~

~~1620 E. Elza Avenue~~

~~Hazel Park, MI 48030~~

~~248-658-5241~~

~~humanresources@hazelparkschools.org~~

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

~~The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District~~

~~community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.~~

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

~~Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.~~

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any Any student who believes that they have s/he has been subjected to unlawful harassment may seek resolution of the his/her complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. ~~either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.~~

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

The ~~informal and formal~~ procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and to ~~investigate and~~ facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

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

All complainants involving a District employee, any other adult member of the School District community, or a Third Party and a student will be formally investigated. ~~However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.~~

As an initial course of action, if a Complainant feels comfortable and safe ~~student feels that s/he is being unlawfully harassed and s/he is able and feels safe~~ doing so, the individual should tell or otherwise inform the Respondent that the allegedly harassing harasser that the conduct is unwelcome and must stop. ~~Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual~~ The Complainant should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and ⁹⁴⁹ counsel individuals when taking this initial step or to intervene on behalf of the Complainant individual if requested to do so. A Complainant An individual who is uncomfortable or unwilling to directly approach the Respondent about the alleged inappropriate conduct may file ~~inform the harasser of his/her complaint is not prohibited~~

~~from otherwise filing~~ an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

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

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

The ~~Board's School District's~~ informal complaint procedure is designed to provide students who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant ~~student claiming unlawful harassment~~, informal resolution may involve, but not be limited to, one or more of the following:

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

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

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or the Complainant, from the outset, elects to file a formal complaint, or the CO determines the allegations are not appropriate for resolution through the informal process, if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

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

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

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

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

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent ~~alleged harasser~~. In making such a determination, the Compliance Officer

should consult the Complainant to assess whether the individual agrees with his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions deemed/s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer / or a designee will initiate a formal investigation to determine whether the Complainant has been subjected to offensive conduct/harassment/retaliation.

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

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

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

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

Absent extenuating circumstances, within ten (10) ~~school~~ days of receiving the report of the Compliance Officer / or the designee, the Superintendent must either issue a written final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a ~~final~~ written decision as described above.

The decision of the Superintendent shall be final.

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The ~~School~~ District will employ all reasonable efforts to protect the rights of the complainant, the Respondent individual(s) against whom the complaint is filed, and the witnesses as much as possible ~~151~~ consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this

policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.~~

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

Sanctions and Monitoring

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

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

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

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

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

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

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

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/ complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and/or the Respondent ~~complainants and/or the alleged perpetrators~~, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks ~~or Codes of Conduct~~);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.
- O. (X) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. (X) copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- Q. (X) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- R. (X) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

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

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

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Legal

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

Last Modified by Debbie Scott on May 26, 2021

Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Replacement SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
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5722 - SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society.

For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. School-sponsored student media does not include student expression related to classes that are not directly associated with student publications/productions. The term "publication" shall include distribution, transmission, and dissemination of a student publication regardless of its medium. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing)

), as well as material in electronic or on-line form (including, but not limited to, Apps and Services (as defined in Bylaw 0100, webpages/sites, web logs ("Blogs"), video or audio clips, () (postings of Social Media (as defined in Bylaw 0100), and newsletters of announcements transmitted by e-mail,) text, wireless broadcast, or other similar distribution/dissemination).

() The Board expressly prohibits the use of Social Media related to student publications.

The "term performance" shall include presentation and broadcast of a student production. "Student productions" shall include vocal, musical, and/or theatrical performance, impromptu dramatic presentation, or any electronic media (including, but not listed to, radio and television programs, videoblogs ("vlogs"), podcast,

) Social Media (as defined in Bylaw 0100), and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology).

() and other video or audio productions that are recorded for re-broadcast or broadcast in real time using any available broadcast technology). The Board expressly prohibits the use of Social Media related to student productions.

[DRAFTING NOTE: A Board should only select the following option if it selected either or both of the first options (above) under "student publication" or "student production."]

) Only District-approved social media (as defined in Bylaw 0100) may be used to host school-sponsored student media, in accordance with Policy 7544. School-sponsored student media must also comply with Policy 7540.02. **[END OF OPTION]**

For purposes of this policy, "school community" is defined to include students, Board employees (i.e., administrators, and professional and classified staff), parent/family members

) and other individuals who are

() invited by the Superintendent

) authorized or otherwise permitted by the Superintendent

to view a performance or receive directly from the District a publication

and those who have been issued credentials to access the District's secure portal.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to minors (as that term is defined in Children's Internet Protection Action (CIPA)); speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorizes the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

Student expression relates to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions are nonpublic forums. As nonpublic forums, the content of such student expression can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of these student expressions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker.

[DRAFTING NOTE: With respect to student expression related to classrooms or educational settings not otherwise directly associated with school-sponsored student publications/productions, select Option 1, Option 2, Option 3, Option 4, or Option 5.]

Option #1

Nonpublic forum student expression may be published/performed outside the school community (i.e., to the general public). See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #1]

Option #2

While nonpublic forum student expression generally may be published/performed outside the school community (i.e., to the general public), the following nonpublic forum student expression may only be published/performed to members of the school community: _____ **[identify]** See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #2]

Option #3

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the Superintendent may authorize specific nonpublic forum student expression to be published/performed outside the school community (i.e., to the general public). A teacher, student, or group of students who wish to have nonpublic forum student expression published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance. See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #3]

Option #4

[DRAFTING NOTE: The Board should select either Option 2 or Option 3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum student expression.]

While ordinarily nonpublic forum student expression may only be published/performed to members of the school community, the following nonpublic forum student expression may be published/performed outside the school community (i.e. to the general public): _____ **[identify]**. See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION #4]

Option #5

[DRAFTING NOTE: The Board should select this option if it has prohibited the use of District-approved Social Media to publish/perform nonpublic forum student media, with the exception of nonpublic forum student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

Nonpublic forum student expression may only be published/performed to members of the school community. See Board Policy 9160 – Public Attendance at School Events.

[END OF OPTION#5]

[DRAFTING NOTE: PLEASE CHOOSE ONE (1) OF THE FOLLOWING FOUR (4) OPTIONS (A-D). The order in which the below four (4) options are listed is not meant to convey a preference or recommendation. Boards should select the option that best reflects their current practice or a new practice they wish to henceforth follow. As they consider the following options, Board and administrators are encouraged to consult the accompanying Toolkit for a discussion of the different types of forums - e.g., nonpublic forum and limited public forum.]

Option A [Select if the Board intends to designate all school-sponsored student media, to be limited-purpose public forums (i.e., not subject to prior review/restraint) and allows them to be generally published/performed outside the school community. This is the most permissive of the options.]

The Board designates all school-sponsored student media as limited-purpose public forums where students can address matters of concern and/or interest to their readers/viewers. All school-sponsored student media may be published/performed outside the school community. The student journalists, content-creators and/or performers involved in these publications/production have the right to determine the content of the student media.

The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers. School officials will not review or restrict the content of school-sponsored student media prior to publication/performance, except with respect to unprotected speech.

Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.

Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.

All school-sponsored student media shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and not subject to prior review. Given all student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content. With editorial control comes responsibility. Student journalists, content-creators, and performers are expected to establish and enforce standards, for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

[END OF OPTION A]

Option B [Select if the Board intends to identify specific school-sponsored student publications/productions to be limited-purpose public forums (i.e., not subject to prior review/restraint), which may be published/performed outside the school community. School-sponsored student publications/productions not listed are considered nonpublic forums and will be subject to routine and systematic prior review and restraint. This is the second most permissive option and only permits prior review/restraint of nonpublic forums, and generally allows limited-purpose public forums to be generally published/performed outside the school community.]

The Board designated the following official, school-sponsored student media to be limited-purpose public forums:

[List all publications so designated:]

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

As limited-purpose public forums the student journalists, content-creators, or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators, and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media.

The content may address general matters of public concern and is open to the public at large for comment at the discretion of the student journalists/content-creators/performers.

School officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication/performance, except with respect to unprotected speech.

Each medium should provide a full opportunity for students to inquire, question, and exchange ideas.

Content should reflect all areas of student interest and may include topics about which there may be dissent and/or controversy.

The above-listed publications and/or productions shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and not subject to prior review. Given the listed student publications and/or productions have been designated as limited-purpose public forums, the school assumes no liability for their content, with editorial control comes responsibility. Student journalists, content-creators and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

All other school-sponsored student media including classroom and/or other curricular, co-curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except for those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. **[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board shall provide school officials with guidance and training in order to implement this duty of review/restrain effectively and legally.]**

[DRAFTING NOTE: Select Option B1, Option B-2, Option B-3, Option B-4, or Option B-5.]

[DRAFTING NOTE: The Board should only select this option if it has prohibited all nonpublic forum school-sponsored student publication/performance on Social Media, with the exception of nonpublic forum school-sponsored student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

Nonpublic forum school-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION B-1]

[DRAFTING NOTE: The Board should select either Option B-2 or Option B-3 if it has authorized the limited use of District-approved Social Media to publish/perform nonpublic forum school-sponsored student media; as mentioned above, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all nonpublic forum school-sponsored student media.]

Option B-2

While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the following nonpublic forum student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify]** () high school newspaper **[could substitute with the name of the publication]** () high school yearbook _____ **[insert name(s) of specific school-sponsored student publication/proiduction.** () See Board Policy 9160.

[END OF OPTION B-2]

Option B-3

While ordinarily nonpublic forum school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific nonpublic forum student media to be published/performed outside the school community (i.e. to the general public). A student or group of students who wish to have his/her/their nonpublic forum student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION B-3]

[] Option B-4

While nonpublic forum school-sponsored student media generally may be published/performed outside the school community (i.e. to the general public), the following nonpublic forum student media may only be published/performed to members of the school community: _____ **[identify]**. () See Board Policy 9160.

[END OF OPTION B-4]

[] Option B-5

Nonpublic forum school-sponsored student media may be published/performed outside the school community (i.e. to the general public). () See Board Policy 9160.

[END OF OPTION B-5]

[END OF OPTION B]

Option C [Select if the Board intends to identify specific student publications/productions to be limited-purpose public forums but wants to retain the authority to engage in limited and consistent prior review/restrain on the basis of four (4) identified reasons. School-sponsored publications/productions not listed are considered nonpublic forums and will be subject to routine prior review and restraint. This is the second most restrictive and permits some prior review/restraint involving what are otherwise limited-purpose public forums.]

The Board designates the following official, school-sponsored student media to be limited-purpose public forums:

[List all publications so designated:]

- A. School Yearbooks
- B. School Newspapers
- C. _____
- D. _____
- E. _____

As limited-purpose public forums the student journalist, content-creators or performers associated with the above-listed publications and/or productions may address matters of concern and/or interest to their readers/viewers. The student journalists, content-creators and/or performers involved in the above-listed publications/productions have the right to determine the content of this student media. (X) While designated as limited-purpose public forums, the listed publications/productions are not intended to address general matters of public concern and are not open to public comment.

School officials will not routinely and systematically restrict content of the publications and/or productions listed above prior to their publication/performance; however, school officials may review the content and reject an article/posting/publication/production due to one (1) of the following four (4) reasons:

- A. where poor grammar or writing is evident;
- B. where a legitimate question of age appropriateness of the material exists;
- C. where matters beyond the limited scope of the forum are included; and/or
- D. where the content involves unprotected speech.

The above-listed school-sponsored student publications/productions, while limited-purpose public forums are not intended to address general matters of public concern and therefore are not open to public comment.

The listed publications and or production shall contain a notice to the reader/viewer that the material, while school-sponsored, is student directed and subject only to limited prior review. Given the listed student publications and/or productions have been

designated as limited-purpose public forums, the school assumes no liability for the content beyond that covered by the school officials' limited prior review, with editorial control comes responsibility. Student journalists, content-creators and performers are expected to establish and enforce standards for their publications/productions that are consistent with professional journalism/artistic/theatrical/broadcast standards.

[DRAFTING NOTE: Select Option C-1, Option C-2, Option C-3, Option C-4, or Option C-5.]

[] Option C-1

[DRAFTING NOTE: The Board should only select this option if it has prohibited all school-sponsored student publication/performance on Social Media, with the exception of school-sponsored student media that is disseminated through District-approved Social Media that employs a secure portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security.)]

[] School-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION C-1]

[DRAFTING NOTE: The Board should select either Option C-2 or Option C-3 if it has authorized the limited use of District-approved Social Media to publish/perform school-sponsored student media; as mentioned below, it is critically important that school officials routinely and consistently exercise their limited authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]

[] Option C-2

[] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public):

_____ [identify] () high school newspaper [could substitute with the name of the publication] () high school yearbook [could substitute with the name of the yearbook] () _____ [insert name(s) of specific school-sponsored student publications/productions]. () See Board Policy 9160.

[END OF OPTION C-2]

[] Option C-3

[X] While ordinarily school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific student media to be published/performed outside the school community (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION C-3]

[] Option C-4

[] While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members to the school community: _____ [identify]. () See Board Policy 9160.

[END OF OPTION C-4]

[] Option C-5

[] School-sponsored student media may be published/performed outside the school community (i.e., to the general public). () See Board Policy 9160.

[END OF OPTION C-5]

All other school-sponsored student publications and productions, including classroom and/or other curricular, or extra-curricular/club-related publications and/or productions, are nonpublic forums. As nonpublic forums, the content of these other student publications and productions can be regulated for legitimate pedagogical school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the content of all school-sponsored student media except those publications/productions listed above, prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. **[DRAFTING NOTE: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not**

being implemented as written, and therefore the Board may be found to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]

[END OF OPTION C]

Option D [Select if the Board intends all school-sponsored student media (i.e., publications/production) to be nonpublic forums - i.e., subject to routine prior review/restraint. This is the most restrictive option.]

[DRAFTING NOTE: for Options D-1 through D-5: It is critical that the school officials actually engage in prior review/restraint and not just "reserve" the right to engage in such review/restraint. If the school officials fail to routinely and consistently exercise this authority, a court reviewing a student challenge to a review/restraint may hold that this policy is not being implemented as written, and therefore the Board will be considered to have lost the authority it attempted to preserve for its administrators. The Board should provide school officials with guidance and training in order to implement this duty of review/restraint effectively and legally.]

All school-sponsored student media are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials shall routinely and systematically review and, if necessary, restrict the type and/or content of all school-sponsored student media prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is grammatically incorrect, poorly written, inadequately researched, biased or prejudiced, vulgar, or profane, or unsuitable for immature audiences.

[DRAFTING NOTE: Select Option D-1, Option D-2, Option D-3, Option D-4, or Option D-5.]

Option D-1

[DRAFTING NOTE: The Board should only select this option if it has prohibited all school-sponsored student publication/performance on Social Media, with the exception of school-sponsored student media that is disseminated through District-approved Social Media that employs a portal that restricts access to members of the school community through the use of a User ID and Password (or other form of biometric authentication security).]

School-sponsored student media may only be published/performed to members of the school community.

[END OF OPTION D-1]

[DRAFTING NOTE: The Board should select either Option D-2 or Option D-3 if it has authorized the limited use of District-approved Social Media to publish/perform school-sponsored media; as mentioned above, it is critically important that school officials routinely and consistently exercise their authority to engage in prior review/restraint with respect to the publication/performance of all school-sponsored student media.]

Option D-2

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the following student media may be published/performed outside the school community (i.e., to the general public): _____ **[identify] () high school newspaper [could substitute with the name of the publication] () high school yearbook [could substitute with the name of the yearbook] () _____ [insert name(s) of specific school-sponsored student publications/productions]. () See Board Policy 9160.**

[END OF D-2]

Option D-3

While ordinarily school-sponsored student media may only be published/performed to members of the school community, the Superintendent may authorize specific student media to be published/performed outside the school community, (i.e., to the general public). A student or group of students who wish to have his/her/their student media published/performed outside the school community must submit to the Superintendent a request for prior written approval for such publication/performance.

[END OF OPTION D-3]

Option D-4

While school-sponsored student media generally may be published/performed outside the school community (i.e., to the general public), the following student media may only be published/performed to members of the school community: _____
[identify]. () See Board Policy 9160.

[END OF OPTION D-4]

[] Option D-5

School-sponsored student media may be published/performed outside the school community (i.e., to the general public). () See Board Policy 9160

[END OF OPTION D-5]

[END OF OPTION D]

[END OF OPTIONS A THROUGH D]

[NOTE: The following paragraph is optional.]

Students () staff will monitor comments posted to social media platforms/sites that have been approved under Policy 7544 for use as school-sponsored student media. Comments will be monitored to verify the age-appropriateness of the material, whether unprotected speech is involved, and whether there is compliance with posted rules for use of the forum and the platform/site's applicable terms of service. Comments that are not age-appropriate for the student-audience for the school-sponsored publication, constitute unprotected speech, and/or violate the posting rules for the use of the forum and/or the platform/site's applicable terms of service will be removed. The review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law.

Students shall not be disciplined and/or retaliated against for exercising and/or asserting their free speech rights as defined in this policy. Nothing in this policy, however, restricts the Board's ability to impose post-publication/performance discipline related to a student engaging in the impermissible publication/performance of unprotected speech.

[DRAFTING NOTE: CHOOSE ONE (1) OF THE FOLLOWING THREE (3) OPTIONS RE: ADVERTISING.]

Option #1 [Select if the Board intends to permit advertising in some or all school-sponsored student media but requires a school employee/official to pre-approve the advertisements.]

Advertising is permitted in

all school-sponsored student media

the following school-sponsored student publication/productions: **[identify publications/productions]**

Any advertisements must be consistent with Policy 9700.01 () AG 9700B.

Advertisements submitted for publication or inclusion in a production shall be reviewed by

the class/activity advisor

the building principal

the Superintendent

school officials

for a determination that they are appropriate for juveniles. The Superintendent () Board retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

[] Option #2 [Select if the Board intends to permit advertising in some or all school-sponsored student media that are designated to be limited-purpose public forums, and the students involved in the specific publications/productions will be responsible for accepting or rejecting the advertisements.]

Advertising is permitted in

all school-sponsored student media that have been designated as limited-public forums.

the following school-sponsored student media that have been designated as limited-purpose public forums: **[identify publications/productions]**

Any advertisements must be consistent with Policy 9700.01 and AG 9700B.

The students in the class(es)/activity(ies) associated with

all school-sponsored student media that have been designated as limited-purpose public forums

the above-listed student media

will determine whether to include advertisements in the publications/productions. Acceptance or rejection of specific advertisements is within the control of the publication/production staff, which may accept those for activities, products, or services that are illegal for students and/or that violate State or Federal law.

The publication/production staff is encouraged to consider the age appropriateness of the ads they select.

[] Option #3 [Select if the Board intends to prohibit advertisements in all student publications/productions.]

Advertising is not permitted in school-sponsored student media.

[END OF OPTIONS RE: ADVERTISING]

General Prohibitions

Regardless of their status as non-public or limited-purpose public forums, the Board prohibits publications, productions, and advertisements that:

- A. promote, favor, or oppose any candidate for election or the adoption of any bond issue, proposal, or question submitted at any election;
- B. fail to identify the student or organization responsible for the publication/performance;
- C. solicit funds for non-school organizations or institutions when such solicitation has not been approved by the Board.

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Book Policy Manual
Section Ready for Processing
Title CASH MANAGEMENT OF GRANTS
Code po6112
Status

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payments methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the Michigan Department of Education (MDE) (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments will be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through

an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds. Pertinent details include the Payee Account Number ("PAN") if the payment originated from PMS, or Agency information if the payment originated from Automated Standard Application for Payment ("ASAP"), National Science Foundation ("NSF") or another Federal agency payment system.

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Legal 2 C.F.R. 200.305

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Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114
Status	
Adopted	May 17, 2021

6114 - **COST PRINCIPLES - SPENDING FEDERAL FUNDS**

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State, and local laws, the associated agreements/assurances, program objectives, and the specific terms and conditions of the grant award.

Cost Principles

Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal, and other laws and regulations;
3. market prices for comparable goods or services for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
5. whether the cost represents any significant deviation from the established practices or Board of Education policy which may unjustifiably increase the expense.

While Federal regulations do not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;
4. the cost aligns with identified needs based on results and findings from a needs assessment;

5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received. This standard is met if the cost: is incurred specifically for the Federal award; benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and is necessary to the overall operation of the District and is assignable to the Federal award in accordance with cost principles mentioned here.

- B. Conform to any limitations or exclusions set forth in the cost principles in Part 200 or in the terms and conditions of the Federal award.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be accorded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to a Federal award as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles.
- F. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the State relating to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

- G. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- H. Be adequately documented:
 - 1. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to assure that only permissible personnel expenses are allocated;
 - 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Be incurred during the approved budget period.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to carry out authorized work and expend the funds awarded, including any funds carried forward or other revisions pursuant to the law. Prior written approval from the Federal awarding agency or State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the Federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment that materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the Federal awarding agency, or pass-through entity.

- D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR 200.436 and 2 CFR 200.465.
- E. When approved as a direct cost by the Federal awarding agency or pass-through entity under Sections A-C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.
- F. If the District is instructed by the Federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

Cost Compliance

The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs, but may not be double charged or inconsistently charged as both.

Determining Whether a Cost is Direct or Indirect:

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal awarding agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$5,000.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Michigan Department of Education (MDE) or the pass-through entity (Federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment. This term is used when referencing a recipient's or subrecipient's use of funds under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education ("USDOE") regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.
- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary (USDOE) under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods. The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period, unless an agreement exists with the awarding agency or the pass-through entity (e.g., MDE) to reimburse for pre-approval expenses.

If a Federal awarding agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2), 200.458

2 C.F.R. 200.474(b)

34 C.F.R. 76.707-.708(a), 75.703

Legal 2 C.F.R. 200.344(b), 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a), 200.439(b)(2),
200.458
2 C.F.R. 200.474(b)
34 C.F.R. 76.707-.708(a), 75.703

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Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised STUDENT FEES, FINES, AND SUPPLIES
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Status	
Adopted	May 15, 2017

6152 - **STUDENT FEES, FINES, AND SUPPLIES**

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

Any fees or fines collected by members of the staff are to be turned in to the [principal](#) within twenty-four (24) hours after collection.

In the event the above course of action does not result in the fee being collected, the Board authorizes the [Superintendent](#) to take the student and/or his/her parents to Small Claims Court for collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course 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. The teacher or appropriate administrator may recommend useful supplies for these purposes.

[X.] Payment

For convenience to families, the Board may enter into an agreement with one or more credit card/online payment processing vendors to facilitate online payment of fees, fines, and charges. Parents/guardians or students may elect but are not required to make payments online. Vendors will comply with all Board policies and procedures related to confidentiality and security of information transmitted electronically. Payees will be notified of any processing or other nominal fees that may be charged for use of an online payment system before the transaction is completed.

[END OF OPTION]

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, or attend school, achieve academic success, or cause the student to be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding fines or fees shall be extended to extra-curricular and co-curricular activities as well as to academic programming.

[] Students experiencing homelessness who are able to pay () fees or fines () fees or fines and refuse to do so **[END OF OPTION]** may be prohibited from participating in graduation ceremonies until paid. No such student shall be prevented from receiving his/her student records, including diploma if earned, and final transcripts.

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Book Policy Manual
Section Ready for Processing
Title Vol. 36, No. 1 - September 2021 Revised PROPERTY INVENTORY
Code po7450
Status
Adopted May 15, 2017

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall

- conduct a complete inventory
- maintain a continuous inventory

of all District-owned equipment

- and supplies
 - annually.
 - every ____ years. [**specify number; Federal regulations require at least once every two (2) year**]
 - at such intervals as will coincide with property insurance renewal.

and Generally Accepted Accounting Principles ("G.A.A.P.") reporting requirements.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$5000.00

- to replace
- as a single unit

and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5000. [**The Federal threshold for a supply designation is \$5,000 regardless of length of useful life, however, the District may set an early acquisition cost level for designation as supply. Capital expenditures with a unit cost of \$5,000 or more require prior written approval of the Federal awarding agency or pass-through entity.**]

It shall be the duty of the

- Superintendent
- Business Manager
- _____

to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

- A. description and identification;
- B. manufacturer;
- C. year of purchase;
- D. initial cost;
- E. location;
- F. condition and depreciation;
- G. evaluation in conformity with insurance requirements.

Equipment acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the District is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the District shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.

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2 C.F.R. 200.313

Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised PUBLIC RECORDS
Code	po8310
Status	
Adopted	May 15, 2017

8310 - **PUBLIC RECORDS**

The Board of Education recognizes its responsibility to maintain the public records of this District and to make such records available to residents of Michigan for inspection and reproduction.

The public records of this District include any writing or other means of recording or retaining meaningful content prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees, subject to certain exemptions according to the Michigan Freedom of Information Act (FOIA). The District shall not disclose the confidential address of a student or of an employee who has provided proper notice of a participation card issued by the department of the attorney general under the address confidentiality program act.

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

An individual may purchase copies of the District's public records upon payment of a fee. No original public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties. Neither the Board nor its employees shall permit the release of the social security number of an employee, student, or other individual except as authorized by law (see Policy 8350 and AG 8350).

Option #1

The Board authorizes the Superintendent to provide, upon written request, enhanced i.e. immediate access to any public record which the District has stored in an electronic database and is not confidential or exempt from disclosure by State or Federal statute. Such a record may be provided by means of a computer disk provided by the requestor, electronic mail, or a modem providing the requestor has paid the fee established for such transmission.

Option #2

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

[END OF OPTIONS]

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

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

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

The Superintendent is responsible for transmission of data contained in the single record student database established by the Michigan Department of Education. Such transmission shall be in accordance with procedures established by the [Oakland](#) Intermediate School District and the Center for Educational Performance and Information (CEPI).

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

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

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Book Policy Manual
 Section Ready for Processing
 Title Vol. 36, No. 1 - September 2021 Revised PERSONNEL FILES
 Code po8320
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8320 - PERSONNEL FILES

It is necessary for the orderly operation of the School District to prepare a personal information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the District and the District's responsibilities to the employee.

The Board of Education requires that sufficient records exist to ensure an employee's qualifications for the job held; compliance with Federal, State, and local benefit programs; conformance with District rules; and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Michigan.

The District shall not disclose an employee's home address or contact information to a third party without the employee's written authorization.

The Board delegates the maintenance of an employee personal information system to the

- Superintendent.
- Business Manager.
- Assistant Superintendent for Personnel.
- Director of Human Resources.**

A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

- and shall be destroyed annually.

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

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

+ A copy of each such entry shall be given to the employee upon request.

- except for matters pertaining to pending litigation.

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

An employee may review their personnel record upon written request.

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

Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel records

shall be available to Board members and school administrators as may be required in the performance of their jobs.

shall not be available to Board members and school administrators except as may be required in the performance of their jobs.

The personnel files shall be reviewed annually and material no longer required shall be destroyed.

and no record shall be maintained of said destruction.

~~+~~ Any employee who inappropriately releases information, or uses confidential information for personal reasons, will be disciplined in accordance with established policies and procedures. If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information in accordance with applicable procedures or refer the requestor to the employee's immediate supervisor.

~~Personnel wishing to review their own records shall:~~

- A. ~~request access in writing;~~
- B. ~~review the record in the presence of the administrator designated to maintain said records or designee;~~
- C. ~~make no alterations or additions to the record nor remove any material therefrom;~~
- D. ~~sign a log attached to the file indicating date and person reviewing.~~

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.
- D. _____.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law.

If the appeal does not resolve the disagreement, the employee may submit a written statement, not exceeding five (5) sheets of 8 1/2 inch by 11 inch paper, explaining the employee's position. This written statement shall be kept in the employee's file.

Records Retention

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

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

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

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

~~The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained and the procedures for their maintenance and review.~~

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Legal M.C.L. 423.501 et seq

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Book	Policy Manual
Section	Ready for Processing
Title	Vol. 36, No. 1 - September 2021 Revised STUDENT RECORDS
Code	po8330
Status	
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Last Revised	May 17, 2021

8330 - **STUDENT RECORDS**

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

~~After June 26, 2021, i~~If the parent or legal guardian of a student provides the District with notice that s/he/they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student, regardless of any other provision of this policy. The Superintendent, or his or her designee, shall develop a process to ensure that a student's participation in the address confidentiality program act is appropriately noted to avoid disclosure of this information to any person or entity.

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

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

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
 - 5. _____
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record

- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

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

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

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

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

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

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

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

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

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;

- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

[NOTE: Districts without AGs should include the following paragraph] This written agreement must include: 1) specification of the purpose, scope, duration of the study, and the information to be disclosed; 2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; 3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and 4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed. **[END OF OPTION]**

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

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

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

[NOTE: the following sentence should be selected by districts with AGs] The District will verify that the authorized representative complies with FERPA regulations.

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

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

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

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

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

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

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

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

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

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

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

DIRECTORY INFORMATION

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

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;

- F. participation in officially recognized activities and sports;
- G. height and weight, if member of an athletic team;
- H. height if member of an athletic team;
- I. weight, if member of an athletic team which requires disclosure to participate;
- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships;
- O. telephone numbers for inclusion in school or PTO directories;
- P. school photographs or videos of students participating in school activities, events or programs;
- Q. _____.

[The following option should be selected if the Board assigns school email accounts to students per Policy 7540.03. *This option is provided to address potential confidentiality issues presented by Policy 7540.03 and is supported by Federal FERPA regulation 34 C.F.R. 99.37(d).]

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

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

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

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

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

Armed Forces Recruiting

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

F. student recognition programs.

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see Form 8330 F10). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

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

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

The Superintendent shall also develop procedural guidelines for:

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

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

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

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

Legal

M.C.L. 380.1135, 380.1136

Letter, April 6, 2004 Jeremy Hughes, Deputy Supt. Department of Education

34 C.F.R. Part 99, 2002

Section 444 of subpart of part C of the General Education Provisions Act

Title IV of Public Law 90-247

20 U.S.C., Section 1232f through 1232i (FERPA)

20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act

20 U.S.C. 7165(b)

26 U.S.C. 152

20 U.S.C. 7908

Last Modified by Debbie Scott on November 11, 2021



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

To: Hazel Park Board of Education
From: Matthew Miller, Director of Business
Subject: TI-84 Calculators
Date: November 11, 2021

The High School needs some graphing calculators. The TI-84 calculator has been around for a long time and is considered one of the best. Each calculator can range in price from \$100-\$150 and are considered quite costly. The calculator provides excellent support to student learning and educational needs. The desire was to provide 30 calculators for 6 classrooms for a total of 180 calculators. The TI-84Plus CE calculator allows for each calculator to be charged with a charging station with no need for endless batteries. The District contacted and sought out several companies to solicit a bid and below are the results.

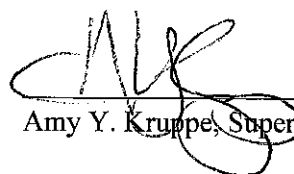
Company	Cost
Amazon	\$28,618.92
Underwood Industries	\$22,932.00
School Specialty	\$34,524.84

Funding Source: The funding for this expense will be charged to the General Fund

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

Recommendation
That the Board of Education approve the purchase of 180 TI-84Plus CE Graphing Calculators from Underwood Industries in the amount of \$22,932.00

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Kruppe, Superintendent





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

To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Additional Compensation for Director of Business
Date: November 11, 2021

Hazel Park Schools has experienced transition over the last four months in our business office. Our payroll clerk resigned to take a different job outside of education and our accounts payable person did the same. During these transitions which have been occurring for four months, our Director of Business has been keeping the payroll and bills paid by working from home additional hours. He estimated that he spent 20-40 hours extra to complete these tasks for the district. Our staff did not even notice that these positions were vacant because of the time he put in to make sure that the entire district continued forward without a hitch.

The personnel committee met and discussed the role that he played during this time. The amount that was proposed to bring to the Board of Education for consideration was \$5000. This is considerably less than the amount of salary that would have been paid if all positions were filled.

We are thankful to have such dedicated employees who care about the work and the District.

Funding Source: General Fund

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

Recommendation
That the Board of Education approve the additional compensation for the Director of Business at \$5000 , as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent





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

To: Hazel Park Board of Education
From: Jason Zirnis, Assistant Superintendent of Business and Operations
Subject: Bond Refinance Resolution
Date: 11/9/2021

Through numerous discussions with Jesse Nelson from Baker Tilly Municipal Advisors it was identified that there were potential savings to be realized in refinancing our remaining outstanding bonds. Due to the decline in the federal interest rate and current market conditions the spread between the current rates creates significant savings to the taxpayers of the school District.

The potential present value savings to the residents over the life of the refinance bonds is estimated to be just under \$449,000. The savings will be realized in the last few years of the refinanced bonds as the District will need to maintain a current debt levy to cover debt obligations for all refinanced bonds. The reduction in interest rate and advancement of the payment schedule over the life of the bonds will reduce the cost of borrowing over all. Please refer to the analysis of the savings attached in Pro Forma Financial Data provided by Baker Tilly Financial Advisors.

Funding Source: N/A, Impact to residents obligation to repay previously approved debt instruments.

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

Recommendation

That the Board of Education approves the resolution to refinance the Debt Instrument as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Kruppe, Ed.D.
Superintendent



SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
COUNTY OF OAKLAND, STATE OF MICHIGAN

**RESOLUTION AUTHORIZING
2022 REFUNDING BONDS
(UNLIMITED TAX GENERAL OBLIGATION)**

Minutes of a regular meeting of the Board of Education (the “Board”) of the School District of the City of Hazel Park, County of Oakland, State of Michigan (the “School District”), held in the School District on November 15, 2021, at 7:00 p.m., prevailing Eastern Time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, Act 34, Public Acts of Michigan, 2001, as amended, the Revised Municipal Finance Act (the “Act”), permits the School District to refund all or part of the funded indebtedness of the School District; and

WHEREAS, the School District has previously issued its 2012 School Building and Site Bonds (General Obligation - Unlimited Tax), dated October 18, 2012 to the Michigan Finance Authority (the “Prior Bonds”); and

WHEREAS, the School District has determined that it is in the best interest of the School District to issue bonds in an amount not to exceed Five Million Fifty Thousand Dollars (\$5,050,000) to currently refund all or a portion of the callable maturities of the Prior Bonds (the “Refunded Bonds”); and

WHEREAS, the School District desires to sell the bonds pursuant to a negotiated sale in order to preserve maximum flexibility in the timing and structure of the transaction and to minimize the costs of issuance thereof; and

WHEREAS, the School District also deems it advisable to authorize the Superintendent and the Assistant Superintendent of Business and Operations, or either one acting alone (each an “Authorized Officer”), to accept an offer to purchase the bonds from an underwriter, negotiate, approve and execute a bond purchase agreement with the underwriter and to approve various other terms and documents in connection with the sale and delivery of the bonds to the underwriter; and

WHEREAS, the School District must either be granted qualified status within the meaning of the Act or receive prior approval for the issuance of the bonds from the Michigan Department of Treasury (“Treasury”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK THAT:

1. Issuance of Bonds. Bonds of the School District designated 2022 Refunding Bonds (Unlimited Tax General Obligation) (the “Bonds”) are hereby authorized to be issued in one or more series, in the aggregate principal amount of not to exceed Five Million Fifty Thousand Dollars (\$5,050,000), or such lesser amount as shall be determined by either Authorized Officer upon sale thereof for the purpose of refunding all or a portion of the Refunded Bonds and paying costs of issuing the Bonds.

2. Bond Details. The Bonds shall consist of bonds registered as to principal and interest of the denomination of \$5,000 or integral multiples thereof, be dated as of such date as shall be determined by either Authorized Officer at the time of sale of the Bonds, and numbered as determined by the Transfer Agent (as defined below). The Bonds shall mature on May 1 and/or November 1 in the years and in the principal amounts as determined by either Authorized Officer at the time of sale, provided that the final maturity of the Bonds shall be not later than May 1, 2032. The Bonds shall bear interest at a rate or rates to be determined upon negotiated sale thereof, but in any event not exceeding a true interest cost of five percent (5.00%), payable semi-annually on May 1 and November 1 in the years as determined by either Authorized Officer at the time of sale, *provided that* the net present value savings to be realized by the School District shall be not less than two and one-half percent (2.50%) of the principal amount of the Refunded Bonds, and the underwriter’s discount shall not exceed one percent (1.00%) of the principal amount of the Bonds.

The principal of the Bonds shall be payable at a bank or trust company selected by an Authorized Officer, as registrar and transfer agent for the Bonds (the “Transfer Agent”) upon presentation and surrender of the appropriate Bond. Interest on the Bonds shall be paid by check drawn on the Transfer Agent, mailed to the registered owner of the Bonds at the registered address, as shown on the registration books of the School District maintained by the Transfer Agent. Interest shall be payable to the registered owner of record as of the fifteenth day of the month prior to the payment date for each interest payment. The date of determination of registered owner for purposes of payment of interest as provided in this paragraph may be changed by the School District to conform to market practice in the future.

The Bonds may be issued as serial or term bonds or both. The Bonds shall not be subject to optional redemption prior to maturity. The Bonds may be issued in book-entry-only form through The Depository Trust Company in New York, New York.

3. Form of Bonds and Execution of Bonds. The Bonds shall be substantially in the form in the attached Exhibit A with such changes as are authorized by the terms of this Resolution or necessary to complete the provisions hereof. The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board. No Bonds shall be valid until authenticated by an authorized representative of the Transfer Agent. The Bonds shall be delivered to the Transfer Agent for authentication and be delivered by it to the purchaser in accordance with instructions from the Treasurer of the School District upon payment of the purchase price for the Bonds in accordance with the bond purchase agreement therefor when accepted. Executed blank bonds for registration and issuance to transferees shall simultaneously, and from time to time thereafter as necessary, be delivered to the Transfer Agent for safekeeping.

4. Debt Retirement Fund. Unless the School District establishes a Common Debt Retirement Fund as provided by law for all issues of bonds of like character of the School District, the Treasurer shall open a special depository account for the Bonds with a bank to be designated as 2022 Refunding Bonds Debt Retirement Fund (the “Debt Retirement Fund”). All proceeds from taxes levied for the payment of the principal of, interest on and redemption premium, if any, for the Bonds shall be deposited into the Debt Retirement Fund or the Common Debt Retirement Fund, if one is established. Once the Debt Retirement Fund is established, the moneys deposited in such fund shall be used solely for the purpose of paying the principal of, interest on and redemption premium, if any, for the Bonds. If the School District establishes a Common Debt Retirement Fund, the moneys deposited in that fund shall be used solely for the payment of the principal of and interest on the Bonds and other bonds of like character of the School District payable from the Common Debt Retirement Fund. The accrued interest, if any, received upon delivery of the Bonds shall also be deposited in the appropriate debt retirement fund. Any net original issue premium received on sale and delivery of the Bonds shall be deposited in the appropriate fund consistent with State and federal law, and if required by federal tax law, may be used to reduce the principal amount of the Bonds issued. Taxes required to be levied to meet the principal and interest obligations and redemption premium, if any, may be without limitation as to rate or amount, as provided by Article IX, Section 6 of the Michigan Constitution of 1963.

5. Bond Proceeds. Proceeds of the Bonds shall be used to pay the costs of issuance of the Bonds and to secure payment of the Refunded Bonds as provided in this paragraph. From the proceeds of the Bonds there shall be set aside a sum sufficient to pay the costs of issuance of the Bonds in a fund designated the 2022 Refunding Bonds Costs of Issuance Fund (the “Costs of Issuance Fund”). Moneys in the Costs of Issuance Fund shall be used solely to pay expenses of issuance of the Bonds. Any amounts remaining in the Costs of Issuance Fund after payment of issuance expenses shall be transferred to the Debt Retirement Fund for the Bonds. The balance of the proceeds of the Bonds, together with any moneys transferred by the School District at the time of sale of the Bonds from the debt retirement fund for the Refunded Bonds, and any other available funds provided by the School District, shall be invested in direct obligations of or obligations the principal of and interest on which are unconditionally guaranteed by the United States of America or other obligations the principal of and interest on which are fully secured by the foregoing (the “Escrow Fund”) and used to pay principal of and interest on the Prior Bonds to be refunded. The Escrow Fund shall be held by a bank or trust company, as trustee and escrow agent (the “Escrow Agent”), in trust pursuant to an Escrow Agreement (the “Escrow Agreement”) which shall irrevocably direct the Trustee to take all

necessary steps to call for redemption that portion of the Prior Bonds specified by an Authorized Officer upon sale of the Bonds, including publication and mailing of redemption notices, on any date specified by the Authorized Officer on which the Prior Bonds may be called for redemption. The investments held in the Escrow Fund shall be such that the principal and interest payments received thereon will be sufficient, without reinvestment, to pay the principal of and interest on the Prior Bonds to be refunded as they become due pursuant to maturity or the call for redemption required by this paragraph, and an Authorized Officer is hereby authorized to select and retain on behalf of the School District an Escrow Agent to serve under the Escrow Agreement.

6. Unlimited Tax. Commencing with the fiscal year beginning July 1, 2021, it shall be the duty of the School District to levy a tax annually in an amount sufficient so that the estimated collections therefrom will be sufficient to pay promptly when due the principal of and interest becoming due on the Bonds, which tax levies shall not be subject to limitation as to rate or amount.

7. Negotiated Sale. The School District has considered the option of selling the Bonds through a competitive sale and a negotiated sale and, pursuant to the requirements of the Act, and based on the advice of the Municipal Advisor (as defined below), has determined that a negotiated sale of the Bonds provides the School District with greater flexibility in structuring bond maturities and the timing of the sale of the Bonds, and will enable the School District to better market the Bonds to the advantage of the School District and its taxpayers.

8. Retention of Underwriter and Execution of Bond Purchase Agreement. The School District hereby appoints Stifel, Nicolaus & Company, Incorporated as senior managing underwriter for the Bonds (the "Underwriter"). Each Authorized Officer is hereby authorized to appoint one or more co-managing underwriters, if recommended by the Municipal Advisor. Each Authorized Officer is further authorized to negotiate and, subject to the parameters set forth in this Resolution, award the sale of the Bonds to the Underwriter pursuant to a bond purchase agreement. Each Authorized Officer is authorized to execute and deliver the bond purchase agreement on behalf of the School District without further approval of this Board, *provided that* the true interest cost on the Bonds shall not exceed five percent (5.00%), the net present value savings to be realized by the School District shall be not less than two and one-half percent (2.50%) of the principal amount of the Refunded Bonds and the underwriter's discount shall not exceed one percent (1.00%) of the principal amount of the Bonds.

An Authorized Officer may, without further approval or direction from the Board, execute a sale order evidencing the final terms of the Bonds, and make any of the determinations, covenants and elections authorized by this Resolution, provided that the final terms of the Bonds shall be within the parameters set forth in this Resolution.

9. Ratings and Bond Insurance. Each Authorized Officer is authorized to apply for bond ratings from such municipal bond rating agencies as is deemed appropriate, and apply for and purchase a policy of municipal bond insurance, if deemed appropriate by the Municipal Advisor and Bond Counsel (as defined below).

10. Official Statements. The President of the Board and each Authorized Officer are each authorized to approve preliminary and final official statements relating to the Bonds as is

deemed appropriate by the Municipal Advisor and Bond Counsel (as defined below). The President of the Board or an Authorized Officer are authorized to execute and deliver the final Official Statement relating to the Bonds on behalf of the School District and to approve, execute and deliver any amendments and supplements to the Official Statement necessary to assure that the statements therein are, and as of the time the Bonds are delivered to the Underwriter will be true, and that it does not contain any untrue statement of a material fact and does not omit to state a material fact necessary in order to make the statements therein, in light of the circumstances under which they were made, not misleading.

11. Continuing Disclosure Undertaking. The School District hereby covenants, in accordance with the provisions of Rule 15c2-12, as may be amended (the “Rule”), promulgated by the Securities and Exchange Commission (the “SEC”), to provide or cause to be provided the information set forth in the attached Exhibit B, as such Exhibit may be revised by an Authorized Officer as required by Rule 15c2-12 prior to delivery of the Bonds.

12. Tax Matters. The School District hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for federal income tax purposes under the Internal Revenue Code of 1986, as amended (the “Code”), including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure and investment of Bond proceeds and moneys deemed to be Bond proceeds. The School District hereby authorizes an Authorized Officer to designate the Bonds as “qualified tax-exempt obligations” for purposes of deduction of interest expense by financial institutions pursuant to Section 265(b)(3) of the Code, if deemed appropriate by the Municipal Advisor.

13. Further Bond Details. Each Authorized Officer is hereby authorized to adjust the final Bond details to the extent necessary or convenient to complete the transaction authorized in this Resolution, and in pursuance of the foregoing is authorized to exercise the authority and make the determinations authorized pursuant to Section 315(1)(d) of the Act, including but not limited to, determinations regarding interest rates, prices, discounts, maturities, principal amounts, denominations, dates of issuance, interest payment dates, redemption rights, the place of delivery and payment, designation of series, and other matters, all subject to the parameters established in this Resolution.

14. Retention of Bond Counsel and Municipal Advisor. The law firm of Miller, Canfield, Paddock and Stone, P.L.C. is hereby appointed as bond counsel for the School District with reference to the issuance of the Bonds authorized by this Resolution (“Bond Counsel”). The representation of the School District by Miller, Canfield, Paddock and Stone, P.L.C. as Bond Counsel is hereby approved, notwithstanding Miller Canfield’s periodic representation in unrelated matters of the Underwriter, Stifel, Nicolaus & Company, Incorporated, and other potential parties to the transactions contemplated by this Resolution. The School District also hereby appoints Baker Tilly Municipal Advisors, LLC to act as municipal advisor with reference to the issuance of the Bonds authorized by this Resolution (the “Municipal Advisor”).

15. Department of Treasury. Each Authorized Officer is hereby authorized to make application to Treasury for prior approval to issue the Bonds or file a qualifying statement. Each Authorized Officer is hereby further authorized to request any and all waivers, including

without limitation, rating waivers, or exemptions from Treasury necessary to the issuance of the Bonds as recommended by the Municipal Advisor and Bond Counsel. Each Authorized Officer is authorized to have prepared and filed a Security Report for the Bonds with Treasury pursuant to the Act.

16. Further Actions. The officers, administrators, agents and attorneys of the School District are authorized and directed to execute and deliver all other agreements, documents and certificates and to take all other actions necessary to complete the issuance and delivery of the Bonds in accordance with this Resolution. The officers, administrators, agents and attorneys of the School District are authorized and directed to pay costs of issuance including Bond Counsel fees, Municipal Advisor fees, rating agency fees, Transfer Agent fees, Escrow Agent fees, verification agent fees, costs of printing the preliminary and final official statements, purchase of securities for the purpose of funding the Escrow, and any other costs necessary to accomplish sale and delivery of the Bonds.

[Remainder of Page Intentionally Left Blank]

17. Conflicts. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Beverly Hinton, Board Secretary

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of the School District of the City of Hazel Park, County of Oakland, State of Michigan, at a regular meeting held on November 15, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act 267.

Beverly Hinton, Board Secretary

EXHIBIT A

BOND FORM

UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF OAKLAND

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2022 REFUNDING BOND
(UNLIMITED TAX GENERAL OBLIGATION)

<u>INTEREST RATE</u>	<u>MATURITY DATE</u>	DATE OF <u>ORIGINAL ISSUE</u>	<u>CUSIP</u>
	[May/November] 1, 20__	_____, 2022	

Registered Owner: Cede & Co.

Principal Amount: _____ Dollars

The School District of the City of Hazel Park, County of Oakland, State of Michigan (the "School District"), promises to pay to the Registered Owner specified above, or registered assigns, the Principal Amount specified above, in lawful money of the United States of America, on the Maturity Date specified above, unless prepaid prior thereto as hereinafter provided, with interest thereon (computed on the basis of a 360-day year consisting of twelve 30-day months) from the Date of Original Issue specified above or such later date to which interest has been paid, until paid, at the Interest Rate per annum specified above, first payable on November 1, 2022 and semiannually thereafter. Principal of this bond is payable at the _____ office of _____, _____, Michigan, or such other transfer agent as the School District may hereafter designate by notice mailed to the registered owner hereof not less than sixty (60) days prior to any interest payment date (the "Transfer Agent"). Interest on this bond is payable by check or draft mailed by the Transfer Agent to the person or entity who is as of the 15th day of the month preceding each interest payment date, the registered owner, at the registered address. For the prompt payment hereof, the full faith, credit and resources of the School District are hereby pledged.

This bond is one of a series of bonds of even date of original issue aggregating the principal sum of \$_____, issued under and in pursuance of the provisions of Act 451, Public Acts of Michigan, 1976, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, and pursuant to a resolution of the Board of Education adopted on November 15, 2021 for the purpose of currently refunding all or a portion of a certain prior bond issue of the School District.

The full faith, credit and resources of the School District are pledged for the payment

hereof, and the School District is obligated to levy annually sufficient taxes to provide for the payments of the principal of and interest on the bonds of this issue as they mature, without limitation as to rate or amount.

The bonds shall not be subject to redemption prior to maturity.

[Insert mandatory term bond redemption provisions, if needed]

Any bond may be transferred by the registered owner, in person or by the registered owner's authorized attorney or legal representative, upon surrender of the bond to the Transfer Agent for cancellation, together with a duly executed written instrument of transfer in a form approved by the Transfer Agent. Whenever any bond is surrendered for transfer, the Transfer Agent shall authenticate and deliver a new bond or bonds, in like aggregate principal amount, interest rate and maturity. The Transfer Agent shall require the registered owner requesting the transfer to pay any tax or other governmental charge required to be paid with respect to the transfer. The Transfer Agent will not be required to (i) issue, register the transfer of or exchange any bond during a period beginning at the opening of business 15 days before the day of the mailing of a notice of redemption of bonds selected for redemption and ending at the close of business on the day of that mailing, or (ii) register the transfer of or exchange any bond selected for redemption in whole or in part, except the unredeemed portion of bonds being redeemed in part.

It is hereby certified and recited that all acts, conditions and things required to be done, exist and happen, precedent to and in the issuance of said series of bonds of which this is one, in order to make them valid and binding obligations of said School District have been done, exist and have happened in regular and due form and time as provided by law, and that the total indebtedness of said School District, including the series of bonds of which this is one, does not exceed any constitutional or statutory limitation.

This bond is not valid or obligatory for any purpose until the Transfer Agent's Certificate of Authentication on this bond has been executed by the Transfer Agent.

IN WITNESS WHEREOF, the School District of the City of Hazel Park, County of Oakland, State of Michigan, by its Board of Education has caused this bond to be signed in the name of the School District by the manual or facsimile signature of the President and to be countersigned by the manual or facsimile signature of the Secretary of the Board of Education, all as of the Date of Original Issue.

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
County of Oakland
State of Michigan

By [manual/facsimile]
President

Countersigned:

[manual/facsimile]
Secretary

[FORM OF TRANSFER AGENT'S CERTIFICATE OF AUTHENTICATION]

Certificate of Authentication

This bond is one of the Bonds described in the within-mentioned resolution.

Transfer Agent

By: _____

Authorized Signature

Date of Authentication: _____

EXHIBIT B

FORM OF CONTINUING DISCLOSURE UNDERTAKING

This Continuing Disclosure Undertaking (the “Undertaking”) is executed and delivered by the School District of the City of Hazel Park, County of Oakland, State of Michigan (the “School District”), in connection with the issuance of its 2022 Refunding Bonds (Unlimited Tax General Obligation) (the “Bonds”). The School District covenants and agrees for the benefit of the Bondholders, as hereinafter defined, as follows:

(a) *Definitions.* The following terms used herein shall have the following meanings:

“Audited Financial Statements” means the annual audited financial statement pertaining to the School District prepared by an individual or firm of independent certified public accountants as required by Act 2, Public Acts of Michigan, 1968, as amended, which presently requires preparation in accordance with generally accepted accounting principles.

“Bondholders” shall mean the registered owner of any Bond or any person (a) with the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Bond (including any person holding a Bond through a nominee, depository or other intermediary) or (b) treated as the owner of any Bond for federal income tax purposes.

“EMMA” shall mean the MSRB’s Electronic Municipal Market Access District, or such other District, Internet Web site, or repository hereafter prescribed by the MSRB for the submission of electronic filings pursuant to the Rule.

“Financial Obligation” means “financial obligation” as such term is defined in the Rule.

“MSRB” means the Municipal Securities Rulemaking Board.

“Rule” means Rule 15c2-12 promulgated by the SEC pursuant to the Securities Exchange Act of 1934, as amended, as in effect on the date of this Undertaking, including any official interpretations thereof issued either before or after the date of this Undertaking which are applicable to this Undertaking.

“SEC” means the United States Securities and Exchange Commission.

(b) *Continuing Disclosure.* The School District hereby agrees, in accordance with the provisions of the Rule, to provide or cause to be provided to the MSRB through EMMA, on or before the last day of the 6th month after the end of the fiscal year of the School District, the following annual financial information and operating data, commencing with the fiscal year ended June 30, 2022, in an electronic format as

prescribed by the MSRB:

(1) Updates of the numerical financial information and operating data included in the official statement of the School District relating to the Bonds (the “Official Statement”) appearing in the Tables in the Official Statement as described below: [Headings to be conformed to Official Statement when available.]

- a. Enrollments – Enrollment History;
- b. Labor Relations;
- c. Retirement Plan – Contributions to MPSERS;
- d. History of Valuations – State Equalized Valuation and Taxable Valuation;
- e. Tax Levies and Collections;
- f. State Aid Payments;
- g. School District Tax Rates (Per \$1,000 of Valuation);
- h. Largest Taxpayers;
- i. School Bond Qualification and Loan Program;
- j. Direct Debt;
- k. Legal Debt Margin; and
- l. General Fund Budget Summary in Appendix B.

(2) The Audited Financial Statements. Provided, however, that if the Audited Financial Statements are not available by the date specified above, they shall be provided when available and unaudited financial statements will be filed by such date and the Audited Financial Statements will be filed as soon as available.

Such annual financial information and operating data described above are expected to be provided directly by the School District or by specific reference to documents available to the public through EMMA or filed with the SEC.

If the fiscal year of the School District is changed, the School District shall send a notice of such change to the MSRB through EMMA, prior to the earlier of the ending date of the fiscal year prior to such change or the ending date of the fiscal year as changed.

(c) *Notice of Failure to Disclose.* The School District agrees to provide or cause to be provided, in a timely manner, to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, notice of a failure by the School District to provide the annual financial information with respect to the School District described in subsection (b) above on or prior to the dates set forth in subsection (b) above.

(d) *Occurrence of Events.* The School District agrees to provide or cause to be provided to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events listed in (b)(5)(i)(C) of the

Rule with respect to the Bonds:

- (1) principal and interest payment delinquencies;
- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (7) modifications to rights of holders of the Bonds, if material;
- (8) bond calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Bonds, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar event of the School District, which is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the School District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the School District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the School District;
- (13) the consummation of a merger, consolidation, or acquisition involving the School District or the sale of all or substantially all of the assets of the School District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) incurrence of a Financial Obligation of the School District, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation of

the School District, any of which affect security holders, if material; or

- (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a Financial Obligation of the School District, any of which reflect financial difficulties.

(e) *Materiality Determined Under Federal Securities Laws.* The School District agrees that its determination of whether any event listed in subsection (d) is material shall be made in accordance with federal securities laws.

(f) *Identifying Information.* All documents provided to the MSRB through EMMA shall be accompanied by the identifying information prescribed by the MSRB.

(g) *Termination of Reporting Obligation.* The obligation of the School District to provide annual financial information and notices of material events, as set forth above, shall be terminated if and when the School District no longer remains an “obligated person” with respect to the Bonds within the meaning of the Rule, including upon legal defeasance of all Bonds.

(h) *Benefit of Bondholders.* The School District agrees that its undertaking pursuant to the Rule set forth in this Undertaking is intended to be for the benefit of the Bondholders and shall be enforceable by any Bondholder; provided that, the right to enforce the provisions of this Undertaking shall be limited to a right to obtain specific enforcement of the School District’s obligations hereunder and any failure by the School District to comply with the provisions of this Undertaking shall not constitute a default or an event of default with respect to the Bonds.

(i) *Amendments to the Undertaking.* Amendments may be made in the specific types of information provided or the format of the presentation of such information to the extent deemed necessary or appropriate in the judgment of the School District, provided that the School District agrees that any such amendment will be adopted procedurally and substantively in a manner consistent with the Rule, including any interpretations thereof by the SEC, which, to the extent applicable, are incorporated herein by reference. Such interpretations currently include the requirements that (a) the amendment may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature, or status of the School District or the type of activities conducted thereby, (b) the undertaking, as amended, would have complied with the requirements of the Rule at the time of the primary offering of the Bonds, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances, and (c) the amendment does not materially impair the interests of Bondholders, as determined by parties unaffiliated with the School District (such as independent legal counsel), but such interpretations may be changed in the future. If the accounting principles to be followed by the School District in the preparing of the Audited Financial Statements are modified, the annual financial information for the year in which the change is made shall present a

comparison between the financial statements as prepared on the prior basis and the statements as prepared on the new basis, and otherwise shall comply with the requirements of the Rule, in order to provide information to investors to enable them to evaluate the ability of the School District to meet its obligations. A notice of the change in accounting principles shall be sent to the MSRB through EMMA.

IN WITNESS WHEREOF, the School District has caused this Undertaking to be executed by its authorized officer.

SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
County of Oakland
State of Michigan

By: _____

Its: Superintendent of Schools

Dated: _____, 2022

38305190.1/039346.00026



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

To: Hazel Park Board of Education
From: Jason Zirnis, Assistant Superintendent of Business and Operations
Subject: Budget Approval
Date: November 10, 2021

We are proposing the following Amended Budget for fiscal year 2021/22.

	Final 2020/21	Original 2021/22
Revenues	\$ 42,022,386	\$ 45,166,520
Expenses	40,145,765	44,503,283
Surplus	1,876,621	663,237
Opening Fund Balance	1,615,439	3,492,060
Closing Fund Balance	\$ 3,492,060	\$ 4,155,297

The Amended Budget #1 is based on the current State Budget allocations and projected Federal Allocations. State allocations that have not been finalized at the time of the budget amendment were carried over from the prior year. Federal Funding for ESSER's II and III are funded based on the current projection of Covid related costs. All Staff costs have been projected through the end of the year with fringes including vacant positions.

Recommendation
That the Board of Education approve the amended budget for fiscal year 2021/22.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

207 Amy Y. Kruppe, Ed. D.
Superintendent

The School District of the City of
Hazel Park
Of Oakland County

Amended Budget
APPROPRIATION ACT
July 1, 2021-June 30, 2022

**For
Public Hearing
For
Board of Education Adoption**

November 15, 2021

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**GENERAL FUND REVENUE
BUDGET
July 1, 2021-June 30, 2022
with prior year actuals**

	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual	2020-2021 Actual	2021-2022 Proposed Budget 6/21/2021	2021-2022 Amend Budget 11/15/2021
Local	\$5,215,874	\$3,916,566	\$4,982,510 ¹	\$5,528,632 ²	\$5,565,278	\$5,301,863 ³
State	30,037,298	27,772,605	26,950,370	28,112,704	27,440,953	28,260,564
Federal	2,272,053	2,214,203	2,182,951	4,285,393	5,323,130	7,055,186
Other Transactions	<u>0</u>	<u>1,598,483</u>	<u>1,662,776</u>	<u>2,441,743</u>	<u>2,380,209</u>	<u>2,929,867</u>
	<u>\$37,525,225</u>	<u>\$35,501,857</u>	<u>\$35,778,607</u>	<u>\$40,368,472</u>	<u>\$40,709,570</u>	<u>\$43,547,480</u>

¹ Included in local revenue is \$3,237,000 resulting from a levy of 18.0000 mills on non-homestead property approved in 2019. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

² Included in local revenue is \$3,356,158 resulting from a levy of 18.0000 mills on non-homestead property approved in 2020. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

³ Included in local revenue is \$3,795,278 resulting from a levy of 18.0000 mills on non-homestead property approved in 2021. This revenue is to be used to pay wage, fringe benefit, purchased service, supply and material, and capital outlay expenses.

**GENERAL FUND EXPENDITURES
BUDGET
July 1, 2021-June 30, 2022
with prior year actuals**

	<u>2017-2018 Actual</u>	<u>2018-2019 Actual</u>	<u>2019-2020 Actual</u>	<u>2020-2021 Actual</u>	<u>2021-2022 Proposed Budget 6/21/2021</u>	<u>2021-2022 Amend Budget 11/15/2021</u>
INSTRUCTION						
Basic Programs	\$17,896,532	\$14,861,723	\$15,772,992	\$17,423,567	\$19,059,580	\$20,268,503
Added Needs	5,841,488	6,171,240	6,601,987	6,971,562	8,221,581	7,822,408
Adult/Continuing Education	359,315	11,589	0	0	0	0
TOTAL INSTRUCTION	\$24,097,335	\$21,044,552	\$22,374,979	\$24,395,128	\$27,281,161	\$28,090,911
SUPPORT SERVICES						
Pupil	\$2,327,013	\$2,174,800	\$1,999,506	\$2,243,427	\$2,449,653	\$2,526,515
Instructional Staff	1,564,025	1,079,667	1,346,369	1,580,080	1,610,429	2,221,870
General Administration	568,667	618,894	626,185	644,770	646,989	648,807
School Administration	1,666,542	1,719,483	1,613,117	1,888,577	2,081,370	2,059,557
Business	751,762	1,156,102	811,939	790,879	757,166	688,081
Operation & Maintenance	3,471,114	3,247,205	3,944,244	6,078,882	4,471,426	5,286,186
Transportation	397,556	462,415	415,165	346,225	317,126	201,941
Central	885,128	930,573	1,115,170	1,162,113	1,325,197	1,446,099
Other	508,433	482,470	509,034	417,830	580,337	479,649
TOTAL SUPPORT SERVICES	\$12,140,240	\$11,871,609	\$12,380,729	\$15,152,783	\$14,239,693	\$15,558,705
Community Services	\$71,911	\$98,067	\$101,941	\$72,499	\$73,758	\$261,914
Debt Service	33,000	33,000	33,000	33,000	33,000	33,000
Payments to Subgrantee	53,762	94,600	140,071	201,641	209,707	266,665
TOTAL OTHER	\$158,673	\$225,667	\$275,012	\$307,141	\$316,465	\$561,579
GRAND TOTAL	<u>\$36,396,248</u>	<u>\$33,141,828</u>	<u>\$35,030,720</u>	<u>\$39,855,052</u>	<u>\$41,837,319</u>	<u>\$44,211,195</u>
OTHER FIN. SOURCES (USES)						
Transfers In	\$1,110,841	\$1,585,058	\$1,548,365	\$1,653,914	\$1,569,040	\$1,619,040
Transfers Out	(756,451)	(402,498)	(74,438)	(290,713)	(292,088)	(292,088)
TOTAL OTHER FIN. SOURCES (USES)	\$354,390	\$1,182,560	\$1,473,927	\$1,363,201	\$1,276,952	\$1,326,952
Excess	\$1,483,367	\$3,542,589	\$2,221,814	\$1,876,621	\$149,203	\$663,237
Beginning Fund Balance (Deficit)	(5,632,331)	(4,148,964)	(606,375)	1,615,439	3,492,060	3,492,060
Ending Fund Balance (Deficit)	(\$4,148,964)	(\$606,375)	\$1,615,439	\$3,492,060	\$3,641,263	\$4,155,297
As % of Total Expenses	-11.40%	-1.83%	4.61%	8.76%	8.70%	9.40%

**RESOLUTION FOR ADOPTION BY
THE BOARD OF EDUCATION OF THE SCHOOL DISTRICT OF THE CITY OF HAZEL PARK
2021-2022 BUDGET**

RESOLVED, that this resolution shall be the **GENERAL FUND** Appropriation Act of The School District of the City of Hazel Park for the fiscal year 2021-2022. A resolution to make appropriations: and to provide for the disposition of all income received by The School District of the City of Hazel Park.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the **GENERAL FUND** of The School District of the City of Hazel Park for fiscal year 2021-2022, be adopted as follows:

REVENUE

Local	5,301,863	
State	28,260,564	
Federal	7,055,186	
Other Transaction	<u>2,929,867</u>	
Total Revenue		\$43,547,480
Beginning Fund Balance (Deficit)	1,615,439	
Estimated Fund Balance Available to Appropriate		<u>1,615,439</u>
TOTAL APPROPRIATED FOR GENERAL FUND		<u>\$45,162,919</u>

BE IT FURTHER RESOLVED, that **\$42,592,155** in the **GENERAL FUND** is hereby appropriated in the amounts and for the purposes set forth below

FURTHER RESOLVED, that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to the Appropriation Act as Adopted by the Board of Education.

EXPENDITURES

Instruction:

Basic Programs	20,268,503
Added Needs	7,822,408
Adult/Continuing Education	0

Support Services:

Pupil	2,526,515
Instructional Staff	2,221,870
General Administration	648,807
School Administration	2,059,557
Business	688,081
Operation & Maintenance	5,286,186
Transportation	201,941
Central	1,446,099
Other	479,649

Community Services 261,914

Outgoing Transfers & Other Transactions (1,619,040)

Debt Service and Subgrantee Payments 299,665

TOTAL APPROPRIATED - GENERAL FUND \$ 42,592,155

ESTIMATED EDNING FUND BALANCE \$ 4,155,297

FURTHER BE IT RESOLVED, that the revenue from the levy of 18 mills on non-homestead property (with Commercial Personal Property being exempted from 12 of these 18 mills) be used to pay wages, fringe benefits, purchased services, supplies and materials, capital outlay, and for transfers to other funds or governmental entities (O.C.I.S.D.).

FURTHER RESOLVED that no Board of Education member or employee of the school district shall expend any funds or obligate the expenditure of any funds except pursuant to the Appropriation Act as Adopted by the Board of Education.

BE IT FURTHER RESOLVED, that the Superintendent and his/her designee are hereby charged with the responsibility of preparing and presenting proposed budgets and executing the budgets adopted by the Board.

FURTHER RESOLVED, that for purposes of meeting emergency needs of the district in the event that an appropriation is insufficient and there is no regular scheduled board meeting prior to the date the expenditure exceeding the appropriation would normally occur, transfers of appropriation not to exceed \$100,000 may be made upon written authorization of the Superintendent or his/her designee. When a transfer, as permitted by this resolution, is made, said transfer shall be presented to the Board of Education at the next regular scheduled Board of Education meeting as an amendment to the Appropriation.

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2020 General Collection 2020-2021

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Special Education					
ACCT	Description	Non-Resident Section 52	Resident Section 52	Sec 53a	Total
110	Programs for Mild Cognitive Impairment	0.00	0.00	0.00	0.00
120	Programs for Moderate Cognitive Impairment	29.85	40.32	0.00	70.17
130	Programs for Severe Cognitive Impairment	0.00	0.00	0.00	0.00
140	Programs for Emotional Impairment	52.04	10.15	0.00	62.19
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	0.00	0.00	0.00
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	0.00	0.00	0.00
190	Programs for Severe Multiple Impairment	12.00	6.00	0.00	18.00
191	Early Childhood Special Education (Classroom) Program	0.00	5.00	0.00	5.00
192	Programs for Severe Language Impairment	0.00	0.00	0.00	0.00
193	Programs for Autism Spectrum Disorder	12.00	10.77	0.00	22.77
194	Elementary or Secondary-Level Resource Program	3.92	15.76	0.00	19.68
270	Early Childhood Special Education Services	0.00	4.80	0.00	4.80
Total		109.81	92.80	0.00	202.61

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K-12 Pupil Membership (FTE) in General Education			
Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten	174.64	0.00	174.64
First Grade	157.42	0.00	157.42
Second Grade	130.78	0.00	130.78
Third Grade	154.49	0.00	154.49
Fourth Grade	149.51	0.00	149.51
Fifth Grade	139.53	3.00	142.53
Sixth Grade	149.28	0.00	149.28
Seventh Grade	155.29	4.00	159.29
Eighth Grade	148.59	2.00	150.59
Ninth Grade	130.93	123.34	254.27
Tenth Grade	108.10	196.10	304.20
Eleventh Grade	107.34	256.80	364.14
Twelfth Grade	113.75	343.90	457.65
Special Education Transition	0.00	0.00	0.00
Total	1819.65	929.14	2748.79

Additional Information on K-12 Pupils			
Category	Special Education	General Education	Total
Non-public resident of district	0.00	0.00	0.00
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

Center for Educational Performance and Information - Michigan Student Data System

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Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Residency Related Information										
Dist- rict	District Name	Non K-12		105/105c		Non-Pub		All Other		Total
		Gen Ed	Spec Ed	Gen Ed	Spec Ed	Gen Ed	Spec Ed	Gen Ed	Spec Ed	
03020	Otsego Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
06050	Standish-Sterling Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
07040	L'Anse Area Schools	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
09010	Bay City School District	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
13020	Battle Creek Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
17110	Rudyard Area Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
24070	Public Schools of Petoskey	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
25010	Flint, School District of the City of	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
25030	Grand Blanc Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
25070	Genesee School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
25240	Beecher Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
33020	Lansing Public School District	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00
37010	Mt. Pleasant City School District	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
39010	Kalamazoo Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
41010	Grand Rapids Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
41026	Wyoming Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
41160	Kentwood Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

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Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

50010	Center Line Public Schools	0.00	0.00	22.51	0.49	0.00	0.00	15.00	0.00	38.00
50020	Eastpointe Community Schools	0.00	0.00	16.00	0.00	0.00	0.00	13.00	0.00	29.00
50030	Roseville Community Schools	0.00	0.00	6.00	0.00	0.00	0.00	4.00	0.00	10.00
50050	Armada Area Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50070	Clintondale Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
50080	Chippewa Valley Schools	0.00	0.00	1.00	0.00	0.00	0.00	2.00	0.00	3.00
50090	Fitzgerald Public Schools	0.00	0.00	62.58	3.42	0.00	0.00	43.80	0.20	110.00
50120	Lake Shore Public Schools (Macomb)	0.00	0.00	1.15	0.85	0.00	0.00	1.00	0.00	3.00
50140	L'Anse Creuse Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50160	Mount Clemens Community School District	0.00	0.00	2.00	0.00	0.00	0.00	1.00	0.00	3.00
50170	New Haven Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50200	South Lake Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50210	Utica Community Schools	0.00	0.00	7.00	0.00	0.00	0.00	20.00	0.00	27.00
50220	Van Dyke Public Schools	0.00	0.00	35.69	0.31	0.00	0.00	16.00	0.00	52.00
50230	Warren Consolidated Schools	0.00	0.00	17.00	0.00	0.00	0.00	66.00	0.00	83.00
50240	Warren Woods Public Schools	0.00	0.00	8.00	0.00	0.00	0.00	6.00	0.00	14.00
52170	Marquette Area Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
54040	Morley Stanwood Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
58010	Monroe Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

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58030	Bedford Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
61010	Muskegon, Public Schools of the City of	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
63010	Birmingham Public Schools	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.15	1.15
63020	Ferndale Public Schools	0.00	0.00	22.01	1.99	0.00	0.00	0.00	2.00	26.00
63030	Pontiac City School District	0.00	0.00	8.00	0.00	0.00	0.00	5.00	0.00	13.00
63040	Royal Oak Schools	0.00	0.00	7.79	1.21	0.00	0.00	2.00	8.69	19.69
63050	Berkley School District	0.00	0.00	1.00	1.00	0.00	0.00	0.00	6.00	8.00
63060	Southfield Public School District	0.00	0.00	2.23	0.77	0.00	0.00	7.50	8.00	18.50
63080	Bloomfield Hills Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.57	5.57
63090	Clarenceville School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
63100	Novi Community School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00
63110	Oxford Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
63140	Madison District Public Schools	0.00	0.00	27.98	2.02	0.00	0.00	16.97	6.03	53.00
63150	Troy School District	0.00	0.00	0.17	0.83	0.00	0.00	1.00	3.00	5.00
63160	West Bloomfield School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
63200	Farmington Public School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00
63240	South Lyon Community Schools	0.00	0.00	1.00	0.00	0.00	0.00	0.00	7.00	8.00
63250	Oak Park, School District of the City of	0.00	0.00	15.28	1.72	0.00	0.00	9.00	10.00	36.00
63260	Rochester Community School District	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
63270	Clawson Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2020 General Collection 2020-2021

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

63280	Lamphere Public Schools	0.00	0.00	6.00	0.00	0.00	0.00	5.00	6.00	17.00
63290	Walled Lake Consolidated Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	5.00	6.00
63300	Waterford School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	3.00
67050	Marion Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
69020	Gaylord Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
72020	Houghton Lake Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
73010	Saginaw, School District of the City of	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00
73110	Chesaning Union Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
73180	Bridgeport-Spaulding Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
74010	Port Huron Area School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
78080	Perry Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
80090	Bloomington Public School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
81010	Ann Arbor Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
81140	Whitmore Lake Public School District	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
82015	Detroit Public Schools Community District	0.00	0.00	332.93	2.07	0.00	0.00	385.90	1.10	722.00
82020	Allen Park Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
82030	Dearborn City School District	0.00	0.00	0.00	0.00	0.00	0.00	34.00	0.00	34.00
82040	Dearborn Heights School District #7	0.00	0.00	0.00	0.00	0.00	0.00	6.00	0.00	6.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2020 General Collection 2020-2021

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

82045	Melvindale-North Allen Park Schools	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
82055	Grosse Pointe Public Schools	0.00	0.00	4.00	0.00	0.00	0.00	1.00	0.00	5.00
82060	Hamtramck, School District of the City of	0.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	4.00
82070	Highland Park City Schools	0.00	0.00	13.61	0.39	0.00	0.00	4.00	0.00	18.00
82090	Lincoln Park, School District of the City of	0.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	5.00
82100	Plymouth-Canton Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
82110	Redford Union Schools, District No. 1	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
82120	River Rouge, School District of the City of	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
82150	Taylor School District	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
82160	Wayne-Westland Community School District	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
82170	Wyandotte, School District of the City of	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
82240	Westwood Community School District	0.00	0.00	2.00	0.00	0.00	0.00	3.00	0.00	5.00
82320	Harper Woods, The School District of the City of	0.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	4.00
82430	Van Buren Public Schools	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Total		0.00	0.00	638.93	18.07	0.00	0.00	754.17	91.74	1502.91

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2020 General Collection 2020-2021

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Summary of Membership	
Total Special Education	202.61
Subtract: Non Resident Special Education without Release Form	0.00
Total Adjusted Special Education Count	202.61
K-12 Pupils	2,748.79
Subtract: Non Resident General Education without Release Form	0.00
Total Adjusted K-12 Membership Count	2,748.79
Total Adjusted K-12 & Special Education FTE	2,951.40

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Special Education					
ACCT	Description	Non-Resident Section 52	Resident Section 52	Sec 53a	Total
110	Programs for Mild Cognitive Impairment	0.00	0.00	0.00	0.00
120	Programs for Moderate Cognitive Impairment	32.21	25.81	0.00	58.02
130	Programs for Severe Cognitive Impairment	0.00	0.00	0.00	0.00
140	Programs for Emotional Impairment	46.71	7.78	0.00	54.49
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	0.00	0.00	0.00
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	0.00	0.00	0.00
190	Programs for Severe Multiple Impairment	11.00	6.00	0.00	17.00
191	Early Childhood Special Education (Classroom) Program	0.00	5.00	0.00	5.00
192	Programs for Severe Language Impairment	0.00	0.00	0.00	0.00
193	Programs for Autism Spectrum Disorder	16.00	13.39	0.00	29.39
194	Elementary or Secondary-Level Resource Program	6.16	10.73	0.00	16.89
270	Early Childhood Special Education Services	0.00	4.80	0.00	4.80
Total		112.08	73.51	0.00	185.59

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

K-12 Pupil Membership (FTE) in General Education			
Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten	175.63	0.00	175.63
First Grade	154.00	0.00	154.00
Second Grade	156.65	0.00	156.65
Third Grade	125.80	0.00	125.80
Fourth Grade	152.60	0.00	152.60
Fifth Grade	137.44	1.00	138.44
Sixth Grade	137.45	0.00	137.45
Seventh Grade	147.07	0.00	147.07
Eighth Grade	154.49	3.00	157.49
Ninth Grade	144.62	136.97	281.59
Tenth Grade	157.29	177.93	335.22
Eleventh Grade	135.09	214.86	349.95
Twelfth Grade	139.05	294.07	433.12
Special Education Transition	0.00	0.00	0.00
Total	1917.18	827.83	2745.01

Additional Information on K-12 Pupils			
Category	Special Education	General Education	Total
Non-public resident of district	0.00	0.00	0.00
Non-resident pupils without release	0.00	0.00	0.00
Special Ed and General Ed FTE (Sec. 24)	0.00	0.00	0.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Residency Related Information										
Dist- rict	District Name	Non K-12		105/105c		Non-Pub		All Other		Total
		Gen Ed	Spec Ed	Gen Ed	Spec Ed	Gen Ed	Spec Ed	Gen Ed	Spec Ed	
06050	Standish-Sterling Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
07040	L'Anse Area Schools	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	2.00
09010	Bay City School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
13110	Marshall Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
23050	Eaton Rapids Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
24070	Public Schools of Petoskey	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
25010	Flint, School District of the City of	0.00	0.00	1.00	0.00	0.00	0.00	5.00	0.00	6.00
25030	Grand Blanc Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
25230	Bentley Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
26010	Beaverton Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
33020	Lansing Public School District	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
34120	Saranac Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
37010	Mt. Pleasant City School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
39010	Kalamazoo Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
41010	Grand Rapids Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	5.00
41026	Wyoming Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
47010	Brighton Area Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

50010	Center Line Public Schools	0.00	0.00	20.77	1.23	0.00	0.00	17.00	0.00	39.00
50020	Eastpointe Community Schools	0.00	0.00	12.00	0.00	0.00	0.00	9.16	0.84	22.00
50030	Roseville Community Schools	0.00	0.00	10.00	0.00	0.00	0.00	3.00	0.00	13.00
50040	Anchor Bay School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50050	Armada Area Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50070	Clintondale Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
50080	Chippewa Valley Schools	0.00	0.00	1.00	0.00	0.00	0.00	3.00	0.00	4.00
50090	Fitzgerald Public Schools	0.00	0.00	74.99	3.01	0.00	0.00	33.97	0.03	112.00
50100	Fraser Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50120	Lake Shore Public Schools (Macomb)	0.00	0.00	1.15	0.85	0.00	0.00	1.00	0.00	3.00
50140	L'Anse Creuse Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50160	Mount Clemens Community School District	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
50170	New Haven Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50190	Romeo Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
50210	Utica Community Schools	0.00	0.00	8.00	0.00	0.00	0.00	22.00	0.00	30.00
50220	Van Dyke Public Schools	0.00	0.00	28.66	0.34	0.00	0.00	21.00	0.00	50.00
50230	Warren Consolidated Schools	0.00	0.00	10.85	0.15	0.00	0.00	47.00	1.00	59.00
50240	Warren Woods Public Schools	0.00	0.00	10.00	0.00	0.00	0.00	4.00	0.00	14.00
51045	Kaleva Norman Dickson School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

58030	Bedford Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
61010	Muskegon, Public Schools of the City of	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
63010	Birmingham Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.23	2.23
63020	Ferndale Public Schools	0.00	0.00	25.06	1.94	0.00	0.00	1.00	0.00	28.00
63030	Pontiac City School District	0.00	0.00	7.00	0.00	0.00	0.00	2.00	0.00	9.00
63040	Royal Oak Schools	0.00	0.00	7.82	0.18	0.00	0.00	1.00	8.70	17.70
63050	Berkley School District	0.00	0.00	1.00	0.00	0.00	0.00	0.00	7.00	8.00
63060	Southfield Public School District	0.00	0.00	5.00	0.00	0.00	0.00	9.00	10.00	24.00
63080	Bloomfield Hills Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	7.00
63090	Clarenceville School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
63100	Novi Community School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00
63140	Madison District Public Schools	0.00	0.00	27.25	1.75	0.00	0.00	12.00	7.00	48.00
63150	Troy School District	0.00	0.00	2.15	0.85	0.00	0.00	0.00	2.37	5.37
63160	West Bloomfield School District	0.00	0.00	0.00	0.00	0.00	0.00	3.00	1.00	4.00
63190	Clarkston Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	2.00
63200	Farmington Public School District	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00
63240	South Lyon Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00
63250	Oak Park, School District of the City of	0.00	0.00	15.49	3.51	0.00	0.00	9.00	12.00	40.00
63260	Rochester Community School District	0.00	0.00	1.00	0.00	0.00	0.00	1.00	1.00	3.00
63270	Clawson Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	4.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

63280	Lamphere Public Schools	0.00	0.00	3.00	0.00	0.00	0.00	6.00	5.00	14.00
63290	Walled Lake Consolidated Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	3.00
63300	Waterford School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	3.00
67050	Marion Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
72020	Houghton Lake Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
73010	Saginaw, School District of the City of	0.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	4.00
73110	Chesaning Union Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
73180	Bridgeport-Spaulding Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
74030	Algonac Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
75010	Sturgis Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
76080	Croswell-Lexington Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
78080	Perry Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
81050	Dexter Community School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
82015	Detroit Public Schools Community District	0.00	0.00	382.29	6.71	0.00	0.00	401.26	1.24	791.50
82020	Allen Park Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
82030	Dearborn City School District	0.00	0.00	0.00	0.00	0.00	0.00	31.00	0.00	31.00
82040	Dearborn Heights School District #7	0.00	0.00	0.00	0.00	0.00	0.00	9.00	0.00	9.00
82045	Melvindale-North Allen Park Schools	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

82050	Garden City Public Schools	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
82055	Grosse Pointe Public Schools	0.00	0.00	4.00	0.00	0.00	0.00	1.00	0.00	5.00
82060	Hamtramck, School District of the City of	0.00	0.00	2.00	0.00	0.00	0.00	5.00	0.00	7.00
82070	Highland Park City Schools	0.00	0.00	11.08	0.92	0.00	0.00	6.00	0.00	18.00
82080	School District of the City of Inkster	0.00	0.00	0.77	0.23	0.00	0.00	0.00	0.00	1.00
82090	Lincoln Park, School District of the City of	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	2.00
82095	Livonia Public Schools School District	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00
82100	Plymouth-Canton Community Schools	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
82110	Redford Union Schools, District No. 1	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
82120	River Rouge, School District of the City of	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
82150	Taylor School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
82160	Wayne-Westland Community School District	0.00	0.00	0.00	0.00	0.00	0.00	9.00	0.00	9.00
82170	Wyandotte, School District of the City of	0.00	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
82320	Harper Woods, The School District of the City of	0.00	0.00	3.00	0.00	0.00	0.00	1.00	0.00	4.00
82340	Huron School District	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Total		0.00	0.00	683.33	21.67	0.00	0.00	745.39	90.41	1540.80

Center for Educational Performance and Information - Michigan Student Data System

FTE Summary

Certified Data

Collection: Fall 2021 General Collection 2021-2022

Entity: Hazel Park, School District of the City of (63130)

Description: Summary of all FTE data reported in the listed collection. The report is considered the "unofficial" DS4061.

Summary of Membership	
Total Special Education	185.59
Subtract: Non Resident Special Education without Release Form	0.00
Total Adjusted Special Education Count	185.59
K-12 Pupils	2,745.01
Subtract: Non Resident General Education without Release Form	0.00
Total Adjusted K-12 Membership Count	2,745.01
Total Adjusted K-12 & Special Education FTE	2,930.60

