



HARTLAND CONSOLIDATED SCHOOLS

Draft - Policy Manual

TBD Policy Committee

13 policies

October 9, 2026

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TBD POLICY COMMITTEE

01 - OVERVIEW

Vol.41, No. 1 - September 2026 (2)

MICHIGAN LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 41 NUMBER 1

SEPTEMBER 2026

PART 2

BYLAWS AND POLICIES

Policy 2370.02 - Virtual Instruction Days (New)

The new policy, in alignment with M.C.L. 388.1621f, allows the school district to use up to six (6) flexible virtual instruction days per year—split evenly between mandated testing disruptions and emergency closures—without reducing required annual instructional time. To deploy these days, the Superintendent must secure formal local board approval and provide advance notice to parents and students via standard school channels or emergency notification systems. All remote learning must meet state quality standards by using certified teachers-of-record, providing necessary technology and internet access, and upholding IEP and 504 accommodations for special education students.

Recommended for adoption if you anticipate using this new option.

Policy 2623 - Student Assessment (Revised)

Policy 2623 establishes the official framework for measuring student growth and identifying learning needs through required state and district assessment programs. It ensures school accountability, legal compliance with State Board of Education rules, and ethical standards in testing while keeping parents informed of student progress.

This revision aligns with Revised School Code (M.C.L. 380.1279g), effective July 1, 2026, which officially eliminated the mandatory SAT Essay requirement from the Michigan Merit Examination (MME). Striking "*with essay*" aligns board policy directly with updated statutory MME components. Updated assessment language is also included. This update also reflects the new requirements for student participation in the Presidential Fitness Test (M.C.L. 388.1764k (Section 164k of the State School Aid Act, 1979 PA 94, as amended)).

These revisions are recommended.

Policy 5111.01 - Homeless Students (Revised)

This policy guides district compliance with Federal McKinney-Vento Act standards by removing administrative and financial barriers—such as missing records or activity fees—so homeless students can immediately enroll and stay in their school of origin.

The revisions reflect the Federal guidance for schools to actively support academic continuity by requiring staff to evaluate and award partial course credits for completed work and assist eligible students with higher education financial aid processes. Ultimately, these updates safeguard vulnerable students' legal right to a stable, equal education while protecting the district from compliance and legal liabilities.

These revisions are highly recommended as they reflect 42 U.S.C. 11431 et seq. (McKinney-Vento Homeless Act). Specifically, removing barriers by not requiring students to repeat course work, allowing for full participation in academic and extracurricular activities, and assisting students in readiness and their application to their next level of schooling.

Policy 5460 - Graduation Requirements (Revised)

This policy establishes clear graduation criteria—including required course credits, state standards, and FAFSA completion options—ensuring all students meet consistent academic benchmarks to receive a high school diploma. It also provides flexible pathways, such as Early Middle College fifth-year extensions and work-based learning, to support diverse student needs and career goals.

These revisions are necessary to align the policy with recent Michigan Merit Examination changes, including the current MME components, the 2026–2027 work-skills assessment opt-out process, and the required parent/guardian notice regarding the workforce readiness assessment. They also account for Michigan's Early Middle College requirements by clarifying how the MME applies to EMC students and ensuring the policy reflects the statutory treatment of EMC programs and five-year graduation pathways.

These revisions are recommended.

Policy 5830 - Student Fundraising (Revised)

This policy governs student fundraising activities within the school district. It ensures that fundraising is conducted in a controlled, ethical, and educationally appropriate manner. Fundraising must be for school-related purposes, approved by the Principal (and Superintendent if above a certain threshold), and comply with Federal dietary and financial regulations.

This policy protects students from coercion, ensures transparency and accountability in fund management, aligns fundraising with educational goals, and ensures compliance with

legal and health standards. It also maintains the integrity of the school environment and prevents misuse of school resources.

The revision has technical corrections, financial requirements, additional oversight options, and cross-references to other policies.

These revisions are recommended.

Policy 6605 - Crowdfunding (Revised)

This policy regulates the use of online crowdfunding platforms to raise money or resources for district-approved educational activities, classrooms, or school-related programs. It ensures that crowdfunding activities align with the District's educational mission, maintain financial transparency, and protect student privacy. It also prevents misuse of school branding and resources, ensures legal compliance, and protects donors by requiring the use of secure, low-fee platforms.

The revision adds crowdfunding platforms and additional monitoring requirements.

These revisions are recommended.

Policy 6700 - Fair Labor Standards Act (FLSA) (Revised)

This policy assists school districts compliance with federal wage and overtime laws, protecting non-exempt employees' right to fair compensation and mandatory lactation accommodations. It also establishes clear guidelines for salary deductions and overtime pre-approval to protect the district from costly labor disputes and regulatory penalties.

Under recent Michigan legislation (Public Act 130 of 2024, which amended M.C.L. 37.232), the state expanded public and institutional protections to explicitly cover the expression of human milk (pumping), not just direct breastfeeding. The revisions also incorporate best-practice options for districts to consider.

Policy 7230 - Gifts, Grants, and Bequests (Revised)

This policy outlines how the District accepts and manages gifts, grants, and bequests from individuals or organizations. The Board retains the right to approve, reject, or define the use of any donation. Accepted gifts become the property of the District and must align with Board policies and applicable laws. The policy also cites non-discrimination in the acceptance of donations and establishes reporting, tax acknowledgment, and transparency requirements. This helps create a process that handles donations ethically, legally, and transparently, protecting both the District and the donor. Additionally, it helps prevent the acceptance of gifts that could create liability, favoritism, or conflicts of interest, maintaining the trust of the school community.

The revision includes additional accountability and protections for the Board and District.

These revisions are recommended but not required.

Policy 7540.09 - Artificial Intelligence ("AI") (Revised)

This policy provides guidance for the safe use of Artificial Intelligence ("AI") in schools to support learning while also providing guiding principles for staff members.

The updates are important because they group AI into different technical categories and ban unvetted public AI tools from handling private student or staff information. These changes update the language to better align with industry standards and also protect the District by requiring strict contracts that stop outside tech companies from using school data to train their global models. Finally, the new rules add strict safeguards for autonomous AI Agents and require that any AI-generated files properly comply with public records laws.

These changes are highly recommended.

Policy 8320 - Personnel Files (Revised)

This policy assists districts regarding compliance with Michigan law by establishing secure, structured procedures for managing official employee records, medical files, and unprofessional conduct disclosures under M.C.L. 380.1230b. It balances staff privacy and statutory inspection rights while protecting the district from legal liability through mandatory retention schedules and strict confidentiality protocols.

This revision establishes clear timelines for responding to record requests and outlines the district's legal duty to document, retain, and disclose records of employee unprofessional conduct. Additionally, it mandates checking an applicant's previous employers for past unprofessional conduct during the hiring process.

These revisions are recommended to align with statutory requirements.

Policy 8330 - Student Records (Revised)

This policy protects student privacy while providing parents and authorized staff access to school records.

The updates are important because they state that records created by Artificial Intelligence (AI) or shared through social media are official student records. These changes also make the school responsible for the safety and accuracy of AI-created files. Finally, a change clarifies that parents can look at files related to their child, no matter what format they are in or where they are stored, unless a specific legal exception applies.

Recent Michigan legislative updates eliminated the requirement that school districts place Grade 11 Michigan Merit Examination (MME) and SAT scores on official high school transcripts. This change ensures that score reporting to postsecondary institutions becomes opt-in, placing score disclosure decisions under the control of the parent or eligible student. This change is reflected in this revision.

These AI-related changes are recommended but not required. The Grade 11 MME is required by statute and highly recommended as a policy revision.

Policy 8510 - Wellness (Revised)

Policy 8510 is important because it establishes comprehensive guidelines to promote student health through nutritious school meals, physical education, and healthy habits. By fostering a supportive school environment, it directly enhances students' physical well-being and improves their overall capacity to learn. All in alignment with Federal Regulations

The revisions reflect the requirement to enforce federal USDA Smart Snacks standards on all competitive foods sold on campus, requiring snacks to meet strict calorie, sodium, fat, and sugar limits. They also implement age-based restrictions on beverages, prohibiting regular sodas district-wide and limiting allowable drinks in elementary and middle schools strictly to water, milk, and 100% juice.



TBD POLICY COMMITTEE

po2370.02

New VIRTUAL INSTRUCTION DAYS

New Policy - Vol. 41, No. 1

2370.02 - VIRTUAL INSTRUCTION DAYS

The Board of Education authorizes the District to utilize up to six (6) Limited Flexible Virtual Instruction Days per school year to deliver remote, technology-based instruction during specific testing disruptions or emergency conditions without reducing required annual instructional days or hours.

The Superintendent or designee is authorized to implement flexible virtual instruction days only in accordance with the strict statutory conditions, Board authorization, advance notification, and student accounting procedures set forth in this policy.

Categories and Usage Caps

The six (6) flexible virtual instruction days are divided into two (2) distinct, non-transferable statutory categories:

- A. **Mandated Testing Disruptions - Up to three (3) days per school year**, limited to buildings and grad levels impacted by State or Federally mandated assessments
- B. **Emergency Closures - Up to three (3) days per school year**, available only after the District has exhausted all emergency closure days permitted under applicable law

Board Approval Requirement

Prior to deploying any limited flexible virtual instruction days during a school year, the Superintendent must present the District's Flexible Virtual Instruction Plan to the Board and obtain formal local Board approval. Department of Education approval is not required, but local Board authorization is mandatory.

Parental and Student Notice

[DRAFTING NOTE: M.C.L. 388.1621f(14) requires that notice of the plan be provided to impacted students and their parents or legal guardians "before enactment of

the plan." This is a one-time, pre-adoption notice requirement tied to the Board approval process. The per-event notice provisions below are not independently required by the statute but are permissible District-level operational requirements that do not conflict with the law.]

The District must provide notice of the Flexible Virtual Instruction Plan to all impacted students and their parents or legal guardians before enactment of the plan by the Board. Notice shall describe the circumstances under which virtual instruction days may be utilized and the manner in which instruction will be delivered.

[] Advance notice of the plan and intent to utilize flexible virtual instruction days must be provided to all affected students and their parents or legal guardians before any virtual day is conducted.

- A. **Testing Disruptions:** Notice shall be published at the beginning of the academic year or at least five (5) school days prior to the scheduled assessment window.
- B. **Emergency Closures:** Notice shall be communicated through the District's primary emergency mass notification system immediately upon determining that Section 101(4) emergency closure days have been exhausted.

[END OF OPTION]

Instructional Delivery and Quality Standards

All virtual instruction provided on these days—whether synchronous (live, real-time instruction) or asynchronous (independent coursework)—must satisfy the virtual learning requirements of Section 5-O-D of the MDE Pupil Accounting Manual, including:

- A. **Teacher-of-Record Engagement:** Lessons and learning modules must be authored, assigned, and monitored by a certificated teacher employed by or contracted with the District.
- B. **Instructional Equity and Accessibility:** The District shall ensure all impacted students have necessary technology devices and internet access, or alternative equitable learning options, to participate fully.
- C. **Special Education Accommodations:** Programs and services must be delivered in accordance with each student's Individualized Education Program ("IEP") or Section 504 Plan.

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Legal

M.C.L. 388.1621f (Section 21f of the State School Aid Act, Public Act 25 of 2026)

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TBD POLICY COMMITTEE

po2623

STUDENT ASSESSMENT Revised

ADOPTED Jan 28, 2008 · REVISED May 8, 2023

2623 - STUDENT ASSESSMENT

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon the student's entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

The Superintendent shall develop and present to the Board annually a program of testing and assessment that includes:

- A. the Michigan Student Test of Educational Progress (M-STEP), the Michigan Merit Examination ("MME") (or other readiness assessment program approved by the State Superintendent), the PSAT, and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades three (3) through ~~eleven (11)~~ ~~eight (8)~~, science in grades ~~five (5)~~ ~~four (4)~~ and ~~eight (8)~~ ~~seven (7)~~, and social studies in grades five (5) and eight (8). It also includes the Michigan Merit Examination in 11th grade, which consists of the SAT ~~-with-essay~~, ~~(.)~~ the Workforce Readiness Assessment, [END OF OPTION] ~~ACT WorkKeys~~, and M-STEP summative in science, and social studies.

- B. the District shall require student participation in the Presidential Fitness Test, or its successor program, and any guidance issued by the Michigan Department of Education;

- C. ~~a~~ ^A valid and reliable screening, and progress-monitoring reading assessment from the assessment systems approved by the Michigan Department of Education, which shall be used for students in Kindergarten to grade three (3) to screen and identify difficulties, inform instruction and intervention needs, and assess progress toward a growth target; ~~formative, and diagnostic third grade reading assessment system from the assessment systems approved by the Michigan Department of Education.~~
- D. criteria-based written and oral examinations that include use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, and samples of best work;
- E. assessment tests;
- F. aptitude tests;
- G. achievement tests;
- H. vocational inventories;
- I. tests of mental ability.

The Superintendent is responsible for the District's assessment and testing program and shall implement the program in accordance with the provisions of the Office of Educational Assessment and Accountability (OEAA) and the reporting requirements of the Michigan Department of Education (MDE). The Superintendent will appoint an individual to act as each assessment's District Assessment Coordinator. All staff members who participate in a state assessment must be fully trained in proper test administration procedures pertaining to their role in the assessment.

The Superintendent shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;

E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board requires that:

- A. any assessment tests used shall not be a psychiatric examination, testing, or treatment; or a psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning:
1. political affiliations;
 2. mental and psychological problems potentially embarrassing to the student or the student's family;
 3. sexual behavior and attitude;
 4. illegal, anti-social, self-incriminating, and demeaning behavior;
 5. critical appraisals of other individuals with whom respondents have close family relationships;
 6. legally-recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
 7. income without the prior consent of the adult student or without the prior written consent of the parent;
- B. any personality testing complies with Department of Education guidelines.

The Board also requires that:

- A. tests be administered by persons who are qualified under State law and regulation;
- B. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children.

All eleventh grade students shall participate in the Michigan Merit Examination, unless excluded under the guidelines established by the State Department of Education.

A student who wants to repeat a State approved readiness assessment (other than the Michigan Merit Examination and any component) may repeat the assessment in the next school year or after graduation on a date when the District is administering the assessment. Only this type of repeat assessment testing will be without charge to the student.

The District shall administer the complete Michigan Merit Examination to a student only once and shall not administer the complete Michigan Merit Examination to the same student more than once if the student has valid scores in some or all MME components. If a student does not take the complete Michigan Merit Examination in grade eleven (11), the District shall administer the complete Michigan Merit Examination to the student in grade twelve (12). If a student chooses to retake the college entrance examination component of the Michigan Merit Examination, the student may do so through the provider of the college entrance examination component and the cost of the retake is the responsibility of the student unless all of the following are met:

- A. the student has taken the complete Michigan Merit Examination;
- B. the student did not qualify for a Michigan promise grant based on the student's performance on the complete Michigan Merit Examination (if available);
- C. the student meets the Federal income eligibility criteria for free breakfast, lunch, or milk;
- D. the student has applied to the provider of the college entrance examination component for a scholarship or fee waiver to cover the cost of the retake and that application has been denied;
- E. after taking the complete Michigan Merit Examination, the student has not already received a free retake of the college entrance examination component paid for either by the State of Michigan, or through a scholarship or fee waiver by the provider.

In addition to the testing programs, the Superintendent shall develop administrative guidelines whereby a portfolio is developed and maintained for each student.

Revised 6/12/17

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Legal

A.C. Rule 340.1101 et seq.

M.C.L. 380.1278a, 380.1279, 380.1279g, 390.1451 et seq., 380.1280b, 380.1280f

M.C.L. 388.1764k (Section 164k of the State School Aid Act of 1979, 1979 PA 94)



TBD POLICY COMMITTEE

po5111.01

HOMELESS STUDENTS Revised

ADOPTED Jan 28, 2008 · REVISED Jun 12, 2017

5111.01 - HOMELESS STUDENTS

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that may impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or
- F. live in a car, park, public space, abandoned building, substandard housing¹, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

- A. transportation services;
- B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:
 - 1. programs for children with disabilities;
 - 2. programs for English Learners (ELs) (i.e., students with Limited English Proficiency (LEP);
 - 3. programs in career and technical education;

Note: moved to end of policy ~~Note: 1 According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."~~

~~*Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).*~~

- 4. programs for gifted and talented students;
- 5. school nutrition programs; and
- 6. before - and after-school programs.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. The Liaison will also provide unaccompanied homeless youth with verification of independent-student status for FAFSA and student financial aid purposes and certify homeless status as needed to facilitate fee waivers for obtaining a birth certificate or State of Michigan identification card. For more information on the role of the Liaison, refer to AG 5111.01.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

- A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or
- B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

When determining a child or youth's best interest, the District must assume that keeping the homeless student in the school of origin is in that student's best interest, except when doing so is contrary to the request of the student's parent or guardian, or the student if the student s/he is an unaccompanied youth. The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records.

Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

The District will remove barriers to full participation in academic and extracurricular activities, including fees for testing, graduation regalia, school-sponsored activities, clubs, athletic participation, transportation related to such activities, and other academic or extracurricular participation costs. Additionally, the District should consider giving homeless children and youths priority if there is a waitlist for these schools, programs, and activities.

Awarding of Partial Credits

The District shall ensure that homeless students receive appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. To remove barriers to graduation, the Liaison and school counselors shall:

1. Evaluate all previous academic records to award credit for work completed mid-semester;
2. Utilize competency-based assessments or portfolio reviews to determine mastery of course content if official transcripts are delayed or unavailable;
3. Ensure the student is not penalized for absences or missed deadlines caused by the transition or period of homelessness.

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged

promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

- A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.
- B. If the homeless student moves to an area served by another district, though continuing the student's his/her education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.
- C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State's procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board of Education policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused

action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominate language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in

a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy as described in AG 5111.01, AG 8330, and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note: ¹ According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

Revised 3/28/11

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Legal

42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

20 U.S.C. 1087vv (Higher Education Act)

M.C.L. 380.1148

Michigan Public Act 451 of 1994

MI HB 5403 (2026)



TBD POLICY COMMITTEE

po5460

GRADUATION REQUIREMENTS Revised

ADOPTED Jan 28, 2008 · REVISED Nov 17, 2025

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives, as well as personal proficiency, by the awarding of a diploma at fitting graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

Michigan Merit Examination

The Board shall administer the Michigan Merit Examination ("MME") to all students in grade eleven (11) and to students in grade twelve (12) who did not take the complete MME in grade eleven (11), in accordance with M.C.L. 380.1279g as amended. The complete MME shall be administered to a student only once and during the last twelve (12) weeks of the District's school year. The MME consists of:

1. a college entrance test;
2. an optional work skills test; and
(Note: optional in policy 2623, line 39- if not selected, remove option from this policy)
3. the M-STEP assessment.

A student may elect not to take the work skills test if the student's parent or legal guardian signs and submits the MDE waiver form to the District by February 28 of the testing school year. The District shall provide the MDE informational letter regarding the purpose and

benefits of the workforce readiness assessment to applicable students and their parents or legal guardians by December 31 of the testing school year.

The District shall provide accommodations for the MME to students with disabilities as required under Section 504 of the Rehabilitation Act, Title II of the Americans with Disabilities Act, the Individuals with Disabilities Education Act ("IDEA"), and applicable implementing regulations.

For a student enrolled in an MDE-approved Early Middle College program other than one operated as a shared educational entity or specialized shared educational entity, if the student receives at least fifty percent (50%) of instruction at the high school while in grade eleven (11), the MME shall be administered at the high school where the student receives high school instruction, and MDE shall include that student's MME scores in the high school's reported scores and allow the EMC program to use a five (5) year graduation rate.

The Superintendent is authorized to provide each student in grade twelve (12) and the parent of each student in grade twelve (12) a notice regarding the existence of the Free Application for Federal Student Aid ("FAFSA") and a description of the process, benefits, and requirements of completing the FAFSA, unless the student qualifies for an eligible exemption. This notice also shall include state scholarships, grants, or other assistance available to students in Michigan. Completing the FAFSA is a graduation requirement. Information can be found in the High School Curriculum Guide and on the High School Counseling website.

Beginning with the Class of 2025, each student in grade twelve (12) shall be required to complete one (1) of the following:

- A. a Free Application for Federal Student Aid ("FAFSA");
- B. a District waiver form indicating that the student and family understand what these aid opportunities are and has chosen not to complete an application;

If the student is not at least eighteen (18) years of age or legally emancipated, the student's parent/guardian must complete one (1) of these documents on the student's behalf.

- C. school or District exemption that certifies to the Board that good-faith efforts were made to assist the student or the student's parent/guardian in either completing the FAFSA or obtaining a District waiver.

The District shall exempt a student from the requirement to complete the FAFSA if any of the following are met:

- A. The student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, is an emancipated minor, or is an unaccompanied youth,

has submitted a parental waiver (obtained by a standard form provided by MiLEAP) to the District exempting the student from completing the FAFSA.

B. The student is unable to complete the FAFSA because of privacy concerns.

C. All of the following are met:

1. After a good-faith effort, the student's parent or legal guardian refuses to sign the parental waiver, is unresponsive, or cannot sign the parental waiver.
2. The student is unable to complete the FAFSA as an independent student.
3. The student agrees to opt out of completing the FAFSA.
4. Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education ("MDE"), and as provided by State law.

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. international baccalaureate, MDE-approved Early Middle College, or ~~or~~ other "early college" programs;
- J. Michigan Department of Education ("MDE") approved formal career and technical ("CTE") program or curriculum; or

online class.

Early Middle College

An Early Middle College ("EMC") is an MDE-approved five (5) year program of study that works closely with one (1) or more postsecondary partners to provide students an opportunity to earn a high school diploma and one (1) or more of the following: sixty (60) transferable college credits, an associate degree, a professional certification, a Michigan Early Middle College Association ("MEMCA") technical certificate, or participation in a registered apprenticeship. Students participating in an MDE-approved EMC program shall be permitted to extend their high school enrollment through a fifth year while actively pursuing the MDE-approved five (5) year Program of Study and shall meet applicable Michigan Merit Curriculum requirements, including the final-year mathematics requirement unless modified by a personal curriculum, local District graduation requirements, and applicable EMC program requirements.

Students shall successfully complete an online course or learning experience OR shall have the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., and have received the recommendation of the I.E.P.C., may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if the student successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if the student earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one (1) or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant Michigan Merit Curriculum graduation requirements for any student who, prior to entering high school, successfully completes a State-mandated curriculum requirement, provided the student completes the same content requirements as the high school subject area and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Such credit shall not be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any

course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District, provided the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of M.C.L. 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

A student engaging in an internship or work experience under M.C.L. 380.1279h must complete a reflection project. The reflection project shall include:

- A. A copy of the student's time card from the internship or work experience.
- B. A resume that includes the internship or work experience.
- C. A completed employment task reflection document.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

Revised 7/29/08

Revised 12/15/08

Revised 9/28/09

Revised 3/28/11

Revised 5/13/13

Revised 6/29/15

Revised 12/17/18

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M.C.L. 380.1166, 380.1278a, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b

M.C.L. 380.1278d, 380.1279h

M.C.L. 388.1606(4)(m)

20 U.S.C. 1400 et seq.

20 U.S.C. 1401 et seq.

29 U.S.C. 794

42 U.S.C. 12131 et seq.

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TBD POLICY COMMITTEE

po5830

STUDENT FUNDRAISING Revised

ADOPTED Nov 21, 2016 · REVISED Dec 16, 2024

5830 - STUDENT FUNDRAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fundraising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

The Principal may permit fundraising by approved school organizations. ~~Fundraising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Principal. Such fund-raising that occurs off school grounds may be permitted by the Superintendent.~~

[x] Contracts with vendors for student fundraising activities shall establish the (.) profit-per-item (x) percentage of the profit that will be earned by the sponsoring organization, regardless of whether that activity is conducted on or off school property. [END OF OPTION]

School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations. [x] If the fundraiser is expected to exceed \$100,000 [ENTER AMOUNT] dollars, it shall have the Superintendent's approval. [END OF OPTION]

The Board permits two (2) fundraisers per week per school that involve the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students. ~~;~~ ~~provided however, the number and frequency~~

selected shall not exceed two (2) non-compliant fundraisers per week per school or any lower limit established by the Michigan Department of Education.

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any other fundraisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services.

If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Services, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

All funds raised must be deposited in accordance with Board policy.

[x] The fundraiser's donation and withdrawal reports must be filed with the (x) Administrator in charge (.) Principal **[END OF INTERNAL OPTION]**, verified against deposits, and retained for audits and routed to the CFO for internal controls. **[END OF OPTION]**

[.] All contributions made to the school or District through these student fundraisers, either in-kind or in cash, need to be reported in a consolidated electronic, auditable form to (.) (.) Principal **[END OF OPTION]**, and also provided to the for proper accounting. **[END OF OPTION]**

[.] Use of the name, logo, or any assets of the District including, but not limited to, facilities, technology, or communication networks, is prohibited without the specific permission of the (.) Board (.) Superintendent **[END OF OPTION]**.

The Board of Education may permit the use of crowdfunding for District or specific school programs or activities, including co-curricular or extracurricular activities, in accordance with Policy 6605 and accompanying guidelines.

Fundraising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District, may be permitted on or off school grounds by the Superintendent.

All fundraising by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9211 and Policy 9700.

[DRAFTING NOTE: CHOOSE OPTION #1 OR OPTION #2]

[.] [OPTION #1 - RAFFLES AND GAMES OF CHANCE PROHIBITED]

Raffles and all games of chance are prohibited.

[END OF OPTION #1]

[x] [OPTION #2 - RAFFLES AND GAMES OF CHANCE PERMITTED ONLY WITH APPROVAL AND LEGAL COMPLIANCE]

Raffles and other games of chance may be conducted only with the prior written approval of the (x) Superintendent or designee (.) Board [END OF OPTION] and only in compliance with applicable Michigan gaming laws, licensing requirements, Policy 9160 - Public Attendance at School Events, and any applicable administrative guidelines. Approval of a fundraiser under this policy does not, by itself, authorize a raffle or other game of chance.

[END OF OPTION #2]

The Superintendent shall establish administrative guidelines for the solicitation of funds that shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and
- E. limit the number of fundraising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fundraising activity or a product that will be sold as a fundraiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fundraising activity or a product that will be sold as a fundraiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fundraising activity or a product that will be sold as a fundraiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that they ~~s/he~~ received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at their ~~his/her~~ earliest opportunity.

The Superintendent shall distribute this policy and the guidelines that ~~which~~ implement it to each organization granted permission to solicit funds.

Revised 12/15/14

Revised 2/15/16

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Legal

M.C.L. 380.1272b

7 C.F.R. Parts 210 and 220

42 U.S.C. 1779



TBD POLICY COMMITTEE

po6605

CROWDFUNDING Revised

ADOPTED Nov 21, 2016 · REVISED Jun 10, 2019

6605 - CROWDFUNDING

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity.

“Crowdfunding” is defined as the solicitation of funds, supplies, or other resources from individuals and/or organizations to support specific identified activities or projects that enhance the educational program or a specific cause approved by the District.

Crowdfunding The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The () Principal (x) Superintendent [END OF OPTION] shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board Policy, it will result in the immediate cessation of the crowdfunding activity and the () Board (x) Superintendent [END OF OPTION] may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including Family Educational Rights and Privacy Act (FERPA) and Individuals with Disabilities Education Act (IDEA).

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. Direct cash payment ~~Cash~~ or equivalent payment to District personnel is prohibited. (.) if they exceed \$25.00 [END OF OPTION] All fiscal transactions shall comply with appropriate District policies.

Approved crowdfunding activities must be conducted through a District-approved platform that meets the following standards:

1. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

2. Low Fees: Platforms must not exceed 15 percent fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.
[DRAFTING NOTE: A fifteen percent (15%) fee cap is recommended to maximize the portion of raised funds directed toward the project and minimize vendor administrative costs.]

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

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M.C.L. 380.1272b

7 C.F.R. Parts 210 and 220

42 U.S.C. 1779



TBD POLICY COMMITTEE

po6700

FAIR LABOR STANDARDS ACT (FLSA) Revised

ADOPTED Jan 28, 2008 · REVISED Nov 14, 2022

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the Board of Education's policy to comply with the provisions of the Fair Labor Standards Act (FLSA) and its implementing regulations. The Board will pay at least the minimum wage required by the FLSA to all covered, non-exempt employees. Non-exempt employees are hourly employees, or salaried employees who do not qualify for a professional, administrative, computer or executive exemption under the FLSA. Teachers are generally exempt, even if they are paid on an hourly basis.

Non-exempt employees who work more than forty (40) hours in a given work week will receive overtime pay in accordance with the FLSA for all hours worked in excess of forty (40).

Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action up to and including termination.

The work week is established as 12:01 A.M. Monday to 12:00 midnight Monday.

To the extent that an employee's individual contract or collective bargaining agreement provides for greater benefits than mandated by the FLSA, the contract or bargaining agreement will be honored.

Notwithstanding the fact that exempt school employees continue to meet the salary basis requirements and are not disqualified from exemption even if the employee's pay is reduced or the employee is placed on a leave without pay for absences for personal reasons or because of illness or injury of less than one (1) work-day because accrued leave is not used for specific reasons, the Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or

practice of providing compensation for salary lost due to illness

- C. to offset amounts employees receive as jury or witness fees, or for military pay
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions
- E. for penalties imposed in good faith for infractions of safety rules of major significance

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to their salary, the employee should immediately report this information to the Director of Finance, or their immediate supervisor. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

Reasonable Break Time for Lactating Employees ~~Nursing Mothers~~

As required by Federal law, the District shall take steps necessary to support staff members who decide to breastfeed or express human milk ~~their infants~~ by providing additional unpaid reasonable break time, as necessary, for a qualified employee to breastfeed ~~or~~ express human breast milk for their nursing child, for one (1) year after the child's birth, on District premises.

Prior to returning to work from paternity/maternity leave, it shall be the employee's responsibility to notify their supervisor of their intent to continue breastfeeding or expressing human milk as soon as practicable ~~their infant(s)~~, and of their need to do ~~so~~ express milk during work hours. Further, it shall be the responsibility of the employee to keep their supervisor informed of their needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express human breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public shall be prevented, and one where an employee who is using this area can be shielded from view. () The location must have an electrical outlet and a table/surface for the pump. [END OF OPTION] [NOTE: This option reflects recommended best practice and is not required]

An employee shall be enabled to express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make an accommodation if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. If an employee is not completely relieved from duty during the entire break, the time must be paid. The Principal or the employee's supervisor shall work with the employee to make these necessary modifications.

[DRAFTING NOTE: An employer that employs less than fifty (50) employees shall not be subject to the requirements of this subsection, if such requirements would impose an undue hardship by causing the employer significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business.]

Notice

Information regarding the Fair Labor Standards Act may be found on the U.S. Department of Labor's website.

This policy is intended to comply with and explain the employees' rights under the Fair Labor Standards Act. To the extent there is any conflict, or the policy exceeds the statutory requirements, the statute and its implementing regulations prevail.

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29 U.S.C. 201 et seq.

29 C.F.R. Part 541

M.C.L. 37.231



TBD POLICY COMMITTEE

po7230

GIFTS, GRANTS, AND BEQUESTS Revised

ADOPTED Feb 28, 2008

7230 - GIFTS, GRANTS, AND BEQUESTS

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative procedures guidelines applying to all properties, equipment, materials, and funds owned by the Board. The title of all gifts shall be in the name of the Board.

Any equipment purchased by a parent organization for use in the school or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

The Board reserves the right to not accept such liability and thus prohibit deny the use of the equipment by students or District employees. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable.

[x] Any gifts, equipment, materials or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 - School Support Organizations) and if funds are to be collected from the community, they should be obtained through a secure, cloud-based (.) Board (x) Superintendent [END OF OPTION] approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 - Crowdfunding. Donations collected externally to the school should be submitted alongside a donation form completed by the donor to the District. [END OF OPTION]

All gifts to employees shall be consistent with the Board's adopted policy regarding employee ethics or gifts to an individual employee.



TBD POLICY COMMITTEE

po7540.09

ARTIFICIAL INTELLIGENCE ("AI") Revised

ADOPTED Jan 13, 2025

7540.09 - **ARTIFICIAL INTELLIGENCE ("AI")**

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 5136 - Personal Communication Devices; Policy 5500 - Student Conduct; Policy 7540.03 - Student Technology Acceptable Use and Safety; Policy 7540.04 - Staff Technology Acceptable Use and Safety; Policy 8330 - Student Records; Policy 8350 - Confidentiality; and Policy 8351 - Security Breach of Confidential Databases.

Public-Domain AI

AI models where the developers may openly share the model's architecture (Open-Source) or provide free, public access to a closed-source interface (e.g., standard web-based chatbots). Because these tools are typically used without a formal District contract, they present a high risk of data exposure.

1. **Shared Data Training:** Data input into these tools is frequently used to train the global model, making the information publicly available or accessible to the provider.
2. **Lack of Filtering:** These models may require the District to manually implement its own "wrapper" or filtering layers to manage safety.
3. **Reliability Issues:** Content produced may be less reliable as it often draws from unverified, publicly scraped data sources.

Due to the high potential for violating Federal and State privacy laws, the use of Public-Domain AI is prohibited for any task involving student records, PII, or confidential District operations.

Enterprise-Grade AI

AI models where the developers protect the model's architecture, underlying code, and training data, typically providing access via a restricted service or "black box" interface. Unlike consumer tools, Enterprise-Grade AI is provided under a formal contract or agreement that:

1. **Guarantees Data Privacy & Security:** Ensures all District data remains isolated within a private "tenant" or environment.
2. **Prohibits Model Training:** Strictly ensures that District data, including student and staff information, is not used to train the provider's global models.
3. **Provides Managed Oversight:** Includes internally managed filters and verifiable data sources, often producing more reliable and accurate results than unvetted models.

Due to the "black box" nature of these systems, the District still requires a formal audit and contract to verify that these security and privacy safeguards are technically enforced.

Locally Hosted AI

AI models deployed and operated entirely on District-owned hardware, with no data transmitted to external servers. Locally hosted models may be either consumer-grade or enterprise-grade in origin. When properly configured, locally hosted AI tools represent a high standard of data privacy because student and staff data never leaves District infrastructure. The District still requires a formal audit to verify that these security and privacy safeguards are technically enforced.

AI Agent

An AI agent is an autonomous software entity that can observe its environment, make decisions, and take actions to achieve specific goals without direct human intervention for every step. Unlike standard AI chatbots, AI Agents have the capacity to execute tasks (e.g., sending emails, modifying files). Due to the heightened risks regarding network security, data confidentiality, and the potential for autonomous errors, the use of AI Agents requires a higher level of review and explicit written approval from the IT Department prior to implementation.

The District will approve the use of (.) Public-Domain AI (.) Enterprise-Grade, (x) Locally Hosted AI tool(s) [END OF OPTIONS] once each tool has been reviewed and verified for

compliance with Federal law, State statute, and Board policies.

Compliance with Student Data Privacy Mandates

All contracts with third-party AI providers that involve the processing, storage, or transmission of student data must include a formal Data Protection Addendum ("DPA"). To ensure compliance with all Federal laws, State statutes, and District policies (including, but not limited to, FERPA (34 C.F.R. 99.31), the DPA must technically and legally enforce the following:

1. **School Official Designation:** The Vendor must contractually acknowledge that it is acting as a "School Official" with a legitimate educational interest. The Vendor shall remain under the "direct control" of the District regarding the use and maintenance of all education records.
2. **Data Ownership & Custody:** The District retains sole ownership and legal custody of all data provided to or generated by the AI tool. The Vendor is prohibited from claiming any proprietary interest in student-generated content or District-provided PII.
3. **Prohibition on Model Training:** The Vendor must provide a "Zero-Retention" or "Private Tenant" guarantee, ensuring that District data—including de-identified or "anonymized" inputs—is never used to train, refine, or improve the Vendor's global AI models or shared with third-party aggregators.
4. **Security & Breach Notification:** The Vendor must employ industry-standard encryption (AES-256 or higher) and provide immediate notification within 24 [INSERT NUMBER] hours of any suspected unauthorized acquisition of student personal information, in alignment with Policy 8305 - Information Security.
5. **Right to Audit & Deletion:** The District reserves the right to audit the Vendor's data-handling logs. Upon termination of the agreement, the Vendor must provide a certificate of destruction for all District data within thirty (30) days.

Use of AI to Generate any Synthetic Intimate Representation

Any staff member or student suspected of using AI or other technological means to create a synthetic intimate representation will be referred to law enforcement in addition to any disciplinary action imposed by administration. Synthetic Intimate Representation means a representation generated using technological means that uses an identifiable person's face, likeness, or other distinguishing characteristic to depict an intimate representation of that person, regardless of whether the representation includes components that are artificial, legally generated, or generally accessible, and that is so realistic that a reasonable person would believe it depicts conduct of the identifiable person.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

[Cross Reference

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po7540.03

po7540.04]

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TBD POLICY COMMITTEE

po8320

PERSONNEL FILES Revised

ADOPTED Jan 28, 2008 · REVISED Sep 15, 2025

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.

Unless the District is required by law to provide this information to a third-party, 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 Assistant Superintendent of Personnel. A single central file shall be maintained, and subsidiary records shall be maintained for ease in data gathering only.

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.

An employee may review their personnel record upon written request with an administrator present. The District shall make the personnel record available for inspection

at a location reasonably near the employee's place of employment and during normal business hours or at another mutually agreed time and place, within seven (7) days after receipt of the request, unless an additional period is permitted by law, not to exceed fourteen (14) days after receipt of the request.

The employee may periodically review their 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.

The personnel files may be reviewed annually and material no longer required may be destroyed.

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.

[DRAFTING NOTE - This addition explicitly covers both the *disclosure requirements to other districts* and the *mandatory inquiry requirements for new hires, fulfilling the obligations under PA 189.*]

In accordance with M.C.L. 380.1230b, the District shall maintain records of unprofessional conduct for all employees. Upon receiving a request from another school district, the District shall disclose information regarding an employee's or former employee's unprofessional conduct as required by law. The District shall also request information regarding unprofessional conduct from an applicant's previous employers as part of the employment reference check process.

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.

The Assistant Superintendent of Personnel and Student Services 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 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.

Revised 12/15/21

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Legal

M.C.L. 423.501 et seq



TBD POLICY COMMITTEE

po8330

STUDENT RECORDS Revised

ADOPTED Jan 28, 2008 · REVISED Dec 15, 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.

If the parent or legal guardian of a student provides the District with notice that the parent or legal guardian has ~~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 ; provided, however, that standardized state assessment scores (including MME and SAT results) shall not be automatically included or printed on official high school transcripts without prior written authorization from the eligible student or parent/guardian

4. standardized intelligence tests

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.

Any student record, or portion thereof, generated or compiled by an artificial intelligence ("AI") system and/or social media/PCD communications between students and Board members, staff, and/or volunteers is subject to all provisions of this policy and all other applicable Board policies, (x) AG 8330 - Student Records [END OF OPTION], and State or Federal laws.

The District maintains full and sole responsibility for the accuracy, security, access, and disclosure of all AI-generated content within a student's education record, as if the content were created solely by a District employee.

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. For purposes of this policy and in accordance with FERPA, all records, files, documents, and other materials maintained by the District that are directly related to a student - regardless of format, storage location, or whether they are kept separately from the official student file - are considered education records and are accessible to parents or eligible students upon request, unless a specific legal exception applies.

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 that school official's his/her tasks (including volunteers) is also considered a "school official" for

purposes of FERPA provided the parent or student 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 a student's his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

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)

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 or 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 the student's ~~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 its 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 and/or e-mail (except for students participating in the Address Confidentiality Program Act);

C. participation in officially recognized activities and sports;

D. height and weight, if member of an athletic team;

E. height if member of an athletic team;

F. weight, if member of an athletic team which requires disclosure to participate;

G. dates of attendance;

H. date of graduation;

- I. awards received;
- J. honor rolls;
- K. scholarships;
- L. telephone numbers for inclusion in school or PTO directories;
- M. grade level
- N. name of parent or guardian;
- O. school photographs or videos of students participating in school activities, events or programs.

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/designee 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 ~~their his or 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 ~~their his or 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 fourteen (14) 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.

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 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.

Revised 9/28/09

Revised 3/28/11

Revised 5/29/12

Revised 12/15/14

Revised 5/19/21

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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



TBD POLICY COMMITTEE

po8510

WELLNESS Revised

ADOPTED Jan 28, 2008 · REVISED Sep 15, 2025

8510 - **WELLNESS**

As required by law, the Board of Education establishes the following wellness policy for the Hartland Consolidated School District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and the student's ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits with respect to eating and exercise.

The Board sets the following goals in an effort to enable students to establish good health, healthy nutrition, and physical activity habits:

A. With regard to nutrition education:

1. Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
2. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
3. Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.

4. Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate and enjoyable.
5. The District shall provide information to parents that is designed to encourage them to reinforce at home the standards and benchmarks being taught in the classroom.

B. With regard to physical activity:

1. Physical Education

- a. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the standards and benchmarks established by the State.
- b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- c. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- d. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. All students in grades 7 - 12 shall have the opportunity to participate in interscholastic sports programs.
- c. In addition to planned physical education, the school may provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special healthcare needs.

C. With regard to other school-based activities:

Free drinking water shall be available to students during designated meal times and may be available throughout the school day.

1. The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
2. The school shall provide attractive, clean environments in which the students eat.
3. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

D. With regard to nutrition promotion:

1. Any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.
2. The District shall encourage students to increase their consumption of healthful foods during the school day.

3. **Competitive Foods & Candy Standards:**

All competitive foods and snacks sold to students on the school campus during the school day—including items sold à la carte, in school stores, or through vending machines—shall comply with USDA Smart Snacks in School standards. Specifically, items must meet the following criteria:

1. Be a whole grain-rich product, or have as the first ingredient a fruit, vegetable, dairy product, or protein food;
2. Contain less than or equal to 200 calories per item for snacks;
3. Contain less than or equal to 200 mg of sodium per item;
4. Contain less than ten percent (10%) of calories from saturated fat and 0g trans fat; and
5. Contain less than or equal to thirty-five percent (35%) of total weight from sugar.

4. **Beverage & Soda Restrictions:**

Elementary & Middle Schools (K–8): Only plain water, unflavored low-fat milk, unflavored/flavored fat-free milk, and 100% fruit/vegetable juice (up to eight (8) oz elementary, twelve (12) oz middle school) are permitted. All sodas (regular and diet) and caffeinated drinks are strictly prohibited.

High Schools (9–12): Regular, full-sugar sodas are prohibited. Calorie-free (less than or equal to twenty (20) oz) and low-calorie (less than or equal to twelve (12) oz, less than or equal to sixty (60) calories) beverages meeting USDA standards are permitted.

Furthermore, with the objectives of enhancing student health and well-being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.

- C. The sale of foods and beverages to students that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited.
- D. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day, shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte, or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fundraisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, unless an exemption has been granted.
- E. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.

- F. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the food and beverage standards approved by the Principal.
- G. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- H. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well regardless of unpaid meal balances and without stigma.
- I. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- J. Continuing professional development shall be provided for all staff of the food service program.

The Board designates the Superintendent as the individual(s) charged with operational responsibility for verifying that the District meets the goals established in this policy.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's website.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture ("USDA") civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination, and Equal Employment Opportunity, and Anti-Harassment.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET

Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights ("ASCR") about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or |

2. Fax:

(833) 256-1665 or (202) 690-7442; or

3. E-mail:

program.intake@usda.gov.

This institution is an equal opportunity provider.

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Revised 6/12/17

Revised 5/19/21

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Legal

7 C.F.R. Parts 210 and 220

42 U.S.C. 1751, Sec. 204

42 U.S.C. 1771