




Romulus  
Community Schools



2011-2012  
Staff  
Handbook

# Table of Contents by Section

Section 2000 – General School Administration

Section 3000 – Fiscal Management

Section 4000 – Business Management

Section 5000 – Personnel

Section 7000 – Instructional Program

Section 8000 – Students

Section 9000 – Public Relations

## Table of Contents

2430	Administrator Evaluation (Cf. 2250, 5520) .....	1
2780	Administration of Medications by School Personnel (Cf. 8670)* .....	2
2780-R	Administration of Medications by School Personnel* .....	5
3150	Budget Fund Balance .....	21
3200	State and Federal Funding Proposals and Applications .....	22
3340	Fees, Payments and Rentals (Cf. 9250).....	23
3420	Monies in School Buildings* .....	26
3520	Fraud Prevention and Investigation (Cf. 3490, 3500, 5203, 8700) .....	28
3570	Petty Cash Accounts .....	29
3580	Payroll Procedures and Schedules .....	31
3600	Reimbursement of Expenses (Cf. 1168, 5330).....	33
3610-R	Purchasing Goods and Services .....	39
3690	Local Purchasing .....	41
3800	Fund Raising and Student Activity Fund* .....	42
4010-R	Building and Grounds Management .....	45
4080-R	Emergency Closings .....	46
4110-R	Security .....	47
4250	Printing and Duplicating Service – Copyright .....	49
5035	Discriminatory Harassment of Employees or Applicants* .....	52
5040	Retaliation and Whistle-Blowing * .....	53
5200	Staff Conduct .....	55
5203	Use of District Equipment, Supplies, Property, and Materials (Cf. 9250) .....	57
5210	Staff Complaints (Cf. 5030, 5040).....	59
5220	Staff-Student Relations .....	60
5230	Conflict of Interest (Cf. 4005, 5695).....	61
5345	Staff Smoking and Tobacco Products* .....	62
5350	Alcohol and Drug-Free Workplace .....	63
5650	Tutoring for Pay .....	64
5685-R	Arrangement for Substitutes (Cf. 7840-R).....	65
7050	Curriculum Development (Cf. 5140) .....	66
7053	Environmental Education* .....	67
7060	Curriculum Guides and Course Outlines .....	68
7110	Core Curriculum * .....	70
7115	Sex Education .....	74
7140	Dropout Prevention Program* .....	78
7160	Special Programs* .....	80
7165	At-Risk Students* .....	81
7210-R	Interscholastic Athletics* .....	82
7210-R	Interscholastic Athletics* .....	83
7215	Performance-Enhancing Substances (Cf. 8220)* .....	85
7350	Instructional Resources .....	86
7655	Community Service*.....	87
7760	Controversial Issues* .....	88
7770	Teaching about Religion .....	89
7800	School Ceremonies and Observances (Cf. 7770) .....	90
7800-R	School Ceremonies and Observances (Cf. 7770) .....	91
8015	Non-Discrimination and Complaint Procedure (Cf. 2450, 5030) .....	92
8020-R	Attendance .....	93
8055	Changing Student Letter Grades .....	94
8090-R	Release of a Student during the School Day .....	97
8130	Searches of Motorized Vehicles, Lockers, and Students .....	98
8140-R	Interrogation and Investigations Conducted in School .....	99
8255	Terroristic Threats/Acts .....	100
8260	Bullying (Cf. 8018) .....	102
8280	Electronic Communications Devices – Students.....	104
8300	Student Discipline (Cf. 5220)* .....	105
8320	Assaults Committed by Students .....	109
8510	Communicable Diseases - Students and Staff .....	110

8580	Child Abuse and Neglect - Duty to Report .....	111
8590-R	Student Safety .....	112
8650	Student Accidents .....	113
8660	First Aid .....	115
8710	School-Sponsored Student Clubs (Closed Forum).....	116
8730-R	Non-School-Sponsored Student Publications .....	117
8860	Homebound Instruction.....	118
9230	School Volunteers .....	120
9350	Gifts and Bequests .....	122
9400	Visitors to the School.....	123
9410	Parent(s)/Guardian(s) Visitation of Classrooms.....	124
9410	Parent(s)/Guardian(s) Visitation of Classrooms.....	126
9450	Complaints .....	127
9730	Relationship with Booster Organizations (Cf. 9710) .....	128

# Introduction

The Romulus Community Schools board of education has been working for two years with the Michigan Association of School Boards to create comprehensive policies for the operation of our school district. This process came to completion on August 24, 2009.

The Romulus Community Schools Staff Handbook was created to provide staff members with a synopsis of the new board policies. Policies containing an asterisk\* should be reviewed annually by all staff members.

The complete policy document is available electronically through the district website at [www.romulus.net](http://www.romulus.net) . Each building principal also has a notebook containing the complete board policy.

**2430 Administrator Evaluation (Cf. 2250, 5520)**

All administrative personnel shall be evaluated in writing annually by the Superintendent. Board discussion of an administrator’s evaluation can be held in either a closed or open Board meeting as decided by the administrator. The administrator’s evaluation shall be made available to those authorized by law when so requested.

Approved:

LEGAL REF: MCL 15.231-244; 15.268; 380.1229

**2780 Administration of Medications by School Personnel (Cf. 8670)\***

The school administrator will designate an individual(s) responsible for administering medications to pupils at that school. A school administrator, teacher or other school employee authorized to do so by the school administrator, may administer medication to a pupil in the presence of another adult employee pursuant to written permission of the pupil's parent(s)/guardian(s), and in compliance with, the written instructions of a physician. Where the individual administering the medication is a licensed registered professional nurse, or when an emergency threatens the life or health of the pupil, a second adult need not be present.

Self-Administration/Self-Possession of Medications

The following definition of “self-administration/self-possession” is adopted for use in this District: “Self-administration” means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardian(s). For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardian(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179).

2780 Administration of Medications by School Personnel (Cf. 8670)

A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

Diabetic Emergencies

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

Management of Students with Asthma in the School Setting

If needed, school administrators may have direct communication with the child's health care provider in order to resolve individual problems that may arise because of a child's asthma. All staff shall be informed about the early warning signs of an acute asthma episode and should be aware of emergency procedures and contacts in case a child needs medical assistance. Copies of the "Signs of an Asthma Emergency," as published by the Michigan Department of Education will be distributed to all staff and shall be posted on appropriate bulletin boards in school buildings.

Exercise Induced Asthma Attacks

Physical education teachers, playground aides, and teachers are to be informed that exercise can induce acute episodes for many students with asthma. It shall be the responsibility of the administration to inform school staffs who are responsible for students during physical activity of the identity of those students who have exercise-induced asthma. A child with exercise-induced asthma shall be allowed to stop any physical activity if they are having difficulty.

The Superintendent will promulgate rules and guidelines to implement this provision.

## Section 2000 – General School Administration

2780-4\*

### 2780 Administration of Medications by School Personnel (Cf. 8670)

#### School Staff Training

All individuals designated or authorized to administer medication are required to receive in-service training on all District policies and procedures related to this responsibility. School staff must be trained by a licensed registered professional nurse, physician, or physician assistant who has knowledge of local school medication policies and procedures.

#### Storage and Access to Medications

All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration. Medications shall be stored in a school location that is kept locked. However, emergency medications may be stored in an area readily accessible to the individuals designated to administer them. All controlled-substance medications will be counted and recorded upon receipt from the parent(s)/guardian(s). The medication shall be recounted on a regular basis (monthly or bi-weekly) and this count shall be reconciled with the medication administration log/record.

#### Record Keeping of Medications

A log of medication administration shall be kept in a school office and filed in a pupil's permanent record at the end of each school year (see sample Medication Administration Daily Log). The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Approved:

LEGAL REF: MCL 380.1178; MCL380.1179; OAG, 1979-1980, No 5679, p 7-0 (April 11, 1980); OAG, 1993, No 6746, (January 13, 1993); MDE Bulletin, October 18, 1999, PA 378, 1978, Medical Waste Regulatory Act, R 325.1545(2)

**2780-R Administration of Medications by School Personnel\***

The following administrative rules are to be followed by District personnel in the implementation of policy 2780. These rules and procedures may not be changed or amended without the express approval of the Superintendent of Schools.

School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and instructions from both:

- a. The parent(s)/guardian(s), who shall request and authorize District personnel to give medication in the dosage prescribed by the physician and authorize District personnel to contact the physician directly.
- b. The physician, who shall provide instructions to school personnel regarding the administration of medication, and who shall identify any specific conditions or reactions to the medication which may require contacting the physician or other professional medical personnel. Instructions from the physician must include:
  - Name of the pupil,
  - Name of the medication,
  - Dosage of the medication,
  - Route of administration,
  - Time the medication is to be administered, and
  - The length of time (not to exceed the current school year) that medications are to be administered.

Any “biohazardous” wastes produced shall be disposed of in accordance with law, and the written instructions distributed by the administration.

New parent(s)/guardian(s) and physician written instructions and permission must accompany any change in medication, dosage, or time of administration.

2780-R Administration of Medications by School PersonnelStorage and access to medications in school

Prescription medication to be given at school must be delivered, by the parent(s)/guardian(s), in a container as prepared by a pharmacy, physician, or pharmaceutical company with a printed label specifying:

- a. The child's full name,
- b. The name of the medication and the dosage,
- c. The time of day medication should be administered, and
- d. The name of the physician.

A building administrator shall request that a pharmacy supply the oral medication in the exact dosage prescribed. Only limited quantities of a prescription medication may be kept at school, and the parent(s)/guardian(s) shall be solely responsible for any and all prescription refills. All prescription medication shall be kept in locked storage or other safe place.

The Principal of each building shall designate the school personnel authorized to administer medication to students.

A building administrator may set a reasonable designated time for the administration of medications. The parent(s)/guardian(s) shall be informed of this designated time and communicate this to the physician when he/she writes medication administration instructions. The school may request that the physician send a written explanation with the medication administration instructions to the school if an exception to the school's designated time is necessary. School personnel authorized to administer prescription medication shall be given appropriate instruction in the administration of medications. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.

**2780-R Administration of Medications by School Personnel**

Except in the case of an emergency that threatens the life or well being of the student, all administration of medication shall be conducted in the presence of two or more adults. When necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

**Staff Training**

In-service training is recommended to be not less than four hours in length and include actual "hands-on" practice in identifying and dispensing medications. Individuals, with the exception of a licensed registered professional nurse, who are responsible for administering any medications that must be given by injection, by nebulizer, or administered rectally, vaginally, or into the bladder, must receive one-to-one training by a licensed health professional. Documentation that school personnel have completed the required in-service training shall be maintained by the school and made available, upon request, to a pupil's parent(s)/guardian(s), physician, licensed registered professional nurse, or by a school District official.

**Training Guidelines**

Training for all individuals who are designated to administer medications to pupils in local school Districts, public school academies, and nonpublic schools must include all of the following content and skill practice:

1. A review and discussion of all Michigan and federal laws pertaining to the administration of medications to pupils in schools, including discussion of confidentiality issues.

2780-R Administration of Medications by School Personnel

2. A review and discussion of all policies and procedures relating to medications in schools including areas of responsibility of school administrators, individuals designated to administer medications (i.e., Secretaries, aides, teachers, bus drivers, parent(s)/guardian(s)), and medical professionals (i.e., physicians, physician assistants, nurses).
3. Identification of the forms related to the administration of medications in schools.
4. Safe storage and handling of medications in school including procedures for receiving and disposing of medications.
5. The use, effect, and route of administration of the most commonly prescribed medications in schools, including adverse effects.
6. Procedures for safely dispensing medications to pupils in schools, on field trips, and other off-site school activities.
7. Practice in identifying and dispensing medications to pupils.
8. Policies and procedures related to pupil self-administration and self-possession of medication in schools.
9. Review and practice recording administration of medications.
10. Review and discuss procedures for dealing with medication administration errors.  
It is the responsibility of the student to report to the appropriate school official at the time any prescription is to be taken.

Records

School personnel designated to administer medications shall maintain an accurate and confidential system of record keeping. The medications log shall include the following:

- a. The full name of the student,
- b. The physician instructions for administration,

2780-R Administration of Medications by School Personnel

- c. A log of the date and time, dosage, name of medication, administering adult, second adult present for each administration, and the signature of the administering adult and signature of witnessing adult for each administration. (If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log), and
- d. Any noted effects of, or reaction to the medication.

School personnel must take care to ensure that each student is provided the proper medication in the proper dosage, and shall log each administration immediately. In the event of a mistake in administration or dosage, the building administrator shall be contacted immediately. The building administrator is responsible for reporting the medication error to the pupil's parent(s)/guardian(s) immediately. It is advised that the building administrator also contact the physician so that he/she may indicate to the parent(s)/guardian(s) that staff members are conducting the appropriate medical follow up. The school staff member shall write up the error on a District incident/accident report form and place a copy into the pupil's school record. Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent(s)/guardian(s) immediately.

Medications should be brought to the school by the student's parent(s)/guardian(s). School personnel, appropriately trained, shall, throughout the school year, periodically review medication instructions on file and inventory medications being stored by the school. Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.

Parent(s)/Guardian(s) request/permission and a physician's instructions for administration of medications shall be renewed every school year. No changes to medication dosage or time of administration will be made except by instruction from a physician.

**2780-R Administration of Medications by School Personnel**

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent(s)/guardian(s).

**School Administration of Medications – Non-prescription**

The procedures for administering non-prescription medications to students by the District shall be identical to those for prescription medications.

**Student Self-Administration of Medications**

Upon the written request of the parent(s)/guardian(s), and with directions supplied by the physician, and with the approval of the school administration, students may self-possess small quantities of medication for self-administration. Any student, however, may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing. All self-possessed medications must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.

Any “biohazardous” wastes produced by the student in the process of self-administration are to be carried back to the home by the student for proper disposal by the student/parent(s)/guardian(s).

All necessary written permission forms and physician’s directions detailed above for school administration of medications must be obtained and filed by the school prior to possession, storage, or self-administration by a student.

2780-R Administration of Medications by School PersonnelAssisting a Student in Distress

Each building shall have a plan for handling medical emergencies.

Any District staff member may assist a student in distress in self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, designated school medical response person, and/or the local emergency medical system. The staff member shall also complete a District incident/accident report form following the incident.

Diabetic Emergencies

Staff shall be made aware of the symptoms of a diabetic emergency. Staff with diabetic students should know the signs of possible side effects of diabetic medications, and also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

Management of Students with Asthma in the School Setting

Staff shall be made aware that chalk dust, animals in the classroom, strong odors (perfumes and paints), cleaning agents, pesticides, molds and numerous other substances may be asthma triggers for some children. In addition, environmental pollutants are often triggers for acute episodes of asthma. Therefore, the Superintendent will endeavor to schedule extensive building repairs or cleaning during long vacation periods or during the summer months to avoid exposing children to fumes, dust, or other irritants. Routine cleaning and maintenance of the heating/cooling and air filtration system is important for reducing amounts of dust and mold in the schools.

2780-R Administration of Medications by School Personnel

Staff with asthmatic students should know the signs of possible side effects of asthma medications, and, also, be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health care provider. Information regarding qualified professionals in asthma management who can be contacted for staff in-service sessions on asthma may be found through the Michigan Department of Education's web site at <http://www.state.mi.us/mde>.

The "School - Based Asthma Management Plan" form and "School-Based Diabetes Management Plan" form below are to be used in all building sites. The form may be identified with the name of the individual school if desired.

**Section 2000 – General School Administration**

2780-R-9

2780-R Administration of Medications by School Personnel

This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED ASTHMA MANAGEMENT PLAN**

Endorsed by the Michigan Asthma Steering Committee of the Michigan Department of Community Health

**STUDENT INFORMATION**

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Grade: \_\_\_\_\_ Home Room Teacher: \_\_\_\_\_

Physical Education Days and Times: \_\_\_\_\_

**EMERGENCY INFORMATION**

**TO BE COMPLETED BY THE CHILD'S PARENT(S)/GUARDIAN(S):**

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_  
\_\_\_\_\_

First Priority Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_

Second Priority Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**TO BE COMPLETED BY THE CHILD'S DOCTOR:**

**WHAT TO DO IN AN ACUTE ASTHMA EPISODE:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**CALL 911 OR AN AMBULANCE IF:** Review attached "Signs of an Asthma Emergency and list any additional symptoms the child may present with:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Daily Management Plan – To be completed by the child's doctor.

OVER FOR DAILY MANAGEMENT PLAN

**Section 2000 – General School Administration**

2780-R-10

2780-R Administration of Medications by School Personnel

Child's Name: \_\_\_\_\_

Be aware of the following asthma triggers:

\_\_\_\_\_

Severe Allergies: \_\_\_\_\_

**MEDICATIONS TO BE GIVEN AT SCHOOL:**

NAME OF MEDICINE	DOSAGE	WHEN TO USE

Side effects to be reported to health care provider: \_\_\_\_\_

\_\_\_\_\_

Does this child have exercise-induced asthma? Yes \_\_\_\_\_ No \_\_\_\_\_

This child uses an inhaler before engaging in physical exercise and if wheezing during physical activity.

Yes \_\_\_\_\_ No \_\_\_\_\_

Activity Restrictions (e.g., staying indoors for recess, limited activity during physical education):

\_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have instructed this child in the proper way to use his/her inhaled medications. It is my professional opinion that this child should be allowed to carry and use that medication by him/herself.

\_\_\_\_\_ It is my professional opinion that this child should not carry his/her inhaled medications or epi-pen by him/herself.

\_\_\_\_\_ Please contact my office for instructions in the use of this nebulizer, metered-dose inhaler, and/or epi-pen.

\_\_\_\_\_ I have instructed this child in the proper use of a peak flow meter. His/her personal best peak flow is: \_\_\_\_\_.

Doctor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

# Signs of Asthma Emergency

## SEEK EMERGENCY CARE IF A CHILD EXPERIENCES ANY OF THE FOLLOWING:

- CHILD'S WHEEZING OR COUGHING DOES NOT IMPROVE AFTER TAKING MEDICINE (15-20 MINUTES FOR MOST ASTHMA MEDICATIONS)
- CHILD'S CHEST OR NECK IS PULLING IN WHILE STRUGGLING TO BREATHE
- CHILD HAS TROUBLE WALKING OR TALKING
- CHILD STOPS PLAYING AND CAN NOT START AGAIN
- CHILD'S FINGERNAILS AND/OR LIPS TURN BLUE OR GRAY
- SKIN BETWEEN CHILD'S RIBS SUCKS IN WHEN BREATHING

Asthma is **different for every person**. The "Asthma Emergency Signs" above represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

If you are at all uncertain of what to do in case of a breathing emergency...

Call 911 and the child's parent(s)/guardian(s)

# **SIGNS OF A DIABETIC EMERGENCY**

## **LOW BLOOD SUGAR (HYPOGLYCEMIA)**

ONSET CAN BE RAPID. MOST LIKELY TO OCCUR AT PEAK INSULIN ACTION TIMES, SUCH AS BEFORE LUNCH.

### **SIGNS:**

FAINTNESS/WOOZINESS/SHAKINESS  
FATIGUE  
SWEATING  
DIZZINESS/WEAKNESS  
PALE SKIN/CLAMMY SKIN  
INAPPROPRIATE ACTIONS/CONFUSION  
IRRITABILITY/MOOD CHANGES/CRANKINESS  
DIFFICULTY FOLLOWING INSTRUCTIONS  
COMBATIVENESS  
INCOHERENT SPEECH  
UNCONSCIOUSNESS

### **SYMPTOMS**

MUSCLE CRAMPING  
HUNGER  
NERVOUSNESS  
STOMACHACHE  
BLURRED VISION/HEADACHE  
CONVULSIONS

## **HIGH BLOOD SUGAR (HYPERGLYCEMIA)**

ONSET MAY BE GRADUAL OR RAPID AND CAN LEAD TO SEVERE ILLNESS OR EVEN DEATH

### **SIGNS AND SYMPTOMS:**

EXCESSIVE THIRST AND FREQUENT URINATION  
BLURRED VISION  
DROWSINESS/FATIGUE  
ABDOMINAL PAIN  
NAUSEA  
VOMITING  
LABORED BREATHING AND  
FRUITY SMELLING BREATH

***CHILDREN AND YOUTH THAT DISPLAY THESE SYMPTOMS SHOULD BE REPONDED TO IMMEDIATELY. EACH CHILD MAY REACT DIFFERENTLY. YOU SHOULD HAVE A LIST OF SYMPTOMS EACH CHILD MAY EXHIBIT ON FILE ALONG WITH HOW TO RESPOND. FOR ANY OF THE ABOVE SIGNS & SYMPTOMS, REPORT INCIDENT TO THE CHILD'S PARENT(S)/GUARDIAN(S).***

**IF THE CHILD IS VOMITING AND IS UNABLE TO TAKE FLUIDS, CONVULSING OR BECOMES UNCONSCIOUS, OR IF YOU ARE UNCERTAIN OF WHAT TO DO CALL 911 AND THE CHILD'S PARENT(S)/GUARDIAN(S)**

2780-R Administration of Medications by School Personnel

Sample Permission Form for Prescribed Medication

School: \_\_\_\_\_ Date form received by the school: \_\_\_\_\_
Student: \_\_\_\_\_ Date of Birth or age: \_\_\_\_\_
Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

To be completed by the physician or authorized prescriber

Name of medication: \_\_\_\_\_

Reason for medication (Optional) \_\_\_\_\_

Form of medication/treatment:

- Tablet/capsule Liquid Inhaler Injection Nebulizer Other

Instructions (Schedule and dose to be given at school): \_\_\_\_\_

Start: date form received Other dates:
Stop: end of school year Other date/duration:

Restrictions and/or important side effects: None anticipated Yes, Please describe:

Special storage requirements: None Refrigerate

This student is both capable and responsible for self-administering this medication
No Yes-Supervised Yes-Unsupervised

This student may carry this medication: No Yes

Please indicate if you have provided additional information:
On the back side of this form As an attachment

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Physician's Name:
Address:
Phone Number:

To be completed by parent(s)/guardian(s)

I request that (name of child) receive the above medication at school according to standard school policy.

I request that (name of child) be allowed to self-administer the above medication at school according to the school policy.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Section 2000 – General School Administration**

2780-R-14

2780-R Administration of Medications by School Personnel

School: \_\_\_\_\_ This information expires on June 30, \_\_\_\_\_

**SCHOOL-BASED CARE PLAN for the STUDENT with DIABETES**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Parent(s)/Guardian(s) or Emergency Contact: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Pager/Cell: \_\_\_\_\_

**SYMPTOMS SPECIFIC TO STUDENT**

Low blood sugar

High blood sugar

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

---

**TO BE COMPLETED BY PHYSICIAN**

The following activities will require supervision and/or assistance for \_\_\_\_\_ during the school day. Please check all that apply:

- May self test?
- Blood glucose testing Daily at \_\_\_\_\_
- Blood glucose testing as need per symptoms
- Target glucose range \_\_\_\_\_
- Low blood sugar range \_\_\_\_\_
- Intervention \_\_\_\_\_
- High blood sugar range \_\_\_\_\_
- Intervention \_\_\_\_\_
- Ketone Checks If glucose levels over \_\_\_\_\_ mg/dl
- Administer Glucagon For following symptoms \_\_\_\_\_
- Insulin administration See attached schedule
- Snack Daily at \_\_\_\_\_
- Snack As needed

Training for the above procedures will be provided by: \_\_\_\_\_

Parent(s)/Guardian(s) Signature: \_\_\_\_\_

Physician Signature: \_\_\_\_\_

Physician's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

# Section 2000 – General School Administration

2780-R Administration of Medications by School Personnel

2780-R-15

## MEDICATION ADMINISTRATION DAILY LOG

(To be completed for each medication administered) School Year \_\_\_\_\_ Name of Student: \_\_\_\_\_ Gender: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Teacher: \_\_\_\_\_ Name of School: \_\_\_\_\_ Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Route(s): \_\_\_\_\_ Time Given in School: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Directions: Initial with time of administration; a complete signature and initials of each individual administering medications shall be included below.**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															

Initial(s) of Individual Administering Medication	Signature	Initial(s) of Individual Administering Medication	Signature	Codes
1 _____	_____	7 _____	_____	(A) Absent (O) No Show
2 _____	_____	8 _____	_____	(E) Early Dismissal (W) Dosage Withheld
3 _____	_____	9 _____	_____	(F) Field Trip (N) No Medication Available
4 _____	_____	10 _____	_____	(X) No School (i.e. Holiday, weekend, snow day, etc.)
5 _____	_____	11 _____	_____	
6 _____	_____	12 _____	_____	

Use reverse side for reporting significant information (e.g. Observation of medication’s effectiveness, adverse reactions, reason for omission, plan to prevent future “no shows”). MDCH – Sample Updated 11-02

**Section 2000 – General School Administration**

2780-R-17

2780-R Administration of Medications by School Personnel

TRAINING CHECKLIST

Date(s) of Training: \_\_\_\_\_

Trainer(s) Name and Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and job titles of individuals attending the training: \_\_\_ attached

Content and Skills Taught to Training Participants Shall Include:

- \_\_\_ Review of Michigan laws governing the administration of medications to pupils in schools.
- \_\_\_ Discussion of local school policies and procedures relating to the administration of medications to pupils in schools.
  
- \_\_\_ Safe storage and handling of medications in schools.
- \_\_\_ Uses, effects, and routes of administration of most commonly prescribed medications for pupils in schools.
- \_\_\_ Safe dispensing procedures for medications in schools, including procedures for field trips and other off-site school activities.
- \_\_\_ Review of local school policies and procedures related to pupil self-administration and self-possession of medications.
- \_\_\_ Recording procedures for medications administered in schools.
- \_\_\_ Procedures for dealing with medication administration errors.
- \_\_\_ Opportunity for participants to ask questions regarding administration of medications to pupils in schools.

Signature of Trainer: \_\_\_\_\_

School District: \_\_\_\_\_

Date of Training: \_\_\_\_\_

**3150 Budget Fund Balance**

The Board realizes its responsibility under law to maintain a balanced, non-deficit, financial condition for the District so that the District does not find itself in a serious financial problem. Deficit financing is strictly prohibited by law. A budget fund balance provides flexibility in dealing with unanticipated budget emergencies such as mid-year reductions in state funding. In addition, it will help to avoid borrowing during the two-month period between the August and October State Aid payments.

Whenever possible, the Board will strive to maintain an unappropriated fund balance in accordance with the recommendation of the Board’s independent auditor as published in the annual audit report. Generally, this will mean a fund balance of approximately 15% minimum of the total annual operation expense of the District’s General Fund Budget, or as otherwise recommended by the auditor.

The Superintendent is directed to bring only those budget recommendations to the Board that comply with all laws and the intent of this policy.

Approved:

LEGAL REF: MCL 141.1201; 141.1231 – 1244; 141.2101; 380.1211 – 1227

## Section 3000 – Fiscal Management

3200

### 3200 State and Federal Funding Proposals and Applications

The Board shall seek and consider as many sources of revenue as possible to supplement the funds received from local taxes and state aid.

The Superintendent shall assume the responsibility for keeping the Board informed of any revenue sources that could enhance the educational program or operation of the District, and for which the District may be eligible, and make recommendations to the Board for action.

Approved:

LEGAL REF: MCL 3.541; 3.542; 388.801; 380.1210

**3340 Fees, Payments and Rentals (Cf. 9250)**

Proceeds from fees for building or equipment use or rental shall be credited to a fund specified by the Board.

Rental and Leasing of District Property

The Board may authorize the rental or lease of District property not used for instructional purposes.

Gate Receipts and Admissions

School events where admission fees are charged are a part of the District's educational program; therefore, such fees are also a part of the District's budgeting process. Thus, the administration shall be given the responsibility to set such fees. The level of the fee shall be set taking into consideration those factors which are a part of the appropriate school budget.

Income and Payments from Sales and Service

Jobs or projects may be undertaken by students for private individuals or community groups. The facilities of the District may be used for such activities. All receipts shall be deposited in the general fund and used as a reimbursement for materials and/or to purchase additional supplies and cover expenses of a department.

Non-Sufficient Fund Checks

In the event the District should receive a check for any purpose that is returned due to non-sufficient funds (NSF) the District will assess a charge of \$25.00 to the issuer of the check to cover the administrative and clerical costs of dealing with the matter. If the issuer fails to "make good" for the amount of the original check within 10 days of the date of the check being returned for NSF, the District reserves the right to file criminal charges and to refuse checks in the future from the issuer.

Approved:  
LEGAL REF: MCL 380.11a; 380.1141

## **Section 3000 – Fiscal Management**

3340-R

3340-R Fees, Payments and Rentals (Cf. 9250)

### Rental and Leasing of District Property

Prior to leasing District property, the Board shall make known the availability of such property to the patrons of the District. The lessee shall be reputable and the use of the buildings shall be compatible with community standards.

In all cases, the lessee shall be responsible for the maintenance of the property and payment of utilities. The Board annually shall be informed of the name, address and telephone number of the individual designated as liaison with the Board. The lessee shall be required to pay any taxes that may be assessed against said property.

All lease agreements shall be prepared or reviewed by legal counsel prior to Board approval. In all cases, the amount received from the lease shall cover all expenses of operation that may accrue to the District.

### Admission Fees

Admission fees are determined by the Athletic League rules.

### Income from Sales and Service

All projects undertaken by students and staff shall avoid competition with local businesses to the best extent possible.

The following rules and procedures shall apply to projects undertaken in the District's shops and facilities:

## Section 3000 – Fiscal Management

3340-R-2

### 3340-R Fees, Payments and Rentals (Cf. 9250)

1. Priority for Service:
  - a. Students enrolled in the course
  - b. District and school District organizations
  - c. District affiliated organizations
  - d. City public agencies and non-profit organizations
  - e. Parent(s)/Guardian(s) of students enrolled in class
  - f. Area senior citizens
  - g. Students enrolled in high school
  - h. Individuals including school District employees
2. Customers shall sign the necessary application and release forms provided by the school,
3. If an automobile is to be wrecked, the registration must be checked,
4. In auto shop, the welding of gasoline tanks and installation of glass is prohibited,
5. Tipping for services is prohibited,
6. All individuals and outside groups shall pay an estimated cost of materials and parts before the work begins. Adjustments shall be made at the time of final billing,
7. Payment for all parts or materials and services shall be made before releasing the product to the client,
8. Invoices for all charges shall be issued through the business office and all payment made to the business office or immediately submitted to said office by the person making the collection. To the extent possible, payments should be made by check, and
9. Employees or students shall not realize any financial benefit because of work projects undertaken.

## Section 3000 – Fiscal Management

3420\*

### 3420 Monies in School Buildings\*

The Superintendent shall establish procedures to permit daily deposit of monies collected which will not require monies to be left in school buildings overnight. The District will not be responsible for monies remaining in school buildings overnight.

Approved:

## Section 3000 – Fiscal Management

3420-R\*

### 3420-R Monies in School Buildings

In order to assure the safekeeping of monies collected by employees, student Treasurer or officer of a school building, the following procedures shall be followed:

1. All monies shall be properly receipted, accounted for, and directed immediately to the proper location for deposit.
2. No money shall be left overnight in desks, lockers, or other such repositories.
3. All money left overnight in buildings shall be placed in a locked container in the school safe.
4. The building designee shall arrange to make a daily deposit of funds after banking hours.
5. The building Secretary's will verify all activity account deposits. A deposit slip will be prepared. The money and the deposit slip will be placed in a bank deposit bag and locked.
6. The bag will be delivered to central office before noon each day.
7. The building designee will take the locked bag to the bank.
8. The bank will unlock the bag and verify the deposit.
9. If the counted deposit is the same as the deposit slip, the bank will issue a receipt along with the unlocked bag.
10. If the counted deposit is not the same as the deposit slip, the bank teller will put the deposit slip and the money back into the bag. She/He will then lock the bag.
11. The locked bag will be returned to the building Secretary and request the deposit to be recounted.

## Section 3000 – Fiscal Management

3520

### 3520 Fraud Prevention and Investigation (Cf. 3490, 3500, 5203, 8700)

The Board expects all employees, Board members, consultants, vendors, contractors, and other parties maintaining any business relationship with the District to act with integrity, due diligence, and in accordance with all laws in their duties involving the District's fiscal resources. The District is entrusted with public dollars and no person connected with the District should do anything to erode that trust.

The Superintendent shall be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the District. Every member of the District's administrative team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

Any employee who suspects fraud, impropriety, or irregularity shall report their suspicions immediately to his/her immediate supervisor and/or the Director of Business and Operations. The Superintendent shall have primary responsibility for any necessary investigations and shall coordinate investigative efforts with the District's legal counsel, auditing firm, and other internal or external departments and agencies, including the Wayne County Prosecutor's Office and law enforcement officials, as the Superintendent may deem appropriate.

In the event the concern or complaint involves the Superintendent of Schools, the concern shall be brought to the attention of the Vice-President of the Board who shall be empowered to contact the District's legal counsel, auditing firm, and any other agency to investigate the concern or complaint.

The Superintendent may elect to employ the District's auditing firm to conduct a partial forensic/internal control/SAS99 audit annually or otherwise as often as deemed necessary. The Superintendent is authorized to order a complete forensic audit if, in his/her judgment, such an audit would be useful and beneficial to the District.

Approved:

LEGAL REF: MCL 14.141-145; 15.361-369; 141.421-440a; 141.2101-141.2821;  
380.1202; 380.1215; 380.1216; 380.1363; 388.1618

**3570 Petty Cash Accounts**

The Superintendent may establish a petty cash fund in the central office, any building or division or department in which he/she determines a need.

Approved:

## **Section 3000 – Fiscal Management**

3570-R

### 3570-R Petty Cash Accounts

The Superintendent may establish a petty cash account not to exceed \$200.00 in the central office and in each building not to exceed \$200.00. The person in charge of the fund, on a form provided, may replenish petty cash funds only upon presentation of an itemized statement. Petty cash funds shall be reconciled monthly and such reports submitted to the Board at the regular monthly meeting. Petty cash funds shall not be used for the following purposes, by way of illustration and not limitation: Travel, meals, conference expenditures, and salaries, school supplies exceeding \$200.00, telephone, loans, or advances to staff or the cashing of personal checks.

## Section 3000 – Fiscal Management

3580

### 3580 Payroll Procedures and Schedules

All employees shall be paid according to a specific schedule that shall be determined annually by the Board. All salaries, supplements, and payments for extra duties shall be paid from the payroll account through the District's business office. No payments shall be made directly to any school personnel for services rendered from any supplementary school fund.

No employee shall be paid in advance of services rendered.

Approved:

LEGAL REF: MCL 380.1224

## **Section 3000 – Fiscal Management**

3580-R

### 3580-R Payroll Procedures and Schedules

Personnel receiving extra pay for extracurricular activities that are on going throughout the school year shall have the salary pro-rated in equal amounts in each paycheck or end of year payout. Personnel receiving extra pay for extracurricular activities that are seasonable shall be paid in full at the completion of the activity or on a pro-rated basis over the remaining pay periods, at the option of the employee.

A payroll deduction for organizational membership dues associated with employment may be made pursuant to a written request of an individual employee and validation by the organization involved, provided it complies with the provisions of master agreements with the employee organization.

Except for deductions for absences not covered by paid leave, required by law or contract, all salary deductions shall be subject to the Superintendent's or Board's approval. All deductions not mandated by law shall require authorization by the employee through the Superintendent's office.

## Section 3000 – Fiscal Management

3600

### 3600 Reimbursement of Expenses (Cf. 1168, 5330)

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved:

LEGAL REF: MCL 15.321-330; 129.221 et. seq.; 129.241 et. seq.; 380.621a; 380.1217a;  
380.1254

## **Section 3000 – Fiscal Management**

3600-R

### **3600-R Reimbursement of Expenses**

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the IRS. For employees covered by flat allowance per month or per year, the mileage rate shall apply when the employee uses his/her personal automobile on authorized school business outside the District.

#### **Spouses, Family Members, and Others**

Expenses of spouses, other family members, or any non-district employees accompanying Board members or employees in discharging their official duties or performing authorized functions are not reimbursable.

#### **Alcoholic Beverages and Tobacco**

Alcoholic beverages, tobacco products, or personal hygiene items may not be charged to any District credit/procurement card, nor will reimbursement be paid for any expenditure for alcoholic beverages or tobacco products.

#### **Authorization for Travel**

The employee's immediate supervisor and Superintendent must approve all travel.

The appropriate forms must be completed prior to departure.

## Section 3000 – Fiscal Management

3600-R-2

### 3600-R Reimbursement of Expenses

1. A Conference Request Form must be submitted no later than ten school days prior to the meeting; and
2. Estimated expenses must be within appropriate budget allocations.

An Approval of Request Form signed by the designated Administrator shall constitute certification for authorized travel. Certain employees shall be authorized by the Superintendent to travel locally in the performance of their duties and submit expense vouchers for reimbursement.

#### Methods of Travel

1. Travels by Common Carrier:

When a common carrier is authorized as the means of travel, the business office shall obtain reservations and tickets for the individual unless precluded by an emergency. Round-trip tickets for coach, tourist or economy class rates over the same or a permissible substitute route are to be purchased whenever they will lower the total cost, unless authorized travel to several points precludes the use of a round-trip ticket.

2. Travels by Private Automobile:

- a. Reimbursement for travel by private car should generally be authorized only under the following circumstances, with the reason indicated on the authorization form:

- 1) When common carrier service is not available without undue loss of time or unless common carrier use would be more expensive to the District. If the traveler makes the choice, maximum reimbursement shall be limited to the lower of the mileage or common carrier cost,
- 2) When two or more persons are eligible for similar authorized travel and riding together would mean a saving to the District. The Superintendent is responsible for making such a determination before approving the travel request,

## Section 3000 – Fiscal Management

3600-R-3

### 3600-R Reimbursement of Expenses

- 3) When use of an automobile will permit the traveler to make stops en route and perform his/her duties more effectively, and
  - 4) When the use of an automobile will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.
- b. Driving Extra Cars: Where two or more staff members could ride together on authorized travel, but choose to drive separately, any mileage reimbursement for which one of them might be eligible under (1) above, should be split among them. The toll and parking charges for the extra car or cars are not reimbursable.
3. Use of District-Provided Vehicles:
- A. Official District Travel  
When authorized, travelers shall be reimbursed for all expenses in connection with the use of District cars and trucks, provided the claim for such expenses is supported by receipts.
  - B. Travel to Professional Meetings  
Approval may be given to qualified staff members for the use of District-owned vehicles for travel to professional meetings when other methods of travel are unsuitable or when the trip can be made at less expense to the District. A qualified staff member must drive.
4. Travels by Rented Vehicles:  
Under certain circumstances, the use of a rental car may be necessary. The Superintendent must approve rental car service at the site of a conference to which a person travels by common carrier. In requesting such use, rationale must be presented which will justify the necessity of such use or its advantage to the District.
5. Travels by Charter Air Service:

## Section 3000 – Fiscal Management

3600-R-4

### 3600-R Reimbursement of Expenses

The use of charter air service may be authorized when it is to the advantage of the District measured by both comparative travel costs and the time of the travelers.

#### Drivers of District-Provided Vehicles

##### Qualifications:

1. Qualified full-time staff members may drive these vehicles when engaged in official District business, provided they have a license and have adequate experience in driving the type of vehicle assigned,
2. The staff member to whom a District vehicle is assigned is the District's representative in full charge of the trip, and
3. Students may not drive District-owned vehicles unless driving is part of driver education programs.

#### Reimbursable Expenses

1. Lodging (actual room cost), when meeting location exceeds 120 miles from Board Office.
2. Meals, reimbursed by meal according to the IRS rates. Note: Meal reimbursement rates cannot be added together as a means to boost the reimbursement rate of an expensive meal,
3. Conference registration fees,
4. Parking and tolls,
5. Common carrier transportation within limitations above,
6. Use of private vehicle within limitations above,
7. Postage, telephone and fax charge for business purposes, and
8. Charge for baggage service, tips (not to exceed 15 percent).

## **Section 3000 – Fiscal Management**

3600-R-5

### 3600-R Reimbursement of Expenses

#### Advances

Immediately upon return, a financial accounting, including documentation, shall be made to the business office and any unused funds returned. Expenditures not documented shall not be reimbursed by the District. Petty cash funds may not be used for cash advances.

#### Daily Travel

Local travel as authorized under these regulations is to be recorded on a daily basis and submitted to the business office at the end of each month for reimbursement. Voucher must include, date, destination, purpose of travel, and number of miles for each trip.

All requests for reimbursement for travel during a fiscal year shall be submitted to the business office by June 30 of that year.

### 3610-R Purchasing Goods and Services

In order to properly oversee the purchasing function and protect the resources of the District, the following administrative rules shall apply to policy 3610. These rules shall apply equally to all employees of the District regardless of assignment.

1. No employee has authority to sign any contract for the purchase of any goods or services, nor encumber the District with any debts or obligations beyond the amount of \$500.00 without the specific, written permission of the Superintendent of Schools. Should he/she so desire, the Superintendent might issue written authorizations annually to certain District employees that authorizes expenditures of more than \$500.00 on a limited basis and for specific reasons.
2. Any expenditure for goods or services of \$500.00 or less is authorized only if such expenditures are chargeable, specifically, to an appropriate budget line item in the budget adopted by the Board of Education.
3. The Superintendent, or a person designated specifically by the Superintendent, shall be empowered to sign lease agreements on behalf of the District regardless of duration of the lease or the amount of the expenditure. It shall be the general practice of the District that, with the exception of technology equipment, such as computers, printers, scanners, copying machines, and the like, and certain transportation equipment, no lease shall be entered into that encumbers the District and the Board for more than a two-year period.

## Section 3000 – Fiscal Management

3610-R-2

### 3610-R Purchasing Goods and Services

4. Any employee violating or attempting to circumvent these rules will be subject to disciplinary action, up to and including discharge. In addition, the Superintendent has authority to pursue any legal remedy necessary to seek restitution from the offending employee for any outstanding debts or obligations incurred by the District because of the employee's violation of these rules, subject to applicable collective bargaining agreements and law.
5. All vendors doing business with the District, or seeking to do business with the District, will be informed of these rules. Any vendor who seeks to circumvent or violate these rules might be barred, permanently, from doing business with the District.

## Section 3000 – Fiscal Management

3690 Local Purchasing (Cf. 3660)

3690

The Board shall purchase school equipment and supplies from local vendors whenever possible, providing that price, quality, and service of the local vendor compare favorably with those from non-local vendors. Bids shall be solicited from non-local vendors in order to establish a fair market price for equipment and supplies. Local vendors shall be given the opportunity to “price match” quotes from non-local vendors except where impractical or prohibited by statute.

Local vendors may be given preference if their bid or quoted price is within ten percent of the low bid or quoted price, not to exceed a maximum of \$250, if all other matters are equal. Local purchases may be divided among several local vendors when appropriate. The Superintendent shall make all authorized purchases, as he/she deems best after carefully weighing all matters.

School groups and organizations shall purchase school equipment and supplies from local vendors whenever possible, providing that price, quality, and service of the local vendor compare favorably with those from non-local vendors. Bids shall be solicited from non-local vendors in order to establish a fair market price for equipment and supplies.

Local vendors may be given preference if their bid or quoted price is within ten percent of the low bid or quoted price, not to exceed a maximum of \$250, if all other matters are equal. Local purchases may be divided among several local vendors when appropriate. The Superintendent shall make all authorized purchases, as he/she deems best after carefully weighing all matters.

Approved: August 24, 2009  
Revised: October 25, 2010

**3800 Fund Raising and Student Activity Fund\***

Soliciting Funds From and By Students

The Board recognizes the existence of many worthwhile community and student activities that require the raising of funds by the sale of merchandise, tickets, or perhaps direct requests for money. Because of the need to safeguard students in the educational program, the Board limits participation of students to those activities that have the building Principal and/or Superintendent’s approval under this policy.

It is the responsibility of the Board to provide the necessary basic texts, materials, supplies, equipment, buildings, and facilities to conduct the approved, basic educational programs of the District. Co-curricular and school-sponsored extra-curricular programs of the District, however, such as athletic programs, school-sponsored student clubs, and curriculum-related field trips or excursions may require financial support beyond the capacity of the District’s capacity to provide in order to survive. Community and school fund raising organizations may contribute to the enrichment of basic programs or to co-curricular and extra-curricular activities through the contribution of funds and/or items as long as those contributions have been determined consistent with the above and approved by the Superintendent through the appropriate building or program administrator.

This policy is not to affect those regular school programs such as dramatics or musical concerts, etc., where students might be selling tickets for an activity in which they are taking part. Elementary students will not be asked to sell tickets for middle school or senior high school activities.

If a fund raising project is conducted to sponsor a specific purchase, activity or trip, the purchase or trip must be approved prior to initiation of the fund raising effort. This shall apply to school related groups as well as to school-community organizations.

Every attempt shall be made to coordinate fund raising activities among buildings and various organizations in order that excessive demands are not made upon members of the community.

## **Section 3000 – Fiscal Management**

3800-2\*

### 3800 Fund Raising and Student Activity Fund

Such coordination is especially important at Christmas or other holiday times when innumerable items are available for sale by the students.

#### Student Groups

The Principal must approve all fund raising events in advance. Requests must be on an approved application form and submitted to the Principal at least one month prior to the proposed activity. Requests from high school student groups must first be submitted to the high school student council for its recommendation.

Only school-sponsored groups may sell or solicit in a school building and then only within the school housing the group, and only during non-instructional time.

Students shall not sell or solicit for purposes of school fund raising outside the boundaries of the District except as part of a booth at a fair, shopping center, or other locations where potential “customers” are coming to them. Advertisements and sales may be solicited from establishments outside the District boundaries only if there is an apparent community of interest.

#### Door-to-Door Sales

Students less than 12 years of age shall not sell school fund raising items or other school related materials door-to-door unless under the direct supervision and observation of a responsible adult (preferably parent(s)/guardian(s) or District staff member.)

School-sponsored student organizations shall not have more than two fundraising events a year, and no more than one event in a semester, that would involve going into the community through door-to-door sales or solicitations unless approved by the building Principal after consultation with the Superintendent. Cards, letters, or other identifying literature shall be provided to all students authorized for door-to-door sales in the general community.

Written parent(s)/guardian(s) permission must be signed and returned to the school before elementary students can sell door-to-door.

## Section 3000 – Fiscal Management

3800-3\*

### 3800 Fund Raising and Student Activity Fund

#### Specifics

- A. Fund raising projects for special trips or special projects should not be started until approval of the trip or project is granted. Trips covered by this policy shall include out-of-state and overnight trips, as well as trips to foreign countries. (Cf. 7490 – Field Trips)
- B. Any sale of commercial products or the solicitation of funds in a door-to-door campaign and/or through contracts with businesses shall require approval of the building Principal before any oral commitment, written agreement, or contract is made or any advance publicity or group promotional activity is undertaken. Once approved however, before sales begin or solicitations are made, contract agreements must be signed by the building Principal.
- C. Fund raising projects shall be compatible with the school’s purpose, goals, and general community expectations, and shall not conflict with local business enterprises unduly.
- D. The District shall transfer funds remaining in accounts of student organizations that have been inactive for one year or in accounts of classes that have been graduated for one year to accounts of other co-curricular organizations or to the District’s general fund upon recommendation of the Superintendent.

**4010-R Building and Grounds Management**

Within each school, the Principal shall be responsible for the care and upkeep of the building and for the supervision of custodial services. Needs which cannot be handled by the building custodial staff shall be immediately reported to the Director of Maintenance

It is the duty and responsibility of all District employees to safeguard and protect all property owned and operated by the District. Teachers shall be responsible for seeing that their classroom doors and windows are properly secured before leaving the building at the close of the school day. Students shall be instructed to use school owned equipment in the proper way and shall be encouraged to show respect for public and private property at all times.

Community groups such as PTO's and other interested parties are encouraged to participate in the beautification of school grounds in accordance with the master plan of the school District.

The Superintendent will make annual recommendations to the Board for approval of a priority list of maintenance projects to be carried out within funds so allocated in the budget. Upon Board approval, the Superintendent shall proceed to implement said projects within any specific dollar limitation imposed by the Board.

**4080-R Emergency Closings**

As soon as the decision to close school is made, radio and TV stations shall be informed. Parent(s)/Guardian(s) shall be informed of the station over which the announcements will be made prior to the start of school and periodically throughout the school year.

In cases where schools are closed for emergencies, all personnel shall report for duty at their regular assigned time unless special instructions are otherwise given by the Superintendent. If certain groups of employees are not to report, the Superintendent shall include such information in his/her school-closing announcement. Pay for days schools are closed for emergency conditions shall be according to collective bargaining agreements with the association representing the given employee.

If it is necessary to dismiss school early, employees shall remain until their regular dismissal time unless authorized otherwise by the Superintendent.

Except in extreme emergency where there is no doubt about the ability to hold school, announcement of closing shall be made in the morning of the day of closing.

The Superintendent, in consultation with building administrators, may use his/her prerogative in scheduling activities on days schools are closed for emergency and the cancellation of activities already scheduled.

**4110-R Security**Employee Access to Buildings and Grounds

Employees who are given keys or combinations to locks to access District buildings or grounds shall abide by the following rules established by the Superintendent. Employees found to have violated these rules shall be subject to discipline by the Superintendent up to and including discharge.

Employee access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires such access and who are approved by the Superintendent.

Employees who have access to school buildings or grounds shall not use such access for any personal reasons not connected directly with their employment. This means that employees, for example, are prohibited from opening up school facilities to allow friends or family members to use the facilities for any personal or recreational purpose unless the facility has been duly leased or rented for such use and all fees pertaining thereto have been paid.

Keys issued to employees shall not be loaned to anyone. Under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the Superintendent or building Principal. It shall be understood, specifically, that all keys to District buildings or grounds are the property of the District and must be surrendered on demand immediately if requested.

Any employee using the building in the evening or on weekends must be certain doors are locked after entering and upon leaving.

Student Access to Buildings and Grounds

Students, no matter what their status, shall not be loaned (even for a short period) or given keys to any building doors or storage facilities, whether indoors or outdoors unless authorized specifically by the Superintendent. In any case, no student shall be issued any keys on an ongoing basis.

4110-R Security

Any student not authorized by the Superintendent found to be in possession of such keys shall be suspended immediately for 10 school days with the possibility of a long-term suspension or expulsion. Any employee found to have loaned or given students such keys will be subject to disciplinary action up to and including discharge.

All equipment shall be stored in as safe a place as possible and employees must avoid leaving equipment and supplies where they are readily accessible to others.

Classroom windows and doors are to be locked when the teacher leaves the building.

Chaining of Doors

No exit doors shall be chained at any time whether or not the building is occupied. Principals, custodians and other responsible persons must be certain that all accessible exits are operable whenever a building or portion of a building is in use. However, approved security bars or devices may be used to secure outside doors when school is not in session.

Videotapes- Retention as Evidence

In the event a videotape from a video surveillance device contains evidence of wrongdoing, be it a crime or a violation of the student code of conduct or bus conduct code that could result in discipline, suspension or expulsion of a pupil, the actual, original videotape will be pulled from service and not re-used or taped over for a period of not less than 3 years following the incident in question. Should the tape be confiscated by prosecutorial authorities as evidence in a crime, the District shall take all steps possible to arrange for a certified copy of the tape to be retained by the District.

**4250 Printing and Duplicating Service – Copyright**

The Board shall make duplicating equipment available for administrative and instructional use to the extent that is economically feasible and practical according to the needs of the District.

The extent of production of instructional materials by clerical staff shall be determined by the building Principal, who shall develop guidelines for requesting such services.

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use,” as set forth in 4250-R.

**Employee Produced Material**

The Board has certain proprietary right to publications, devices, and instructional materials produced by District employees during their regular and normal workdays while in the employment of the District. All items prepared by District employees on District time, including data processing programs, shall become the property of the District. The Board may elect to copyright or patent such materials, devices or programs in the name of the District. All earnings or profits from such original materials, devices, or programs shall become assets of the District.

The Superintendent shall inform staff, through regulations, of the guidelines for use of copyright materials.

**Copyright Compliance and Computer Software Copyright**

The Board shall adhere to the provisions of the U.S. copyright laws regarding the duplication of computer software programs. The Superintendent shall develop appropriate procedures for staff to follow in this area.

Approved:

LEGAL REF: 17 USCA §101, et seq. (Copyright Act of 1976)

4250-R Printing and Duplicating Services - Copyright

In accordance with Board policy 4250, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

**THE PURPOSE AND CHARACTER OF THE USE:** The use must be for such purposes as teaching or scholarship and must be non-profit. Fair use would probably allow teachers acting independently to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

**THE NATURE OF THE COPYRIGHTED WORK:** Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

**THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED:** Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film or videotape may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

**THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR, OR VALUE OF, THE COPYRIGHTED WORK:** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.

4250-R Printing and Duplicating Services - CopyrightProhibited Practice

A teacher may not make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a longer poem (if the excerpt has fewer than 250 words), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

**5035 Discriminatory Harassment of Employees or Applicants\***

Sexual or discriminatory harassment of School District elected officials, employees, or applicants for Board of Education Members, School District employees, vendors, contractors or others doing business with the School District, students, parents, guardians, invitees, volunteers or guests will not be tolerated.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their race, sex, color, national origin, age, religion, height, weight, marital status, or handicap/disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex.

Sexual or discriminatory harassment shall not be tolerated by this District when:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment, or
- Submission to, or rejection of, such conduct or communication by an employee/applicant is used as a factor in decisions affecting such employee/applicant's employment, or
- Such conduct or communication has the purpose or effect of substantially interfering with an employee's employment, or creating an intimidating, hostile, or offensive employment environment, or otherwise adversely affects an employee's employment opportunities.

Any employee or applicant who believes that he or she has suffered any form of harassment for any reason shall immediately report the incident(s) to:

Director of Human Resources  
Romulus Community Schools  
36540 Grant Rd.  
Romulus, MI 48174  
Phone: (734) 532-1610

**5040 Retaliation and Whistle-Blowing \***

Employees are encouraged to report suspected illegal activity to appropriate School District administrators, or the Board of Education. The Board of Education will not tolerate any form of reprisal, retaliation, or discrimination against:

- Any employee, or applicant for employment, because he/she opposed any practice that he/she reasonably believed to be made unlawful by federal or state laws prohibiting employment discrimination on the basis of sex, race, color, national origin, age, religion, height, weight, marital status, handicap or disability,
- Any employee, or applicant for employment, because he/she filed a charge, testified, assisted or participated, in any manner, in an investigation, proceeding or hearing under federal or state laws prohibiting employment discrimination on the basis of sex, race, color, national origin, age, religion, height, weight, marital status, handicap or disability or because he/she reported a suspected violation of such laws according to this policy, or
- Any employee or applicant because he/she reported, or was about to report, a suspected violation of any federal, state or local law or regulation to a public body (unless the employee knew that the report was false) or because he/she was requested by a public body to participate in an investigation, hearing or inquiry held by that public body or a court.

An employee or applicant for employment who believes that he/she has suffered reprisal, retaliation, or discrimination in violation of this policy shall report the incident(s) to the Director of Human Resources. The Board of Education guarantees that no employee or applicant for employment who makes such a report will suffer any form of reprisal, retaliation, or discrimination for making the report.

## Section 5000 – Personnel

5040-2\*

### 5040 Retaliation and Whistle-Blowing

The Board of Education considers violations of this policy to be a major offense that will result in disciplinary action against the offender, regardless of the offender's position within the School District.

Approved:

LEGAL REF: MCL 15.361 - 369, "The Whistleblowers' Protection Act."

**5200 Staff Conduct**

All staff members have the responsibility to become familiar with, and abide by, federal laws and the laws of the state of Michigan as they affect their work, the policies of the Board, and the administrative regulations designed to implement them. All staff members shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, oversee students, abide by reasonable and legal directives of their supervisors, and contribute to the education and development of the District's students. Any employee who fails in these responsibilities will be subject to disciplinary action as determined by the Superintendent and as conditioned by applicable collective bargaining agreements.

The Superintendent and building Principals shall assume the major responsibility for interpreting and enforcing this policy.

Communication Between School Personnel and the Public

School District personnel must be constantly aware of their responsibility to promote a favorable attitude toward the schools. Courteous treatment of the public is always expected. More importantly, a positive, ethical and moral approach to each employee's work and the work of colleagues will result ultimately in desirable communication with the public.

Federal Compliance

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of the actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result.

5200 Staff Conduct

Staff Appearance

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Employees are expected to set a positive example for students of proper and acceptable dress and grooming in school.

Approved:

LEGAL REF: NCLB

**5203 Use of District Equipment, Supplies, Property, and Materials (Cf. 9250)**

Permission must be gained from the appropriate building Principal or immediate supervisor before any District equipment, supplies or materials may be removed from school grounds.

The building Principal or immediate supervisor may authorize staff members to utilize District-owned equipment, supplies, office/classroom space, and materials to develop software and associated documents outside of their work assignment, provided the development of the software is in the best interests of the District. Staff using District equipment, supplies, materials, and software shall comply with all copyright laws. Staff members authorized to use District equipment assigned to them for use off school grounds (such as, but not limited to, laptop computers, cellular telephones, printers or the like) shall assume responsibility for said equipment. Unless specifically authorized otherwise, all such equipment issued to teachers or administrators shall be returned to the District at the end of their annual work year.

In no case shall employees be authorized to borrow, remove, or utilize District equipment, materials, office/classroom space, or supplies in connection with any outside employment or any other personal interest. Violations of this policy will result in disciplinary action up to and including discharge and/or the filing of criminal charges.<sup>1</sup>

Recognized bargaining units may use District equipment as provided for in the current negotiated master contract.

Approved:

LEGAL REF: MCL 19.141; MCL 750.362

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<sup>1</sup> MCL 19.141 Care, preservation, and protection of state buildings and property. The Department of Education, among others named in the act, may prescribe rules and regulations for the care, preservation, and protection of buildings and property dedicated and appropriated to the public use and the control and conduct of those coming upon the property. The act authorizes those having control over property and buildings to file a misdemeanor complaint against those who misuse the property. MCL 750.362 - Larceny by conversion. Any person to whom any money, goods or other property, which may be the subject of larceny, shall have been delivered, who shall embezzle or fraudulently convert to his own use, or shall secrete with the intent to embezzle, or fraudulently use such goods, money or other property, or any part thereof, shall be deemed by so doing to have committed the crime of larceny and shall be punished as provided under the Michigan Penal Code. (Underlining added.)

5203-R Use of District Equipment, Supplies, Property, and Materials

Classroom Telephones

Classroom telephones are installed to facilitate the use of the Multi-media classroom and to provide a better means of communication within the building and the school community. Personal calls are not to be made from these telephones.

**5210 Staff Complaints (Cf. 5030, 5040)**

The Board recognizes the need to provide for the orderly resolution of disagreements or complaints arising out of alleged misapplication of a Board policy. Such disagreements or complaints should be resolved at the lowest possible administrative level. The Superintendent shall assure the procedures may be utilized without fear of reprisal.

The procedure established for resolution of grievances in the master contracts negotiated with recognized employee organizations shall apply only to grievances as defined by the particular agreement.

This policy covers any item not covered by a negotiated master contract or subject to negotiations under the Public Employee Relations Act and does not apply to any complaints based upon alleged discriminatory practices.

Approved:

**5220 Staff-Student Relations**

All District employees are expected to maintain relationships with members of the student body that are nothing but positive in their intent, conducive to an effective educational environment, do not violate appropriate staff/student interactions under law, or the policies of the Board, and do not create possible liabilities to the employee or the District. Employees are reminded that a “friendly” approach to students must be tempered by the fact that employees are, and should remain, authority figures in the eyes of students. All District employees are responsible for the regulation of student conduct.

**Threats to Students**

Any District employee who threatens to inflict, inflicts, or causes to be inflicted, deliberate physical pain by any means to any student, may be disciplined according to provisions which may be found in the current negotiated master contract or as prescribed by the Board.

Employees found to be in violation of this policy by the Board may be subject to: a letter of reprimand, suspension – either with or without pay as allowable by law or collective bargaining agreements, and/or termination of employment.

Approved:  
LEGAL REF: MCL 380.1312

**5230 Conflict of Interest (Cf. 4005, 5695)**

District employees are prohibited from engaging in activities which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee shall attempt, during the school day or on school property, to sell or endeavor to influence any student to buy any product, article, instrument, service, or other such item, which would benefit said school employee directly or indirectly. (See policy 4005-R Conflict of Interest Disclosure Form).

Any District employee shall report alleged violations of the conflict of interest policy to the Director of Human Resources. The Director of Human Resources shall make an initial investigation to determine whether said policy has been violated.

Approved:

LEGAL REF: MCL 15.321 – 323

**5345 Staff Smoking and Tobacco Products\***

District employees shall not smoke or use tobacco products in any building, or while operating District vehicles or on school grounds except as otherwise allowed by current law.

District employees shall not smoke or use tobacco products when they are involved with students or when supervising student activities whether on or off District property.

Approved:  
LEGAL REF: MCL 750.473

**5350 Alcohol and Drug-Free Workplace**

The possession, use, distribution, dispensation and/or manufacturing of controlled substances, as defined by state and federal law, or alcoholic or “look-alike” alcoholic beverages, by District employees on District grounds, in District buildings and/or in connection with any District activity or function, is prohibited.

Any District employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to participate, satisfactorily, in an alcohol or drug assistance rehabilitation program approved by the Board in order to continue employment with the District.

Any District employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the Superintendent within five days after a conviction relating to the drug offense.

The Superintendent shall notify the appropriate federal, state, or local law enforcement agency within ten days after receiving notice of a workplace related drug conviction on the part of the employee.

**5650 Tutoring for Pay**

No teacher shall tutor his/her own students for pay unless otherwise specifically set forth as allowable in the negotiated master agreement.

Approved:

**5685-R Arrangement for Substitutes (Cf. 7840-R)**

Each employee shall make suitable arrangements for securing necessary substitutes in the building.

Whenever a teacher is to be absent from teaching duties, such teacher shall notify the Principal as early as possible or shall arrange to have some other responsible person notify the Principal as early as possible of the teacher's inability to report for work. The length of the teacher's absence shall be predetermined, if possible. In any event, upon returning to duty, the teacher shall notify the Principal in time to discontinue the service of the substitute.

**7050 Curriculum Development (Cf. 5140)**

Curriculum Adoption

No course of study shall be eliminated or new course added without approval of the Board, nor shall any basic alteration or reduction of a course of study be made without such approval.

Approved:

LEGAL REF: 20 USCA 7906 (NCLB); MCL 380.1282

**7053 Environmental Education\***

Environmental and ecological principles will be taught as an integral part of the course of studies at the elementary level and as special instructional units or separate subjects at the middle school/junior high and secondary levels. Instruction should be aimed at the development of knowledge of the human interrelationships with the environment.

Approved:

**7060 Curriculum Guides and Course Outlines**

The Board approves the curriculum, which is designed to accomplish the mission and goals of the District. Every course shall have a written curriculum guide or course outline based upon the mission and goals.

Approved:  
LEGAL REF: MCL 380.1282

7060-R Curriculum Guides and Course Outlines

Curriculum guides and course outlines shall be based on the following criteria:

1. A challenging academic program shall be provided for all students,
2. Courses of study shall be articulated from kindergarten through twelfth grade,
3. Minimum objectives shall be identified for each course and subject, and at the elementary level shall be identified by grade level,
4. Enrichment and supplemental objectives appropriate for all students shall be identified for each course and subject, and
5. Procedures and materials for evaluating the attainment of learning objectives shall be provided.

The administration shall monitor the use and effectiveness of the District's curriculum and recommend to the Board necessary revisions and modifications.

7110 Core Curriculum \*

The Board shall establish and periodically reconsider the core curriculum or basic program for the District. Handbooks outlining any course offered in the District should be approved by the Superintendent, and shared with the Board, in advance of the school year in which the courses are to become operative.

Elementary Program

The District's elementary grades are established as grades K-6.

Core Curriculum

The core curriculum in the District's elementary schools or magnet school(s) is comprised of the following subject areas: Mathematics, Language Arts, Social Studies and Science.

Supplemental Curriculum

The Board shall supplement the elementary core curriculum by providing instruction in supplemental areas as the financial resources of the District permit.

Delivery of Curriculum

The Board shall provide for the delivery of the core curriculum and supplemental program in accordance with grade level content expectations provided by the Michigan Department of Education.

Exit Outcomes

The Board has identified exit outcomes for the District's elementary students. These exit outcomes are compatible with the District's educational mission, the Board's goals and established performance objectives.

The exit outcomes shall enable students to be:

- ***Self-directed learners*** who commit to the process of learning, formulate positive core values in order to create a vision for their future, set priorities and goals, create options, take responsibility for pursuing these goals, and monitor and evaluate their progress in a rapidly-changing political, social, economic and work place environment.

7110 Core Curriculum

- ***Effective communicators*** who master the basic skills of reading, writing, speaking/ listening (communication), mathematical and technical skill sufficient for daily living and for effective functioning in a complex society.
- ***Collaborative team members*** who use effective leadership and group skills to establish effective, supportive, and cooperative interpersonal relationships in culturally diverse community, work and family settings; who value diversity and unique personal qualities, have pride in ones own culture and appreciate and understand the contributions of all cultures.
- ***Problem solvers*** who anticipate, assess, make responsible decisions and choices; resolve the problems and challenges that accompany the rapidly changing political, economic, environmental, technological and social condition of society; and who live a physically, mentally, socially, and emotionally balanced life.
- ***Perceptive thinkers*** who are creative and critical thinkers, use multiple frames of reference to identify, assess, integrate and apply available information and resources from all appropriate sources for meaning and/or action.
- ***Respectful of self, others and the environment*** who demonstrate high standards and strong work ethic; who prepare themselves for careers; a sense of confidence and self-worth, and are self-disciplined, who exhibit honesty, integrity and choose ethical courses of action; who create intellectual, artistic, and practical products and services which reflect originality, innovation, and application of advanced technology.

Outcomes Evaluation

The Superintendent shall develop an evaluation process to ensure that the exit outcomes and performance objectives are achieved by the District's students.

Middle School

The District's middle school grades are established as grades 7-8.

**7110 Core Curriculum**

Participation in co-curricular activities is considered a privilege, carrying with it the responsibility of good behavior in school. Failure on the part of any student to meet this responsibility renders him/her liable to suspension from representing the school, participating in the activity, and/or holding class organizational office.

The building level administrators, subject to approval by the Superintendent, shall be responsible for the organization of all student activities and shall provide adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty.

In planning the program of activities, the Superintendent and staff shall take into consideration the breadth of activities offered through other community organizations.

**Approval**

All new co-curricular activities and organizations shall be approved by the building Principal and/or Superintendent. Activities, which may require the expenditure of general school funds, shall require Board approval.

**Evaluation**

Each activity shall be evaluated at least annually to determine if its purposes are being fulfilled and if it is meeting the needs of the students of that particular building.

**Student Funds**

Funds remaining in accounts of student organizations, which have been inactive for one year, or in accounts of classes, which have been graduated for one year, may be transferred by the Board to accounts of other co-curricular organizations or to the District's general fund upon recommendation of the Superintendent.

Approved:

LEGAL REF: MCL 257.811; 380.1151-1153; 380.1155; 380.1157; 380.1166; 380.1169-1170; 380.1278; 380.1282; 380.1289; 380.1316; 380.1502; 380.1506; 380.1507; 388.1709; 388.1761; 380.1804; 380.1806; 380.1813 (Homebound and Hospitalized); R 325.1-52; 325.898; 325.1491 and 388.301-399; OAG, 1977-1978, No 5291, p 420 (April 12, 1978); OAG, 1979-1980, No 5659, p 648 (February 28, 1980)

7110-R Core Curriculum

All activities sponsored by school groups must be adequately supervised and all Board policies and administrative regulations regarding student and teacher conduct, use of facilities, use of transportation, and all other applicable policies and regulations shall be followed.

Homebound Instruction

Parent(s)/Guardian(s) shall request homebound instruction from the Director of Special Education. An application form will be forwarded to the family physician for his/her recommendation and signature.

The application is then returned to the Director of Special Education and the Director of Special Education obtains a teacher for the student.

The Director of Special Education then notifies the Principal of the building in regard to the status of the student and supplies him/her with the name of the homebound teacher.

The Principal then notifies the student's teacher and supplies the teacher with the student's status and the name of the homebound teacher.

The re-entering of the student to regular classes discontinues the homebound instruction.

**7115 Sex Education**

Pursuant to state law, sex education may be provided by the District but must be an elective class. In order to offer this instruction, a Sex Education Advisory Board must be established. Students will not be permitted to take the class unless the student's parent/guardian is notified in advance of the course and its contents, is given an opportunity to review course materials, is allowed to observe the instruction, and is notified of the right to have the student excused from the class. (See "Parent/Guardian Notification" below.)

Sex Education Advisory Board

The Sex Education Advisory Board (hereinafter "Advisory Board") shall recommend materials and methods to the Board of Education in compliance with current statutory requirements as defined in MCL 380.1507. All instruction and materials shall be age-appropriate and medically accurate. Prior to the adoption of any revision to materials or methods of instruction in sex education, the Board of Education shall hold two public hearings. The hearings shall be held at least 1 week apart and shall be posted pursuant to MCL 380.1201.

The Advisory Board shall minimally include the constituencies described in 380.1507(5) (parents/guardians, educators, pupils, clergy, and community health professionals.) One half of the members shall be parents/guardians who have at least one child attending a school operated by the District, and a majority of those parent/guardian members shall be individuals not employed by a school District. The Board of Education shall recommend a process for selecting Advisory Board members that reflects, reasonably, the District population. One of the co-chairs leading the Advisory Board shall be a parent/guardian.

The Advisory Board must establish goals and objectives for pupil knowledge and skills designed to reduce rates of sexual activity, pregnancy and sexually transmitted diseases, review materials and methods and make implementation recommendations to the Board of Education.

7115 Sex Education

The recommendations shall incorporate the required content of MCL 380.1507b and such other material as the Advisory Board finds to be pedagogically sound.

It is recommended that the District align the curriculum to the content recommendations in the State Board of Education Policy to Promote Health and Prevent Disease and Pregnancy (September 2003.) Every two years, the Advisory Board shall evaluate, measure, and report upon attainment of the goals and objectives. The report shall be made available to the parents/guardians of the District.

To comply with the provisions of the No Child Left Behind Act and Michigan Statutes, the Superintendent will, in writing, inform the professional staff of the federal requirements that apply to sex education and the prohibitions and restrictions covering distribution of contraceptives or materials that encourage sexual activities. The District will comply with federal and state guidelines concerning age appropriate sex education.

Parent/Guardian Notification

Sex education is not to be provided to any student under the age of 18 unless the parent/guardian is notified in advance of the instruction and the content of the instruction. Parents/Guardians are to be given an opportunity to review materials to be used and to have their child excused from the instruction by filing an annual or continuing written notice that the child is to be excused from the class. If a parent/guardian files a continuing written notice to exclude their child from sex education classes, present or future, the student shall not be enrolled in a sex education class at any time unless the parent/guardian submits a new, written authorization for that enrollment.

## Section 7000 – Instructional Program

7115-3

### 7115 Sex Education

Any student is to be excused without penalty or loss of academic credit, from attending class sessions in which the instruction is provided.

Approved:

LEGAL REF: MCL 380.1282; 380.1507; 380.1507b; 380.1169; 388.1506; 380.1766;  
388.1766a; 20 USCA 7906 (NCLB); State Board of Education Policy to  
Promote Health and Prevent Disease and Pregnancy (September 2003.)

**Section 7000 – Instructional Program**

7115-R-4

7115-R Sex Education

(SAMPLE – Content/Course description must be attached)

**NOTIFICATION TO PARENTS/GUARDIANS**

Name of School District: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parents/Guardians:

The Board of Education has established a program of instruction, which includes HIV/AIDS and other serious communicable disease prevention education and sexuality education.

An outline is enclosed showing the units of study in each of the above content area(s).

According to Michigan law, you have the right to review the materials and curriculum content to be used in HIV and other serious communicable disease prevention education, as well as sex education. The Board of Education, in compliance with the statute, has made the materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, please contact the District at (phone #) to arrange a time for your review.

In addition, you have the right to observe instruction in your child's classroom. If you wish to do this, please call (phone #) to make arrangements.

The law allows you to excuse your child from participation in the classes that include HIV and other serious communicable disease prevention instruction, as well as sex education if you choose. If you wish to exercise your right to excuse your child from instruction, please send written notice to the Principal of your child's school before (date when instruction is to begin.) Please understand that there will be no academic penalty to your child if they are not enrolled in HIV or sex education classes.

Sincerely,

Superintendent of Schools (Or designated representative)

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**Parent/Guardian Request to Excuse Student from Reproductive Health, Sex Education, and/or HIV Education (Please check one of the options below.)**

- \_\_\_\_\_ 1. My child may be included in this instruction. **(If you choose this option, you do not need to return this form to school, but may do so if you wish.)**
- \_\_\_\_\_ 2. My child will be excused from the instruction **only for the lessons outlined on the attachment. (This form must be returned to the school if you select this option.)**
- \_\_\_\_\_ 3. My child will be excused from the instruction outlined on the attachment and all future reproductive health education, HIV or sex education instruction unless I notify the Principal of my child's school otherwise in writing. **(This form must be returned to the school if you select this option.)**

Student Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**7140 Dropout Prevention Program\***Goals and Objectives

The Board shall combine academic study with the stimulation and challenges necessary to engage the minds of all students and with the variation of pace, topic, and activity important to sustaining their interest.

The major goals of the District's dropout prevention program shall be to:

1. Identify individual needs at the earliest stage and provide instruction designed to improve and expand basic reading, writing, and speaking skills so that every student is capable of keeping up with his/her classmates throughout his/her school career,
2. Develop an incentive and reward system which reinforces pride in academic achievement and replaces the expectation of failure so prevalent in the dropout scenario,
3. Offer a teaching and counseling curriculum designed to provide students graduating from high school with valuable skills, career direction, and the possibility of future employment,
4. Encourage high risk students to participate in school activities in order to combat the school isolation common to dropouts, and

## Section 7000 – Instructional Program

7140-2\*

### 7140 Dropout Prevention Program

5. Communicate with parent(s)/guardian(s) and students regarding the value of education in their lives.

The Superintendent shall incorporate the philosophy and goals of this policy into the school setting.

Approved:

LEGAL REF: MCL 380.1204a

**7160 Special Programs\***

Exceptional students shall be educated in regular classrooms, insofar as practicable, and shall be assigned to special education classes or facilities only when the nature of the student’s exceptionality makes inclusion of the student in the regular classroom impractical or when the student is unable to profit from the regular classroom.

When appropriate programs, services, or facilities are not possible within the District's schools, the Board shall make every effort to provide these students with access to schools where such instruction and accommodations are available.

Administrative responsibility for special education programs in the District shall be the responsibility of the Director of Special Education who shall work closely with the Agency in providing special education services. All diagnostic, evaluation, and placement procedures established shall be in accordance with state and federal guidelines.

Approved:

LEGAL REF: 20 USCA §1400 (Individuals with Disabilities Education Act [IDEA]); 29 USCA §794, *et seq.* (Rehabilitation Act of 1973); 42 USCA §12115 (Americans with Disabilities Act); 29 CFR §1601.30; MCL 380.4(2), 380.6(7); 380.1311; 380.1702; 380.1703; 380.1711; 380.1751; 380.1766; R 340.1701-1873

**7165 At-Risk Students\***

The Director of Curriculum shall investigate and recommend programs that will address the needs of at-risk students. At-risk students include, but are not limited to, those students who abuse drugs or alcohol, are suicidal, drop out of school, are abused children, or are pregnant minors.

Program planning should examine, but is not limited to, the following: classroom learning experiences; primary prevention programs; staff development requirements, District liability; community resources; crisis response/intervention teams; peer counseling; parent(s)/guardian(s) education; student study teams; K-12 guidance and counseling curriculum; attendance policy and procedures; student discipline; and alternative programs.

Approved:  
LEGAL REF: MCL 388.1631a

**7210-R Interscholastic Athletics\***

The Board, with support from its administrative staff, recognizes that competing in athletics is not a right but a privilege, and expects athletes to assume their responsibilities in adhering to the Interscholastic Athletics policy, 7210, as recommended by the athletic council through the Superintendent and approved by the Board. Policy 7210 and these rules shall be published in the student handbook. Students who are members of athletic teams represent themselves, their school community, parent(s)/guardian(s) and team. Conduct at all times, both on and off the athletic field, will be of the highest standard.

The Board supports a code of conduct for coaches and that their ability as coaches should be measured by not only games won and lost, but also their effect upon the development of the character of the athlete and attitude toward the school, the team and teammates.

**7210-R Interscholastic Athletics\***Coaches

It shall be the District's practice to employ qualified coaches and, to the extent possible, secure them from the school's teaching faculty. If it is necessary to secure persons from outside the staff, the Superintendent shall recommend only those persons who are qualified to coach the sport, work with young people, and who have knowledge of first aid and the physical needs and limitations of students who are participating in the sport. In-service training shall be provided to acquaint the outside coach with the school system, Board and administrative policies and rules governing interscholastic athletics and basic instruction in first aid. The Superintendent is delegated the authority to appoint teaching staff members or outside coaching personnel to coaching staff positions and shall so inform the Board. If outside coaching personnel are employed, the Superintendent shall inform the Board, in advance, of that necessity and his/her reasons therefore.

Budgets

Budgets for athletics shall be presented to and approved by the Superintendent, who shall in turn inform the Board. If the budget requires additional expenditures, other than coach's salaries, from the Board's general fund, it shall require Board approval.

Physicals

No student may practice for any athletic team until he/she has been examined and approved by a medical doctor for competition and until written consent to participate in the specific sport has been obtained from the parent(s)/guardian(s). Parent(s)/Guardian(s) consent will not be necessary for students who have reached their 18th birthday.

7210-R Interscholastic Athletics

Students shall also comply with the District's requirement relative to insurance before participating. A student who is under a doctor's care for illness or injury shall not be allowed to participate in an athletic practice or contest until he/she has written permission from the physician to do so.

**7215 Performance-Enhancing Substances (Cf. 8220)\***

Pursuant to state law, use of a performance-enhancing substance<sup>1</sup> by a student who seeks to, and/or actively does, participate in interscholastic athletics shall result in the loss of eligibility for any participation in interscholastic athletics. The Board directs the Superintendent to promulgate rules/regulations that describe the length of time for a loss of eligibility for a first, second, and third offense. The Superintendent shall establish an appeal process within the administration for any decision that imposes a loss of eligibility pursuant to this policy. The decision of the administration shall be final and there shall be no appeal to the Board.

Any loss of eligibility imposed pursuant to this policy shall be in addition to any other discipline that may be appropriate to the situation pursuant to the Code of Conduct.

The Superintendent shall submit the rules/regulations to the Board for approval and adoption annually, and the rules/regulations shall be published and distributed to all who seek to, or who actively do, participate in interscholastic athletics.

Approved:  
LEGAL REF: MCL 380.1318

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<sup>1</sup> The Department of Community Health, pursuant to law, will publish a list of performance-enhancing substances that is based upon the list developed by the National Collegiate Athlete Association.

**7350 Instructional Resources**

The Superintendent shall develop administrative rules outlining a procedure to select textbooks that meet the above criteria. This process shall include a review of available material by instructional staff members. The recommendations resulting from each review will be given thorough consideration.

Any citizen who objects to the final selection made by the Board should follow the procedures outlined in the District's procedure on public complaints about the curriculum or instructional materials. (Cf. 7400-R)

Use of Textbooks

The use of textbooks as a sole resource tool in the classroom is discouraged. The teachers are encouraged to develop, use and maintain a relevant and up-to-date core of resource materials in the classroom.

Deposit on Textbooks

The Board does not require deposits for the use of textbooks, however, fees will be assessed for lost or damaged textbooks or other instructional materials based on replacement cost.

Technology

The Superintendent or designee shall develop a plan that coordinates the purchase of technological equipment for the District. Such plan shall provide for equipment or hardware, software compatibility, and future applications.

The Superintendent or designee shall provide for appropriate staff in-service training on the utilization of technological equipment and uses of equipment and software relative to the instructional program and administrative applications.

Approved:  
LEGAL REF: MCL 380.1421-1422

**7655 Community Service\***

The Board is committed to preparing its high school students for active participation in community affairs. Any students wishing to participate in volunteer community service projects are encouraged and welcome to do so. Student community volunteer efforts will be supported and recognized by the District.

The high school Principal shall establish building rules for implementing this policy through community service club activities on an extra-curricular, non-credit basis.

Community Service Team

The community service team will be comprised of District students, supervising teachers, District administrators, PTA representatives, community members, parent(s)/guardian(s), business representatives, social service representatives, and volunteer organization representatives.

Opportunities

Opportunities for community service should be separate from regular extracurricular activities such as athletics, band, choir, etc. Eligible activities may include (but are not limited to), reading to children in the elementary grades, tutoring, mentoring younger children, service learning, Meals on Wheels, Hospice, hospital volunteer, Habitat for Humanity, or participating in activities that encourage middle school children to prepare for college. Other activities may include volunteer work through organizations such as local United Way agencies, AmericaCorp, faith-based organizations, or other recognized local volunteer organizations.

Approved:

LEGAL REF: MCL 380.1172; 380.1204a; 380.1278; 380.1279; 380.1279b; 380.1279c; 380.1282; R 340.1101-1107; OAG, 1983-1984, No 6148, p 107 (April 15, 1983)

**7760 Controversial Issues\***

Good teaching techniques provide that adequate preparation on the part of student and teacher take place before controversial issues are explored. Every controversy has two or more sides; it is therefore imperative that teachers ensure that all issues, facets, and questions of any controversial subject are thoroughly studied. Teachers should be aware that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.

Approved:  
LEGAL REF: MCL 380.1507

**7770 Teaching about Religion**

If incorporated in the approved curriculum, teachers may teach about religion, religious literature, and history, but are prohibited from teaching, expounding, criticizing, or ridiculing a particular religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to teach a particular religious doctrine or in any other way except as outlined above.

Approved:

LEGAL REF: MCL 380.1217

**7800 School Ceremonies and Observances (Cf. 7770)**Opening Exercises

Classrooms may open the school day with appropriate exercises. Such may include the pledge to the flag, patriotic songs, and reading of excerpts of material, which will implement the development of moral values, patriotism, and high standards of conduct. A student who expresses a religious objection to repeating the pledge to the flag shall not be required to participate. However, such students shall not cause a disturbance or interfere with the participation of others.

Recognition of Religious Beliefs and Customs

Employees of the District shall neither promote nor disparage any religious belief or non-belief. The Board encourages all students and staff members to appreciate and to be tolerant of each other's religious views. The Board shall utilize its authority to foster understanding and mutual respect among students and parent(s)/guardian(s), whether it involves race, culture, economic background, or religious belief. Students and staff members may be excused from participating in practices that are contrary to their religious beliefs unless there are clear issues and overriding concerns that would prevent it.

The Board, through its instructional program, shall attempt to advance all students' knowledge and appreciation of the role that religious heritage has played in the social, cultural and historical development of civilization.

**7800-R School Ceremonies and Observances (Cf. 7770)**

Through special ceremonies or through the instructional program, building administrators may arrange for proper commemoration of the following special days in the schools:

Constitution Day (September 17); Columbus Day (Second Monday in October); Veteran's Day (November 11); Martin Luther King's Birthday (3rd Monday in January); Lincoln's Birthday (February 12); and Washington's Birthday (3rd Monday in February).

Observance of Constitution Day

The District shall offer a Constitution Day program(s) each September 17 to commemorate the signing of the United States Constitution.<sup>2</sup> The following are examples of acceptable Constitution Day programs:

- An assembly for all grades in the school featuring a speaker from local, state, or federal government to discuss the importance of the signing of the U.S. Constitution,
- An art or essay contest centering on the signing of the U.S. Constitution,
- A special program focusing on the signing of the U.S. Constitution broadcasted over an educational T.V. channel district-wide,
- Hallway bulletin board displays stressing the observance of the signing of the U.S. Constitution, or
- Classroom skits or mini-plays featuring students who represent the original signers of the Constitution and who give a brief biography of the person whom they represent.

The Director of Curriculum authorizes the formulation of a Constitution Day Planning Committee to assist the Superintendent in choosing an appropriate Constitution Day program for the District.

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<sup>2</sup> Constitution Day shall be held on September 17<sup>th</sup> of each year. However, if September 17<sup>th</sup> falls on a Saturday, Sunday, or holiday, then Constitution Day shall be held during the preceding or following week.

**8015 Non-Discrimination and Complaint Procedure (Cf. 2450, 5030)**

The District will not discriminate against any person based on sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; the Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and the Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq.

The Director of Special Education is appointed the Civil Rights Coordinator regarding complaints of disability/handicap discrimination involving educational services, programs and activities. The Director of Human Resources is appointed the Civil Rights Coordinator regarding discrimination complaints made by students (grades Pre-K through 12) and/or their parent(s)/guardian(s), and involving sex, race, color, national origin, religion, height, weight, age, or marital status. The Director of Human Resources is appointed the Civil Rights Coordinator regarding all other complaints of discrimination. In the event the complaint is against the Superintendent of Schools, the Vice-President of the Board of Education is appointed the Civil Rights Coordinator.

Inquiries or complaints by students and/or their parent(s)/guardian(s) related to discrimination based on disability/handicap should be directed to:

The Director of Special Education  
Romulus Community Schools  
36540 Grant Rd.  
Romulus, MI 48174  
Phone: (734) 532-1610

**8020-R Attendance**

The primary responsibility for recording attendance shall be assigned to the classroom teacher in the high school(s) and to the classroom teacher in the elementary school(s) under the supervision of the building Principal and upon forms prescribed by the Superintendent and State Department of Education. The Superintendent shall include an attendance report as a section of the annual report to the Board and may report attendance problems to the Board at other times, as he/she deems necessary.

District personnel are to follow the state guidelines regarding student attendance accounting and reporting. The District's staff is to cooperate with attendance officers and law enforcement personnel when enforcing the compulsory attendance laws.

**8055 Changing Student Letter Grades**

A student, age 18 years or older, parent(s)/guardian(s) or another person acting as a representative for the student, may request to have a letter grade changed only for grades on final exams or grades at the end of a marking period, term, or semester.

The Superintendent will promulgate rules for the procedures to be followed when a request for a change in a letter grade is made.

Approved:

LEGAL REF: MCL 380.11a

**8055-R Changing Student Letter Grades**

Should a request be made to change a letter grade on final exams or grades at the end of a marking period, term, or semester, the following procedures are to be followed:

**Step 1 - Informing the Teacher**

If a student/parent(s)/guardian(s) is/are dissatisfied with the letter grade received, the teacher is informed by the student/parent(s)/guardian(s), within 10 calendar days, the reason(s) for wanting the grade changed.

**Step 2**

- a. The teacher who gave the original grade agrees with the student's request, within 10 calendar days, to the change and the procedure ends, or
- b. The teacher who gave the grade does not agree, or does not respond to the student's request within 10 calendar days, the student proceeds to the next step.

**Step 3****Principal Receives Request**

Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade change.

**Meeting with Principal**

The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student.

The student, parent(s)/guardian(s) may attend this meeting or may make a presentation, orally or in writing, to the Principal.

8055-R Changing Student Letter GradesRational Basis Guideline

The Principal cannot change the grade unless he/she finds that the student requesting the change has established there was not a “rational basis” for the challenged grade under the teacher’s established grading procedures. If the student has established a “rational basis,” the Principal may change the grade.

Principal’s Decision

The Principal shall make his/her decision within 10 calendar days after the meeting with the teacher and student/parent(s)/guardian(s).

Step 4 - Timely Appeals

The teacher or the student/parent(s)/guardian(s) may appeal the Principal’s decision to Director of Curriculum within 20 calendar days after receiving the Principal’s decision. Failure to make a timely appeal means the Principal’s decision is final.

The Board’s (or committee’s) decision is final.

**8090-R Release of a Student during the School Day**

At the time of school enrollment and admission, the building Principal, enrolling officer, or designee must complete the student's permanent record form that shall identify the student's legal name and the name, address and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the building Principal or designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, the Principal shall require identification to his/her satisfaction before such release. If there is doubt, he/she may refuse to grant the release.

In the case of a written or verbal authorization by a lawful custodian of record, the Principal shall verify to his/her satisfaction the message as being from the lawful custodian of record by a return phone call or any other means at his/her disposal. If there is doubt, he/she may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and verified to the satisfaction of the Principal, such change shall be entered immediately on the student's permanent record.

**8130 Searches of Motorized Vehicles, Lockers, and Students**

- Illegal controlled substances or controlled substances analogues or other intoxicants,
- Contraband,
- Poisons, and/or
- Stolen property.

Law enforcement authorities shall be notified immediately of seizure of such items, or of items that must be reported to law enforcement under the Statewide School Safety Information Policy. The items seized will be turned over to law enforcement. The parent(s)/guardian(s) of a minor student or a student 18 years of age or older, shall be notified by the Principal or designee of items removed from the locker. A copy of this policy and accompanying administrative rules regarding locker searches shall be provided annually to each pupil and parent(s)/guardian(s) of the pupil assigned a school locker.

Motorized Vehicles

Student use of a motorized vehicle on school property is a privilege. Motorized vehicles brought onto school property by students are subject to search by the Principal or designee, without notice or consent, if the Principal or designee reasonably suspects that the contents of the motorized vehicle may present a threat or potential threat to the health, safety, or welfare of other students, staff, or to the school in general.

In the case of a locked motor vehicle, every effort will be made to have the vehicle unlocked by the student before proceeding with the search. Students refusing to cooperate in allowing a search of a vehicle brought by them onto school property shall be subject to disciplinary action up to and including revocation of driving privileges on school property and/or long-term suspension or expulsion.

**8140-R Interrogation and Investigations Conducted in School**

Whenever an attempt to remove a student from school occurs without an arrest warrant, court order, or without acquiescence of the parent(s)/guardian(s)/ representative, or the student, the administrator shall immediately notify a superior of the law enforcement officers involved to make objection to the removal of the student and shall attempt to notify the parent(s)/guardian(s) of the student.

The building Principal shall make reasonable efforts to persuade law enforcement officers not to make arrests or to take students into custody on school premises. Whenever the need arises to make arrests or take students into custody on school premises, the Principal shall make reasonable efforts to persuade the law enforcement officers to utilize a non-uniformed officer in making the arrest.

When it is necessary to take a student into custody on school premises and time permits, the law enforcement officer shall be requested to notify the building Principal and relate the circumstances necessitating such action. When possible, the Principal shall have the student summoned to the Principal's office where the student may be taken into custody.

When an emergency exists, the Principal may summon law enforcement officials to the school to take a student into custody.

When a student has been taken into custody or arrested on school premises without prior notification to the building Principal, the school staff present shall encourage the law enforcement officers to notify the Principal of the circumstances as quickly as possible. In the event that the officers decline to notify the Principal, the school staff members present shall immediately notify the Principal or the Superintendent.

**8255 Terroristic Threats/Acts**

The Board recognizes the danger that terroristic threats or acts by students present to the safety and welfare of District students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat or act.

A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience.

A terroristic act shall mean an offense against property or involving danger to another person.

The Board prohibits any District student, at any time, regardless of whether school is in session, from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building, or property. Any such threat, either real or intended as a joke, or any terroristic act will not be tolerated in or around Romulus Community School District, its properties or in or on any vehicle or watercraft owned, leased, rented or used in connection with any school activity and hereby adopts a “zero tolerance” of any such actions.

The Board directs the Superintendent to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act and to initiate or recommend the most serious disciplinary action available under the law for such threats or acts.

Staff members and students shall be responsible for informing the Superintendent regarding any information or knowledge they may have relevant to a possible or actual threat or act. Failure to bring forward information or knowledge relative to a possible or actual threat or act shall result in disciplinary consequences for students up to and including permanent expulsion and for staff members up to and including discharge.

When the Superintendent has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

8255 Terroristic Threats/Acts

1. The Superintendent shall suspend the student immediately.
2. The Superintendent shall report the incident to the Board President promptly.
3. Based upon further investigation, the Superintendent will determine whether the student should be reported to law enforcement officials.

The Superintendent, based upon further investigation, shall recommend expulsion of the student to the Board if appropriate.

If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others prior to readmission.

Approved:

LEGAL REF: MCL 380.1308; Statewide School Safety Information Policy

**8260 Bullying (Cf. 8018)****Bullying Prohibited**

Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: “The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (often referred to as “cyber bullying”) either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based put-downs, extortion or attempted extortion of money or possessions, and systematic exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, while enroute to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon, the school environment, are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to intervene effectively if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

## Section 8000 – Students

8260-2

8260 Bullying (Cf. 8018)

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by state or federal law.

Approved:

LEGAL REF: “Policies on Bullying,” Michigan State Board of Education, 7-19-01;  
*Tinker v Des Moines Independent School District*, 393 US 503(1969). See  
also: *Saxe v State College Area School District*, 240 F3d 200(CA 3, 2001)

## 8280 Electronic Communications Devices – Students

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communications device subject to the terms of this policy and the administrative rules of the District. Use of the device shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon. Such devices shall not be used during instructional time or in the passing time between classes unless there is a bona fide health or safety emergency.<sup>1</sup>

Students violating this policy may be subject to disciplinary action; i.e., detention, suspension and/or expulsion.

The administration shall promulgate rules to enforce this policy at the building level.

Approved:

LEGAL REF: MCL 380.1303 (PA 132 of 2003)

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<sup>1</sup> THE REVISED SCHOOL CODE (EXCERPT) Act 451 of 1976; MCL 380.1303 (PA 132 of 2003)  
Pocket pager, electronic communication device, or other personal communication device; applicability of subsection (1). Sec. 1303. (1) Until the end of the 2003-2004 school year, unless the Board or Board of directors adopts its own local policy to the contrary, the Board of a school District or Board of directors of a public school academy shall not permit any pupil to carry a pocket pager, electronic communication device, or other personal communication device in school except for health or other unusual reasons approved by the Board or Board of directors. A Board or Board of directors may develop penalties that it considers appropriate for a pupil who violates this prohibition or its own policy.

(2) Beginning with the 2004-2005 school year, subsection (1) does not apply and the Board of a school District or Board of directors of a public school academy may adopt and implement its own local policy concerning whether or not a pupil may carry a pocket pager, electronic communication device, or other personal communication device in school.

**History:** Add. 1988, Act 215, Imd. Eff. July 1, 1988;—Am. 1995, Act 289, Eff. July 1, 1996;—Am. 2003, Act 132, Imd. Eff. Aug. 1, 2003.

**8300 Student Discipline (Cf. 5220)\***

It is the policy of the Board, therefore, that the Superintendent is authorized and directed to implement a system of school-wide positive behavior support (PBS) strategies.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider an effective parent/guardian communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government.

In addition, appropriate rules shall be promulgated regarding any use of seclusion or restraint as means of student control.

All employees are responsible for the regulation of student conduct.

Approved:

LEGAL REF: MCL 380.1311; 380.1312; Michigan State Board of Education Publication, *Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint*, December 2006.

8300-R Student Discipline (Cf. 5220)\*Corporal Punishment

The Board does not condone the use of force, fear, hitting, paddling, spanking, slapping, or other forms of corporal punishment as an appropriate procedure in student discipline or punishment.

No employee, volunteer, or contractor of the District shall inflict physical pain by hitting, paddling or spanking, or cause to be inflicted, corporal punishment upon a student as a means of punishment. Reasonable physical force may be used to maintain order and control in a school or a school related setting for the purposes of providing an environment conducive to safety and learning.

The District subscribes to the philosophy of Positive Behavior Support (PBS) as recommended by the State Board of Education and set forth in the State Board publication entitled *Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint*, December 2006/Revised. By reference, that document is included and incorporated in these rules. Any application of restraint or seclusion shall abide by the recommendations of that document. In any case, emergency or otherwise, the following practices are prohibited at all times:

Prohibited Practices - Restraint

The following procedures are prohibited under all circumstances, including emergency situations:

- Mechanical restraint;
- Chemical restraint;
- The deprivation of basic needs;
- Anything constituting child abuse;
- Any restraint that negatively impacts breathing;

8300-R Student Discipline (Cf. 5220)\*

- Prone restraint;

(School personnel who find themselves involved in the use of a prone restraint – restraint of a student face down - as the result of responding to an emergency must take immediate steps to end the prone restraint)

- The intentional application of any noxious substance(s) or stimuli which results in physical pain or extreme discomfort. A noxious substance or stimuli can either be generally acknowledged or specific to the student.

Definition of Emergency Seclusion

Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the confinement of a student in a room or other space from which the student is physically prevented from leaving and which provides for continuous adult observation of the student.

Seclusion

- A. The room or area used for seclusion:
  - Must not be locked;
  - Must not prevent the student from exiting the area should staff become incapacitated or leave that area; and
  - Must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.
- B. Limitations in Use
  - 1. Seclusion shall not be used:
    - For the convenience of staff;
    - As a substitute for an educational program;
    - As a form of discipline/punishment;
    - As a substitute for less restrictive alternatives;

8300-R Student Discipline (Cf. 5220)\*

- As a substitute for adequate staffing; or
- As a substitute for staff training in positive behavior supports and crisis prevention and intervention.

2. Seclusion is inappropriate for students who are severely self-injurious or suicidal.

**C. Definition of Timeout**

Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable. Timeout should not be confused with seclusion because in a timeout setting a student's movement is not physically restricted. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior. The timeout continuum<sup>2</sup> is:

- Planned ignoring
- Withdrawal of materials
- Contingent observation
- Exclusionary timeout

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<sup>2</sup> **Timeout Continuum**

Planned Ignoring – is the systematic withdrawal of social attention for a predetermined time period upon the onset of mild levels of problem behavior.

Withdrawal of Materials – materials that the student is using are removed upon the occurrence of the inappropriate behavior.

Contingent Observation – student remains in a position to observe the group without participating or receiving reinforcement for a specified period of time.

Exclusionary Timeout – student is removed from the immediate instructional setting in response to behavior that requires immediate and direct cessation. This form of timeout can take place within the same classroom or in a nearby location that can be supervised by an adult. (Using Timeout in an Effective and Ethical Manner)

**8320 Assaults Committed by Students**Assaults Committed Against School PersonnelPhysical Assaults

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a (12)(B)<sup>3</sup>, against a District employee or against a person engaged as a volunteer or contractor for the District, on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Threats of Assault Committed by Students

Any student in grade 6 or above who commits a verbal, written or electronically transmitted threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District shall be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “threat of assault” shall be defined as any willful verbal, written, or electronically transmitted threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assaults Committed Against Other Students

The Board shall suspend or expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310(3) (b), against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the suspension or expulsion period on a case-by-case basis.

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<sup>3</sup> MCL 380.1311a(12)(B) and MCL 380.1310(3)(B) define “Physical Assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**8510 Communicable Diseases - Students and Staff**

In order to minimize the spread of contagious diseases among students and staff, the District will cooperate, fully, with the Wayne County Health Department to enforce adherence to the Michigan Health Code for the prevention, control, and containment of communicable diseases.

A decision to close schools due to communicable disease outbreaks shall be made by the Superintendent, or designee, in consultation with the Wayne County Health Department medical staff and/or for review to the review team.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies.<sup>1</sup>

Approved:

LEGAL REF: MCL 333.5111; 333.5131; 20 USCA § 1232g (Family Educational Rights and Privacy Act of 1974), MDE Bulletin, September 23, 1999

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<sup>1</sup> A student with a contagious disease is probably a “handicapped individual” under Section 504 of the Rehabilitation Act (29 U.S.C. § 794(a)). See *Thomas v Atascadero Unified School District*, 662 F. Supp.376 (C.D. Cal 1986) (a child with Aids was a “handicapped person” under Section 504.

Students with contagious diseases may also qualify for special education under the Individuals with Disabilities Education Act (20. U.S.C. § 1400 *et seq.*)

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. *Community High School District 155 v Denz*, 463 N.E.2<sup>nd</sup> 998 (2<sup>nd</sup> Dist. 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, legal counsel should be consulted.

**8580 Child Abuse and Neglect - Duty to Report**

Pursuant to MCL 722.622(f), child abuse must be reported to the Department of Human Services (DHS) where the suspected perpetrator is the parent(s)/guardian(s), or any other person responsible for the child’s health or welfare or a teacher, a teacher’s aide, or a member of the clergy.

Any school administrator, school counselor, or teacher of the District who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report, or cause a report to be made, to the Department of Human Services.<sup>4</sup> School employees will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

Access to Students on School Premises (Cf. 8140, 9570)

The building Principal is authorized to act in loco parentis to protect the interests of the student when a student is to be interviewed by DHS representatives on school premises. The District recognizes, however, that the DHS may, lawfully, interview a child alleged to have been abused without the presence of the building Principal or other school personnel. However, in appropriate cases, the Principal may request that he or she, or a designated representative, be present during the interview.

Cooperation between School and Agencies

Elementary and secondary schools, DHS, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect. To the extent that safety and practical consideration allow, it is the preference of the District that law enforcement officers on school premises to investigate a report of suspected child abuse, or neglect, should not be in uniform.

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<sup>4</sup> Reasonable Cause exists where the facts and circumstances within a person’s knowledge and of which he/she has reasonably trustworthy information are sufficient to warrant a person of reasonable caution in the belief that abuse/neglect has or is occurring.

**8590-R Student Safety**

The Superintendent, together with the staff, will develop and determine the necessary rules and regulations relative to student safety.

It shall be the responsibility of each building Principal to instruct the faculty to stress the importance of safety to the students periodically during the school year.

Each teacher will be provided with an outline of safety rules and regulations for the District as recommended by the Superintendent and approved by the Board.

Local building safety rules and regulations will be explained to students at the beginning of each school year and periodically thereafter by the building Principal or classroom teacher.

Safety Units

Those teachers who instruct in hazardous curriculum areas such as physical education, industrial education, or science laboratories shall teach appropriate safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

Each student enrolled in a hazardous curriculum area will be assessed concerning the appropriate safety rules of the particular class. The assessment results will be kept on file until the end of the school year or the end of the class term, whichever is sooner. No student will be permitted to participate in the class until satisfactory knowledge of the safety rules is demonstrated to the teacher.

Teachers will conduct periodic reviews of safety rules during the school year.

Inspection of Buildings and Grounds (Cf. 4040)

The building Principal, together with his/her custodial staff, shall make frequent inspections of areas of the building and grounds, which may be potential safety hazards.

**8650 Student Accidents**

Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules described in this section.

Any school employee who discovers an accident involving a student on school property shall, in a timely manner, report the accident to the building Principal and follow the rules approved by the Board. Each building Principal shall establish procedures for handling student accidents at athletic events and other school related activities.

Approved:

8650-R Student AccidentsRecords

An information card for each student containing the following information shall be on file in the building Principal's office:

- Names and addresses of parent(s)/guardian(s), their home and business phone numbers,
- Names of some other persons to be called in the event of an accident and their phone number(s),
- Names of the family physician and his/her office phone number,
- Permission to call the family physician in the event parent(s)/guardian(s) cannot be reached and permission to act on his/her advice,
- Permission to consult with another physician if the family physician cannot be reached, and
- Any physical condition of the student for which it would be considered appropriate to indicate a medical alert.

**8660 First Aid**

The District may provide appropriate first aid and CPR training for identified personnel. This training may be provided as part of the District's in-service plan or other program established by the Board.

Only those school employees qualified by District approved training and then only in case of emergency may administer first aid and CPR to students. School employees shall not attempt to treat any student injury after the initial treatment of emergency first aid. The District will not assume liability under these policies for employees acting outside the scope of their authority.

Approved:

LEGAL REF: MCL 691.1504

**8710 School-Sponsored Student Clubs (Closed Forum)**

All school-sponsored student organizations shall be curriculum related. Only students actually enrolled in and attending the Romulus Community Schools may participate in any school-sponsored student clubs, co-curricular events, or extra curricular offerings of the District. Consequently, the Board establishes a closed forum regarding school-sponsored organizations and clubs. By way of limited example, a “school-sponsored, curriculum related student club or organization” would be those such as: Foreign language clubs; Astronomy Club, Math Club, American History Club, American Literature Club, Student Council, or the like.

Membership in all student organizations shall be open to all students of the school without regard to race, color, sex, religion, handicap, creed, or national origin. All school-sponsored student organizations shall operate within a framework of state and federal law, Board policy and administrative rules and regulations. Persons who are not students in this District shall not be allowed membership in any school-sponsored student organization.

The Superintendent shall develop general guidelines for the establishment and operation of school-sponsored student organizations. Such guidelines shall include the approval of the building Principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each student organization, and provisions for the establishment of bylaws or operating procedures which provide a linkage to the curriculum relatedness of the organization.

The building Principal may deny requests for forming a school-sponsored student organization where the requirements of Board policy and administrative rules and regulations have not been met. When a request has been denied, the students shall be informed of the reasons for the denial.

**8730-R Non-School-Sponsored Student Publications**

Any student who desires to distribute a non school-sponsored student publication shall submit the publication to the building Principal for review and approval prior to distribution.

At the time of submission, the student has the right, and is encouraged to meet personally with the Principal so that the student and the Principal may freely exchange views on why the distribution of the non school-sponsored student publication is or is not appropriate. The student or his/her representative may support the case for distribution with relevant witnesses and materials.

In determining whether a non school-sponsored student publication is disruptive, school personnel should consider the context of the distribution as well as the content of the material. In this regard, consideration should be given to experience with similar material, to experience in dealing with and supervising students, to current events influencing student attitudes and behavior and to any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the non school-sponsored student publication in question.

The Principal shall render his/her decision to approve or disapprove the distribution of the non school-sponsored student publication and notify the student within one school day of its submission. If approval to distribute is not granted, the Principal shall state his/her reason to the student in writing.

If the student is dissatisfied with the decision of the Principal, the student may appeal this decision. The appeal from the Principal's decision may be taken by notifying the Superintendent, either orally or in writing, within two school days of the Principal's decision, of the student's desire to appeal and the desire for a hearing before the Superintendent.

**8860 Homebound Instruction**

Physically handicapped students, including those disabled temporarily by illness, operation, or accident authenticated by a physician's order, will be eligible for homebound instruction; however, all programs will meet the criterion of the least restrictive environment.

Students who are handicapped temporarily are encouraged to attend school if able. If the student is unable to attend school and is ineligible for homebound instruction, it shall be the responsibility of the student or parent(s)/guardian(s) to secure lesson assignments from each of the student's teachers in order to keep abreast of the student's schoolwork.

Approved:

LEGAL REF: MCL 388.1709

8860-R Homebound Instruction

Students who are injured and have difficulty walking or climbing stairs on a temporary basis may secure permission from the building Principal to be late to class.

Each such permit will expire Friday at 4 p.m. of each week and must be renewed at the beginning of school each Monday morning.

Students with injuries, which would prohibit normal participation in physical education, must present a physician's statement prohibiting such activity to the building Principal at the time the student re-enters school after sustaining his/her injury.

Staff members who have contact with students who are handicapped permanently may consult the student's cumulative records so that they will be able to focus on such student's strengths as well as weaknesses. (Cf. 8940 *et seq.*)

**9230 School Volunteers**

The purposes of the school volunteer program are:

1. To increase the educational attainment of students,
2. To provide enrichment experiences beyond those that the school can provide,
3. To provide more effective utilization of teacher time and skills,
4. To give more individual attention to students who need it, and
5. To promote greater community involvement in the academic and co-curricular programs of the District.

General Principles

Parents/Guardians and community volunteers are at all times guided by the principles and policies of the District.

Volunteers are assigned to a school only upon the request of the teacher or Principal.

Volunteers serve only in an auxiliary capacity under the direction and supervision of the building Principal, Athletic Director or other certified school personnel.

A volunteer is not a substitute for a member of the school staff, but does supply supplemental and supportive services.

A volunteer does not have access to confidential files and records.

Wherever possible, volunteers are assigned to the particular school where they wish to serve.

The relationship between volunteers and the school staff should be one of mutual respect and confidence.

All school volunteers work under the direction of the school staff and provide supportive services to them. Volunteers are not teachers; they assist teachers and will only be assigned to those staff members who request them. The volunteers shall never replace the paid school staff, nor will their presence mean that fewer paid staff members will be needed.

9230-R School VolunteersGeneral Guidelines

Each school initiates and directs its volunteer program with the assistance and cooperation of the building Principal. The building Principal shall work closely with staff and volunteer coordinator in the respective schools to recruit, train and place volunteers.

Services offered by volunteers:

1. Service offered on a regularly scheduled basis,
2. Compiling the school newsletter, arranging transportation for field trips, supervising the playground or lunchroom, etc.,
3. Working on a one-to-one or small-group basis in the classroom,
4. Assisting the media specialist,
5. Assisting with the clerical load of the school, and
6. Assisting with the athletic program.

The building Principal will emphasize the line that separates the certified instructional staff from the volunteers. The following instructional tasks are strictly certified staff responsibilities and not to be performed by volunteers:

1. Maintaining individual student records.
2. Diagnosing student needs,
3. Prescribing instructional materials,
4. Selecting appropriate materials,
5. Counseling with students,
6. Evaluating student programs and achievement, and
7. Initiating or determining the why, the how, the where, and the when of any instruction.

The volunteer can be of considerable assistance in accomplishing some tasks; however, it is primarily the teacher's sole duty to initiate and direct such tasks.

**9350 Gifts and Bequests**

Gifts by District Employees

District employees are discouraged from giving gifts to any student or class of students when such gifts arise out of a school situation, class, or school-sponsored activity unless approved by the Superintendent.

Gifts to District Employees

District employees are prohibited from receiving gifts of substantial economic value from vendors, salespersons, or other such representatives that could be viewed as improper influence. Because of the potential for abuse, the giving or receiving of gifts between faculty or staff and students should be discouraged.

Students' Gifts to Staff Members

Students shall be discouraged from collecting money, allocating activity funds or purchasing gifts for faculty members.

**9400 Visitors to the School**

All school buildings shall be posted to require all visitors to first make their presence known to the appropriate building Principal before proceeding to contact any other person in the building or on the grounds.

Any person who visits a building and/or grounds of the District will be under the jurisdiction of the building Principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The Principal has the authority to request aid from any law enforcement agency if any visitor to the District's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and its rules may be subject to governmental trespass laws.

The Board encourages the public to visit the District's schools, departments, and classrooms and directs the Superintendent to establish appropriate rules, regulations, and guidelines.

Approved:  
LEGAL REF: MCL 380.1137(2)

**9410 Parent(s)/Guardian(s) Visitation of Classrooms**

The Board recognizes the central role parent(s)/guardian(s) play in the education of their children, and supports active parent(s)/guardian(s) involvement in the educational process. Parent(s)/Guardian(s) are encouraged to maintain regular contact with their child's instructors. To familiarize themselves with their child's learning environment, parent(s)/guardian(s) are also encouraged to come to planned conference evenings, school open houses, and visitation days.

Parent(s)/Guardian(s) may also visit their child's classes on other days, subject to the approval of school administration and the following guidelines. Parent(s)/Guardian(s) are asked to understand the Board's responsibility to safeguard the learning environment for all students, and be sensitive to the disruption that can be caused by having strangers frequently observe the classroom and place demands on teacher time. The Board also has an obligation to protect the privacy rights of all students and their families by ensuring that the frequency of visitations by one parent/guardian does not allow that parent/guardian to develop inappropriate knowledge of the behavior or academic progress of other students.

The Board adopts the following regulations for parent(s)/guardian(s) visitations:

1. All parent(s)/guardian(s) visitations are subject to the approval of the school Principal, who is charged by the Board with the responsibility of guaranteeing the learning environment and privacy of students.
2. Parent(s)/Guardian(s) desiring to visit a classroom shall make a request in writing to the Principal no later than 2 days prior to the date of the visit. The Principal should consult with the teacher and respond to the parent(s)/guardian(s) in a timely manner.
3. The Principal or designated representative shall accompany the parent(s)/guardian(s) on the visit if the parent(s)/guardian(s) so desire(s).
4. Visitors are required to check in at the school office prior to the start of the class that they wish to observe, and to follow individual school procedures for visitor sign-in, passes, escorts, etc.

9410 Parent(s)/Guardian(s) Visitation of Classrooms

5. Parent(s)/Guardian(s) in classrooms are there as guests and are asked to behave as quiet observers of classroom activities, unless specifically requested otherwise by the classroom teacher. Visitors should arrive before the start of class and stay until the class is dismissed.
6. Except on special open house or visitation days arranged by the Superintendent, no more than 2 visitors shall be permitted in a classroom on any given day.
7. To protect the privacy of other students, the parent(s)/guardian(s) of a student are limited to 2 classroom visits per marking period, and agree to keep any information gained on the behavior or performance of other students strictly confidential.
8. Visitation shall not be allowed during tests or other student examination/evaluation.
9. Visits are for becoming acquainted with school instruction, programs, personnel, operation, and/or the facility. Parent(s)/Guardian(s) shall refrain from giving directions or making evaluations of personnel or operating procedures during their visits. If a school visit leaves the parent(s)/guardian(s) with a concern, this concern should be discussed with the building Principal or Superintendent.
10. Teachers are expected to use the time between classes for preparation, meetings with students, and discussion with colleagues. Visiting parent(s)/guardian(s) are to refrain from using classroom observations for impromptu parent/guardian-teacher conferences either during or outside of class time. An appointment should be made with the teacher if the parent(s)/guardian(s) wish (es) to discuss their child's educational progress. Teachers shall refrain at all times from discussing the behaviors or achievement of other students with visiting parent(s)/guardian(s).
11. Board members who have students in the schools and therefore have parental/guardian opportunities to converse with their student's teacher, counselor, or administrator shall make it clear that they are speaking and/or visiting as the parent(s)/guardian(s) and not as a member of the Board.

**9410 Parent(s)/Guardian(s) Visitation of Classrooms**

Parent(s)/Guardian(s) who fail to abide by these regulations or who intentionally disrupt the educational process of the school may be asked to leave and/or be denied permission for future visits.

The Superintendent shall ensure that the provisions of this policy are published in the appropriate handbook(s) and that copies are provided to parent/guardian visitors.

Approved:

LEGAL REF: MCL 380.1137(b)(2)

**9450 Complaints**

All complaints regarding the District should be resolved at the lowest possible administrative level.

About Policies

Complaints about policies of the District should be directed to the Superintendent.

About Curriculum

Complaints about the curriculum of the District should be directed to the Director of Curriculum.

About Instructional Materials

Complaints about specific instructional materials should be directed to the appropriate building Principal.

About Facilities and Services

Complaints about facilities and services should be directed to the building Principal.

About Personnel (Cf. 1370-R)

Complaints will be investigated fully and fairly, and the employee’s rights to due process<sup>1</sup> shall be protected at all times.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the Director of Human Resources for study and possible solution.

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<sup>1</sup> Due process includes both substantive and procedural due process. Substantive due process protects employees from arbitrary, capricious, irrational, or unreasonable action (requires that a rule or a disciplinary decision must be rationally related to a legitimate state interest). Procedural due process includes the concepts of proper notice to the accused and the right to a hearing before a property interest is taken away. The extent of the procedures due depends on the nature of the interest being taken away, i.e., the more that could potentially be taken away, the more procedural protections must be provided. If the maximum penalty that could be imposed is relatively small, only a small amount of procedural due process is required.

**9730 Relationship with Booster Organizations (Cf. 9710)**

All school associated organizations, such as booster groups, which are formed to promote and assist in the financing of a given activity for the improvement of student education, shall be approved, and recognized by the Board. These organizations must keep on file in the building Principal’s office a record of officers, bylaws, mailing addresses and other pertinent information.

Booster organizations shall handle their own accounting and bookkeeping procedures and maintain their own separate accounts for income and expenditures.

All purchases by such organizations shall be billed directly to them and sent to their mailing addresses and not to the schools or the District.

The Building Principal must approve the purchase of equipment and material purchased. Equipment and material purchased by these organizations and presented to the school shall become the property of the school and under the control of the Board.

Approved: