



Board of Education

OPERATIONS POLICIES

Print Date: June 16, 2021

Grand Ledge Public Schools
Board of Education

OPERATIONS POLICIES

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**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **Delegation of Authority**

GSA100

Delegation of Authority

The superintendent shall promulgate administrative rules and regulations to implement the policies of the Board of education. The superintendent is authorized to develop administrative rules and regulations that do not conflict with Board policies.

In cases of emergency where action must be taken but for which no Board policy has been adopted, the superintendent shall have power to act. The superintendent's decisions shall be subject to Board review, and it shall be the duty of the superintendent to inform the Board promptly of such circumstances and of any need for additional Board policies.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **Superintendent Qualifications**

GSA101

Superintendent Qualifications

Continue to meet all of the requirements established by the Michigan State Board of Education.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **Administrative Personnel**

GSA102

Administrative Personnel

Administrative staff contracts shall be approved by the Board.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **Handbooks**

GSA103

Handbooks

Administrators and principals shall develop and issue staff and student handbooks containing Board policies, administrative rules and regulations and other matters as appropriate. The superintendent and Board shall approve all staff and student handbooks.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **Records**

GSA104

Records

Lists of students or employees, or any other school records shall not be distributed to persons except as is necessary for the conduct of the District's affairs, unless such list is subject to disclosure under the Michigan's Freedom of Information Act.

When failure to charge a fee would result in unreasonably high costs to the District because of the nature of a particular Freedom of Information Act request, the Board shall impose a charge for processing such requests for documents as authorized by the Michigan Freedom of Information Act. The charge shall reflect the actual, incremental cost of searching for the document(s), examining the document(s), reviewing, deleting contents exempt from disclosure, copying the document(s), postage and mailing costs. In calculating these costs, the District shall not attribute more than the hourly wage of the lowest paid full-time, permanent clerical employee of the District to the cost of labor. The most economical means of providing copies of records shall be utilized. If the costs are estimated to exceed \$50, the District shall require an advance deposit of one-half of the estimated cost. The superintendent may waive the fee if providing the document(s) is in the public interest.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category I: **General School Administration**

Subject: **State and Federal Regulatory Compliance**

GSA105

Grand Ledge Public Schools shall follow all federal rules and regulations as they relate to:

- Section 504
- IDEA (Individuals with Disabilities Education Act)
- Title I
- Title IIA
- Title III
- Title IX
- McKinney Vento Homeless Act
- 31a state at-risk funding

Adopted: March 24, 2014

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category II: **Operations Management**

Subject: **Toxic Hazards and Asbestos**

OM200

Toxic Hazards and Asbestos

The Board shall defend, hold harmless, and indemnify current and former District employees who have been assigned responsibilities related to AHERA regulations from any and all demands, claims, suits, actions, and proceedings brought against those individuals and agents and/or employees of the Board, provided that any such incidents arose while those individuals were acting within the scope of their respective employment contracts and were not intentional, negligent or criminal acts.

The Board shall attempt to maintain liability insurance to implement this policy.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category II: **Operations Management**

Subject: **Emergency Closings**

OM201

Emergency Closings

In case of inclement weather, which makes school attendance unsafe for students, educational instruction, extra-curricular, and co-curricular activities will be canceled unless an exception is granted by the Superintendent or his/her designee. School opening may be delayed in cases of fog or ice.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category II: **Operations Management**

Subject: **Student Transportation**

OM202

Student Transportation

The Board shall strive to provide transportation for the District's students.

Transportation equipment shall be used for transporting students (who live one and one-half miles or more from the school which they attend) to and from school and for school sponsored events.

Adopted: August 26, 2013

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category II: **Operations Management**

Subject: **Medical Emergency Response**

OM203

The Grand Ledge Public Schools Board of Education recognizes that each building within the Grand Ledge Public Schools may have one or more Automatic External Defibrillators (AED) readily available, to minimize the risk associated with Sudden Cardiac Arrest (SCA) among its students, employees and visitors. The management and administration of a school-based AED program within Grand Ledge Public Schools will conform to standards set forth by Public Act 12 of 2014, with standard established by the American Heart Association and will follow the requirements of the Food and Drug Administration.

The Board assigns the responsibility of AED Program Coordinator, including the district's Cardiac Emergency Response Plan to the district's Registered Nurse, with direct oversight from the Superintendent of Schools, to coordinate the implementation and routine responsibilities associated with the AED Program including proper location and maintenance of each AED unit. The Oversight Physician for the AED Program is Juan C. Rojas, M.D. through Aventric Technologies/Heart AED.

The cardiac emergency response plan shall address:

- Use and regular maintenance of automated external defibrillators (if available),
- Activation of a cardiac emergency response team during an identified cardiac emergency,
- A plan for effective and efficient communication throughout the school campus,
- A training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques for all students in grades 9 – 12,
- Incorporation and integration of the local emergency response system and emergency response agencies with the schools' plan,
- An annual review and evaluation of the cardiac emergency response plan.

The Board further assigns the Superintendent of Schools to ensure appropriate staff members serve on the district's Medical Emergency Response Team (MERT) and that proper training and certification in First Aid/CPR/AED/ use is provided.

The Board shall defend, hold harmless and indemnify current district employees who have been assigned responsibilities related to serving as part of the MERT from any and all demands, claims, suits, actions and proceedings brought against those individuals acting within the scope of their respective training.

Adopted: August 25, 2014

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category III: **Facilities Development**

Subject: **Naming New Facilities & Renaming Existing Facilities**

FD300

Naming New Facilities and Renaming and Existing Facility

Whenever the Board approves a new district facility to be constructed, or a proposal is received by the Board to rename an existing facility, timely steps shall be taken to consider the naming or renaming of a facility.

In the event a new facility is to be constructed, the Board shall appoint a committee to consider names for the new facility and shall submit a list of not less than three names for the Board's consideration.

In the event the board receives a proposal to "rename" an existing facility, the Superintendent shall work with district administration and make a recommendation for the Board's consideration.

The Board shall not name a facility after an individual who is living or who has been deceased less than three years.

Adopted: June 25, 2018

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Investments and Deposits**

FM400

Investments and Deposits

The superintendent is responsible for protecting the principal and maximizing the interest earnings of the District. Authorized investments include the following:

1. Bonds, bills or notes of the United States, or obligations the principal and interest of which are fully guaranteed by the United States Government;
2. Certificates of deposit issued by any state or national bank organized and authorized to operate a bank in this state;
3. Commercial paper and rated prime at the time of purchase and maturing not more than 270 days from the date of purchase;
4. Certificates of deposit or share certificates of state or federal credit unions organized and authorized to operate in this state.

The superintendent, in determining the best investment, shall combine three factors: (1) quality of commercial paper, (2) interest rate available, and (3) accessibility of funds on short notice. Only prime one or two commercial papers shall be considered.

Consideration will also be given to the spread of interest rates between commercial paper and certificates of deposit (savings deposit receipts) issued by banks, savings and loans, or credit unions. When appropriate, banks having accounts of the District, or those from whom the District has recently secured loans, shall be given preference for the investment of funds.

The superintendent is authorized to open savings accounts, checking accounts or money market mutual funds in a bank, savings and loan, or credit union designated by the Board at its organization meeting.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Fees, Payments and Rentals**

FM401

Fees, Payments and Rentals

The superintendent is authorized to establish fees for building or equipment use and admission to various District activities. Senior citizen and student discounts are authorized by the Board.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**
Subject: **Authorized Signatures**

FM402

Authorized Signatures

The Board shall authorize persons to sign checks drawn on the various accounts at the Board's organizational meeting. Facsimile signatures are authorized.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Payroll**

FM403

Payroll

All payments for employee services shall be paid from the District's payroll account through the District's business office. No employee shall be paid in advance of services being rendered.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Student Activity Fund Raising**

FM404

Student Activity Fund Raising

Student organizations are authorized to conduct fund raising activities. Fund raising projects should take very little, if any, class time and should not be excessively burdensome on teachers. The building principal shall be provided with a report accounting for all funds raised by school organizations. Student organizations shall deposit revenues of fund raising projects with the District owned accounts.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Student Activity Fund Management**

FM405

Student Activity Fund Management

All payments from student activity funds shall be made from purchase orders signed by the custodian and student advisor of each fund. Inactive funds may be disbursed by the Board.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Disposal of Surplus Property**

FM406

Disposal of Surplus Property

The superintendent is authorized to dispose of surplus property. All transactions shall be reported to the Board, and an equal opportunity to purchase surplus property shall be given.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Disposal of Surplus Land or Buildings**

FM407

Disposal of Surplus Land or Buildings

The Board shall authorize the sale or disposal of any surplus real property and buildings.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Monetary Donations Made to the School District**

FM408

Monetary Donations Made to the School District

Monetary donations by individuals and businesses to the school district to help support the mission of the school district are encouraged.

Monetary donations may be made to support a specific mission or may be made to the school district as a whole without specific designation.

Monetary donations made to a specific program or mission shall be used to support the designated program or mission.

Monetary donations made to the school district without specific designation shall be managed in the following manner:

- The Superintendent of Schools or Chief Financial Officer shall report all donations to the Board of Education.
- The Superintendent shall provide the Board of Education with a list of recommended uses for undesignated donated funds.
- The Board of Education shall approve the acceptance and expenditure of undesignated donated funds.
- The Board of Education shall be provided with an annual summary of donated funds and their uses.

Adopted: October 28, 1999

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Financial Recognition Policy**

FM409

Financial Recognition Policy

The Superintendent is authorized to expend District funds to honor District Staff, Board members, and other non-employee persons with plaques, pins, token, gifts, awards, and other amenities in recognition of their contributions to the District. The pre-authorized limit for such expenditures is \$100. Expenditures over \$100 require pre-approval by the Board.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Social Security Privacy Policy**

FM410

PER904

Social Security Number Privacy Policy

The School District prohibits the disclosure of social security numbers to unauthorized persons or entities. The purpose of this policy is to protect the confidential nature of social security numbers used at, or by, the School District. The School District and its employees will not knowingly display, disclose, transfer, or unlawfully use the social security number of any employee, student, or other individual in any manner that violates the Social Security Privacy Act of 2004 or the Privacy Act of 1974.

The Superintendent shall, by regulation, limit access to information or documents that contain social security numbers. School District employees responsible for the maintenance of records that contain social security numbers shall observe all administrative, technical and physical safeguards established by regulation to implement this policy.

Documents or records that contain social security numbers shall be shredded and disposed of in a manner that protects their confidentiality.

Any School District employee who fails to comply with this policy will be subject to disciplinary action, up to and including termination.

This policy and its regulations shall be published in the employee handbook and/or in other appropriate manuals or similar documents. The published documents may be made available electronically.

Legal references: MCL 445.81 et seq; 5 U.S.C. § 552a(note)

Adopted: January 27, 2006

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category IV: **Fiscal Management**

Subject: **Bids & Quotations**

FM411

Bids and prices from several sources must be obtained for major purchases. Bid documents and records shall be maintained, at a minimum, for three years or the time period required to comply with the "Schedule for the Retention and Disposal of Public School Records", Bulletin 522, published by the Michigan Department of Education, whichever is greater. The district understands the benefits of working with local contractors who employ local residents, however, Grand Ledge Public Schools will follow the criteria established by the Michigan School Code for bidding purposes.

SUPPLIES, MATERIAL OR EQUIPMENT

The purchase of supplies, materials, computer software or equipment must be bid if the amount of the purchase exceeds the specified state threshold under Section 1274 of the Revised School Code.* However, an item or a group of the same items purchased in a single transaction at a cost in excess of the limit as approved annually under Section 1274 of the Revised School Code must be competitively bid and approved by the Board of Education following the state and district guidelines.

It is acceptable under this policy to obtain third party competitive bids for materials, supplies and equipment through programs such as the State of Michigan's Department of Management and Budget joint competitive Bidding Program, the Regional Educational Media Center purchasing program (REMC), the Michigan Collegiate Technology Association (MICTA), Hospital Purchasing Service Inc., and other similar programs. Third party competitive bidding on behalf of the school district (e.g., consortium bids) shall constitute a competitive bid for purposes of this policy.

CONSTRUCTION, REPAIR, AND RENOVATION

For construction costing in excess of the limit as approved annually under Section 1267 of the Revised School Code for a new building, addition to, repair of, or renovation of an existing facility (except for repair in emergency situations), the superintendent or his/her designee shall obtain competitive bids on all materials and labor required.** The superintendent or his/her designee must follow a process for obtaining formal sealed bids, as required in Section 1267 of the Revised School Code.

Sealed bids shall be opened publicly and a tabulation of bids shall be provided to bidders upon request. The administration is authorized to award and proceed with bids under the above limit. All bids in excess of the above limit shall be awarded by the Board of Education following the state

guidelines for accepting the lowest responsible bidder. Legal notice, if required, will be advertised in area newspapers.

Previous Thresholds

09-10 = \$20,998

10-11 = \$21,308

11-12 = \$21,825

Current Year Threshold

* The bid threshold for Section 1267 & 1274 for fiscal year 2012-2013 is \$22,386.

Ref: A.R. FM401.3 & FM411.1

Adopted: April 26, 2010

2012-2013 = \$22,386

2013-2014 = \$22,766

2014-2015 = \$23,126

2015-2016 = \$23,230

2016-2017 = \$23,417

2017-2018 = \$23,881

2018-2019 = \$24,459

2019-2020 = \$24,924

2020-2021 = \$25,288

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Post-Issuance Tax Compliance Policy for Tax-Exempt Obligations and Tax Credit Bonds** **FM412**

The purpose of this Post-Issuance Tax Compliance Policy is to establish guidelines and procedures in connection with tax-exempt or tax-advantaged bonds and other debt obligations as described herein (the "Compliance Policy"). This Compliance Policy is issued on behalf of Grand Ledge Public Schools (the "District").

It is the intent of the District to ensure that all tax-exempt obligations issued by the District satisfy and will continue to satisfy all requirements of the Internal Revenue Code of 1986, as amended (the "Code") and regulations thereunder (the "Regulations"). Tax-exempt borrowings and other borrowings of the District, including but not limited to tax-exempt bonds, refunding bonds, tax credit bonds, installment and lease purchase agreements, lines of credit, state aid notes and tax anticipation notes, shall generally be referred to as "Obligations."

The District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as circumstances warrant. The District also reserves the right to amend this policy and all related procedures from time to time as deemed necessary in the District's sole discretion. In addition, this policy is subordinate to the Code and any regulations thereto and is subject to amendment or deletion depending on the content of any new regulations or Code amendments promulgated by the United States Treasury.

Adopted by Resolution – July 9, 2012

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category IV: **Fiscal Management**

Subject: **Energy Conservation**

FM413

The Grand Ledge Public Schools Board of Education embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

We recognize the importance of adopting an energy conservation policy to govern such a conservation program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Cinergetic. Success is based on cooperation amid all groups and adequate funding where necessary.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

1. Each District Building Administrator will be accountable for energy conservation on his/her building site, with Energy Education Specialist teams conducting energy audits and providing timely feedback.
2. All personnel at each School Building Site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
3. Cinergetic will implement its energy conservation program primarily through an energy management team led by the Energy Education Specialist(s) in accordance with "Energy Guidelines" that will be implemented by the administration and will define the "rules of engagement" for our energy program.
4. Accurate records of energy consumption and cost will be maintained by the Energy Education Specialist. Copies of data will be provided for each building site, to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each school building shall review and adhere to and support the preventive maintenance and monitoring plan. This plan will be financially supported by the School District and administered by the District's Operations Department. Emphasis will focus on efficiencies in operations for its facilities and systems, including HVAC, lighting & electrical service / usage, building envelope, and moisture management.

Adopted: November 26, 2012

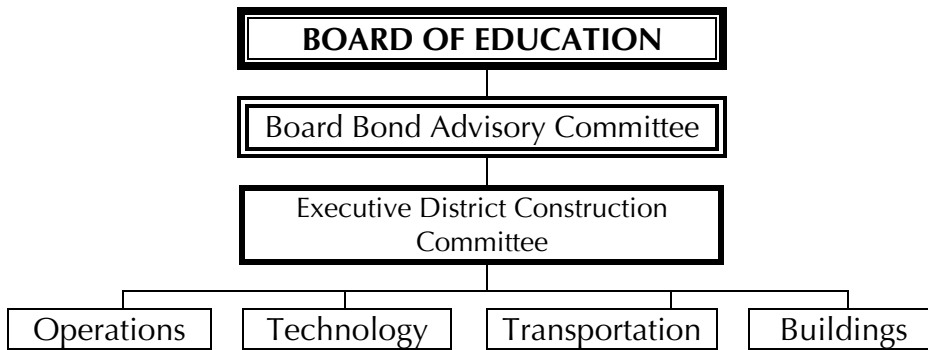
GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category IV: **Fiscal Management**

Subject: **Bond Decision Making**

FM414



Executive District Construction Committee

- | | |
|---------------------------|---------------------------|
| ⇒ Superintendent | <u>Attends As Needed</u> |
| ⇒ Cabinet Members | — Consultants |
| ⇒ District Directors | — Building Administrators |
| ⇒ Construction Manager | — Design Groups |
| ⇒ Architectural Engineers | |

Board Bond Advisory Committee

- ⇒ Three (3) members of Board of Education
- ⇒ Superintendent
- ⇒ Miscellaneous Cabinet Members

The Board recognizes that during any construction project, unanticipated conditions or extenuating circumstances may develop, which, by their nature, require decisions within a short period of time in order to prevent costly delays and other negative circumstances. Therefore, the Board of Education delegates approval of change orders to construction contracts as follows:

- Assistant Superintendent of HR & Operations & Bond Supervisor are authorized to approve Change Orders up to \$50,000 each, if the change order is necessary to ensure the project remains within its timeline and/or to address a previously unknown condition and is not for what would otherwise be additional work.
- Superintendent is authorized to approve Change Orders up to \$100,000 each with the verbal approval of at least two of the three board members serving on the Board Bond Advisory Committee if the change order is necessary to ensure the project remains within its timeline and/or to address a previously unknown condition and is not for what would otherwise be additional work.

- Individual Change Order over \$100,000 must be approved by the Board Bond Advisory Committee.
- All Change Orders will be shared with the Board Bond Advisory Committee for awareness and explanation.

Emergency Change Orders

Should a condition arise that is deemed an emergency or an imminent threat to the safety of employees of the District or the contractors, the students of the district, the general public, or the structural integrity of the facility, a change order may be approved by the Superintendent, with the verbal consent of the Board President or Vice President, should the amount exceed the Superintendent's authorized approval, following review and approval by the Construction Manager and the Architect of the proposed change order.

Architect Responsibility

For all proposed Change Orders, the architect of record shall certify, in writing, to the Superintendent and Board of Education that the cost of the requested change is fair, reasonable and in proper proportion to the cost of the original work covered by the contract and shall recommend action thereon.

Contractor Responsibility

The contractor proposing a change order to the construction contract shall, prior to commencing the work involved, provide accurate cost data in sufficient detail to enable the Superintendent and the architect involved with the project to evaluate the proposal. The evaluation shall confirm the accuracy of the estimate by establishing a fair market value of all costs for all labor, material, equipment and incidentals required to accomplish the change.

Approved: September 23, 2019

**Grand Ledge Public Schools
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Proposed Curriculum Changes**

IP500

Proposed Curriculum Changes

Curriculum changes shall be submitted to the Board.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Elementary Grades**

IP501

Elementary Grades

The District's elementary grades are Kindergarten – 6 and the district will offer Early Childhood Programs.

Adopted: November 22, 2010

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Exit Standards**

IP502

Exit Standards

Measurable exit standards for the District's elementary students shall be developed by the staff and approved by the Board. An evaluation process will be maintained to measure achievement of the exit standards and proficiencies.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Middle School Grades**

IP503

Middle Schools Grades

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

Adopted: November 22, 2010

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Senior High School Grades**

IP504

Senior High School Grades

The District's senior high school grades are grades 9-12.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **E.S.E.A. Title I**

IP505

E.S.E.A. Title I

It is the policy of the Grand Ledge Public Schools to ensure that parents of Title I identified students have an adequate opportunity to participate in the design and implementation of Title I programs. To that end, the District will follow specific regulations.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **School Improvement**

IP506

School Improvement

School Improvement planning will be sustained and ongoing through the District school improvement team and building school improvement teams. Through this process, building staff will identify weaknesses of school programs in their building and use that information as a basis for making positive change toward improved student achievement. The District School Improvement Team will consist of building team and District representatives whose purpose is to support the building efforts through sustained professional development opportunities.

Adopted: September 12, 1996

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category V: **Instructional Program**

Subject: **Children's Internet Protection Act Compliant**

IP507

Technology Acceptable Use and Internet Safety Policy

Introduction

Grand Ledge Public Schools provides technology in furtherance of the instructional goals and missions of the District. As part of the consideration for making District technology available, users agree to use this technology to enhance and support the curriculum. The use of District technology is a privilege, which can be revoked at any time by the District.

The use of technology, which is defined under this policy as including, but not being limited to, the use of software, audio and video media, computers and hardware peripherals, network and telecommunications equipment, and video and audio equipment owned or leased by Grand Ledge Public Schools, is subject to the terms of this policy.

It is the policy of the Grand Ledge Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Grand Ledge Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Grand Ledge Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Technology Director or designated representatives.

The Grand Ledge Public Schools Administration and Teaching staff will provide age appropriate training for students who use the Grand Ledge Public Schools Internet facilities. The training provided will be designed to promote the Grand Ledge Public Schools commitment to:

1. The standards and acceptable use of Internet services as set forth in the Grand Ledge Public Schools Internet Safety Policy;
2. Student safety with regard to:
 - a. safety on the Internet;
 - b. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - c. cyberbullying awareness and response.
3. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Adoption

This Internet Safety Policy was adopted by the Board of Education of Grand Ledge Public Schools at a public meeting, following normal public notice, on June 25, 2012.

*CIPA definitions of terms:

MINOR. The term "minor" means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category V: **Instructional Program**

Subject: **Wellness**

IP508

STU1111

Wellness

As required by law, the Board of Education establishes the following student wellness policy for the Grand Ledge Public School District.

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

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

Adopted: June 26, 2006

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category VI: **Education and Interorganizational Relations**

Subject: **Relations with Political Organizations**

EIR600

Relations with Political Organizations

Political candidates and political parties shall not promote candidates or political party activities on school property during school hours unless invited to speak, and with compliance with policies on controversial speakers. Circulation of petitions is not permitted when done during an employee's working hours or a student's assigned class time.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category VI: **Education and Interorganizational Relations**

Subject: **Intermediate District Relations**

EIR601

Intermediate District Relations

The Board shall secure copies of the intermediate District's proposed budget prior to its public hearing, shall review and discuss the budget, and shall give direction to its representative.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category VI: **Education and Inter-Organizational Relations**

Subject: **Non-Discrimination**

EIR602

Grand Ledge Public Schools shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, color, national origin, gender/sex, sexual orientation, disability, height, weight or marital status in its programs, services or activities.

Adopted: June 25, 2014

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category VI: **Education and Inter-Organizational Relations**

Subject: **Family Educational Rights & Privacy Act (FERPA)**

EIR603

Grand Ledge Public Schools shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA). To that end, the Board of Education directs the Superintendent to provide the appropriate notice annually and take any action necessary to ensure compliance to the Act.

Adopted: June 25, 2014

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category VII: **Negotiations**

Subject: **Board Negotiation Team**

NEG700

The Grand Ledge Public Schools Board of Education recognizes its duty to negotiate in good faith regarding terms and conditions of employment with employee groups throughout the district.

The Board of Education shall be represented in all labor negotiation proceedings by an administrative negotiation team. The Board's negotiation team is authorized to negotiate within the parameters established by the Board of Education and is responsible for keeping the board apprised of all negotiation proceedings.

The Board of Education understands that Letters of Agreement (LOA) with specific employee groups may be necessary from time to time and allows its negotiation team to construct LOA's without ratification of the board unless;

- Otherwise required by contract or law.
- It will modify the school calendar.
- It will result in additional estimated costs to the district in excess of \$50k.
- The board passes a motion prohibiting an LOA on any given matter.

The Board's negotiation team should advise the board of any LOA written whether it requires ratification by the board or not.

The Board of Education retains authority to review and to accept, or to reject, any tentative agreement reached through its negotiation team.

First Reading: May 10, 2021

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category VIII: **Organizations**

Subject:

ORG800

ORGANIZATION

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Hiring**

PER900

Hiring

The Board has the legal responsibility of approving the employment of all teaching personnel. While this responsibility cannot be waived, the Board delegates to the superintendent the authority to recruit staff members and offer conditional employment.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Alcohol and Drug Testing for CDL Operators**

PER901

Alcohol and Drug Testing for CDL Operators

The superintendent shall be responsible for implementing an alcohol and drug-testing program for CDL Operators of school vehicles. The purposes of the testing program are to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by a driver and to comply with federal law.

Drivers are prohibited from any alcohol misuse, which could affect on-the-job performance. Such misuse includes: use of alcohol on the job; alcohol use during the four hours before driving; having prohibited concentrations of alcohol in his/her system; and alcohol use during eight hours following an accident.

Drivers shall not report for duty or remain on duty which requires the performance of safety-sensitive functions when the driver uses any controlled substances except when such use is pursuant to the instructions of a physician who has advised the driver that the controlled substance does not adversely affect his/her ability to safely operate a motor vehicle.

Such testing shall be performed on drivers for: pre-employment, pre-duty, reasonable suspicion, random, post-accident, return-to-duty, and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations.

An employee covered by the federal regulation may not refuse to take a required test.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Communicable Diseases – Employees**

PER902

Communicable Diseases-Employees

Employees who have been diagnosed by a physician as having a communicable disease, as defined by the Michigan Department of Public Health or the United States Centers for Disease Control shall report the diagnosis to his/her supervisor. The superintendent shall develop administrative rules to protect employees and students from staff members with communicable diseases. All District employees shall maintain confidentiality of afflicted persons insofar as the health and safety of other employees and students are not compromised, in compliance with state and federal laws.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Campus Environment**

PER903

Campus Environment

Grand Ledge Public Schools will strive to provide a drug, alcohol, and smoke free environment. Use of illegal drugs, alcohol, and tobacco products at any time on school property is expressly prohibited.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Social Security Privacy Policy**

**FM410
PER904**

Social Security Number Privacy Policy

The School District prohibits the disclosure of social security numbers to unauthorized persons or entities. The purpose of this policy is to protect the confidential nature of social security numbers used at, or by, the School District. The School District and its employees will not knowingly display, disclose, transfer, or unlawfully use the social security number of any employee, student, or other individual in any manner that violates the Social Security Privacy Act of 2004 or the Privacy Act of 1974.

The Superintendent shall, by regulation, limit access to information or documents that contain social security numbers. School District employees responsible for the maintenance of records that contain social security numbers shall observe all administrative, technical and physical safeguards established by regulation to implement this policy.

Documents or records that contain social security numbers shall be shredded and disposed of in a manner that protects their confidentiality.

Any School District employee who fails to comply with this policy will be subject to disciplinary action, up to and including termination.

This policy and its regulations shall be published in the employee handbook and/or in other appropriate manuals or similar documents. The published documents may be made available electronically.

Legal references: MCL 445.81 et seq; 5 U.S.C. § 552a(note)

Adopted: January 27, 2006

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Teacher Discipline**

PER905

The Board of Education believes that maintaining appropriate procedures and standards for addressing teacher misconduct and other inappropriate behavior is a critical ingredient in furthering an effective educational environment and in providing quality educational services necessary for the attainment of successful educational outcomes for students. This policy is intended to provide standards and procedures by which administrative personnel shall make determinations as to whether teacher discipline is warranted and, if so, in arriving at an appropriate disciplinary response.

Although discipline is corrective, other significant purposes of discipline are to promote accountability of teachers to maintain proper conduct, to provide notice to teachers of behavioral expectations, and to inform teachers of the consequences of any future disciplinary infractions, offenses or other misconduct.

For purposes of this policy, the term "teacher" shall refer to those non-supervisory instructional employees of the school district whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq.*

Discharge, demotion, or other discipline of teachers under this policy shall be made only for a reason(s) that is not arbitrary or capricious. This standard signifies that a disciplinary decision must be supported by results of a disciplinary investigation and that any resulting disciplinary action must have a rational relationship to the teacher's conduct that forms the basis for a disciplinary decision.

Before imposing any disciplinary measure under this policy, the administrator shall investigate whether or not a teacher has engaged in an offense, infraction, or other misconduct that could result in a disciplinary consequence. An administrator shall investigate the alleged violation before imposing a disciplinary measure upon the teacher. The investigation should include discussions with any witnesses to the event(s) upon which possible teacher discipline is premised, including witnesses or other sources suggested by the teacher being investigated. The teacher who is the subject of the disciplinary allegation shall be provided with an opportunity to respond to those allegations as part of the investigation process.

Adopted: January 23, 2012

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Teacher Placement**

PER906

The Board of Education considers the appropriate placement of effective teachers as an essential ingredient in promoting student academic growth, in attaining successful educational outcomes for students and in providing quality educational services.

For purposes of this policy, the term "teacher" shall refer to those employees of the District whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq.* The term "placement" shall include decisions involving the assignment and transfer of teachers as well as decisions involving the filling of vacant teaching positions with on-staff teachers. Those placement decisions are delegated to the Superintendent.

Placement does not include staffing decisions made in the context of recall of a teacher from layoff, which decision is governed by District Policy PER907. Placement also excludes decisions to initially hire or to dismiss or non-renew a teacher, which determinations are reserved to the Board of Education and are not delegated under this Policy.

Adopted: April 23, 2012

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Reduction and Recall of Teachers**

PER907

In making program and staffing decisions, the Board of Education shall determine the size of the teaching staff in response to curricular, fiscal, and other operating conditions and retains the exclusive right to do so. To the extent that such determinations involve the requirements of Section 1248 of the Revised School Code, MCL 380.1248, this policy shall guide the implementation of that statute.

This Policy applies to "teachers", which term refers to those employees of the District whose employment is regulated by the Teachers' Tenure Act, MCL 38.71 *et seq.* For purposes of this policy, the term "teacher" shall be defined co-extensively with Article I, Section 1 of the Teachers' Tenure Act, MCL 38.71.

Adopted: April 23, 2012

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Personnel**

Subject: **Disciplinary Policy Prohibiting Abortion Referrals**

PER908

In accordance with State School Aid Act Section 166, employees, board members, contracted services providers, visitors, and volunteers of Grand Ledge Public Schools [District] shall comply with Revised School Code Section 1507 (sex education) and are prohibited, while on school property or acting within the scope of their respective board duties, employment, contracted services, or volunteerism, from referring a student for an abortion or assisting a student in obtaining an abortion.

The District may investigate suspected violations of this Policy, and if a violation is substantiated, the District may discipline that person in accordance with this Board Policy and any applicable collective bargaining agreement or employment contract. In addition, a person employed by the District found to have violated this Policy will be fined an amount totaling 3% of the person's annual compensation. Any fines collected by the District under this Policy shall be remitted to the state school aid fund.

Approved: September 23, 2019

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category X: **Public Relations**

Subject: **Use of School Facilities**

PR1000

Use of School Facilities

The Grand Ledge Public Schools Board of Education, in keeping with the philosophy of community education, encourages the use of school facilities for purposes directly related to the educational, civic, cultural, recreational and social life of the community. It recognizes that the primary purpose of school facilities is to implement the regular instructional program and that other usage shall not interfere with this program.

Notice of Cancellations – The Board reserves the right to have sufficient time for full investigation, notice and facilities. The Board reserves first claim to the use of its own property. Cancellations may be ordered by the school authorities with or without due notice. All approvals are granted with this understanding.

Supervision and Security – All activities must be under competent adult supervision approved by the Director of Athletics and/or the principal of the building involved. User groups must take reasonable steps to insure orderly behavior and will be required, at their expense, to provide school-approved security personnel as determined necessary by the Superintendent or his/her designee.

Grand Ledge Public Schools herein has attempted to provide for maximum usage of school facilities within a framework that will guarantee to the community that school facilities use is in no way a detriment to the regular educational program of the students. Fees are designed so that no undue burden is placed upon the public as the result of individual group use of school facilities.

Adopted: August 22, 2011

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category X: **Public Relations**

Subject: **Operation of Concession Stands on School Property**

PR1001

Grand Ledge Public Schools encourages and supports financial assistance from private and external sources to supplement and enhance the school districts educational programs and extra-curricular activities. Such fundraising activities may include the operation of revenue generating concession stands located on school property in connection with a district-sponsored program. In executing its fiduciary responsibility as stewards of the districts resources, the Grand Ledge Public Schools will require that all organizations conducting concession stand business (sales) on school district property in connection with district programs shall:

- receive district approval prior to commencing operations;
- operate the concession stand in a safe and lawful manner in compliance with all applicable health and safety regulations and requirements;
- distribute the vast majority of net annual proceeds from concession sales to Grand Ledge Public School programs.

Under the terms of this policy, the Grand Ledge Lions Club would be granted a three-year transition period to operate the *west end* football concession stand. This period would begin with the 1997 football season and end at the conclusion of the 1999 football season. The Grand Ledge Lions Club would agree to donate *one thousand dollars* (\$1,000) annually to the school districts General Fund for the use of the concession stand.

Board of Education approval for operation of concession stands will be awarded on a prioritized basis as follows:

1. School associated groups that are directly affiliated with the respective event or activity.
2. School associated groups (other than directly affiliated) that promote enhanced student educational programs.
3. Community service organizations that directly support school programs and students.
4. Community groups not directly related to school activities.

5. Non-community and/or profit-making organizations.

In the event of a unique or unusual circumstance that may warrant the Boards consideration, the Board of Education reserves the right to issue a wavier or exception to this policy.

The Superintendent of Schools shall be responsible for the development of implementation regulations, enforcement and oversight of all provisions contained herein.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Academic Standards for Participation in High School
Athletics and Extra Curricular Activities**

STU1100

Academic Standards for Participation in High School Athletics and Extra Curricular Activities

Grand Ledge Public Schools recognizes the value of athletics and extracurricular activities and supports voluntary student participation, provided that student involvement serves to effectively compliment the primary educational mission of the District. Student participation shall be predicated upon academic performance in the classroom and behavioral conduct and sportsmanship that are in conformance with District values and expectations as set forth, articulated and enforced by Grand Ledge Public Schools.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Sexual Harassment**

STU1101

Sexual Harassment

Students are entitled to enjoy a school environment that is free from sex discrimination and sexual insult, intimidation, and harassment. Sexual harassment of students and staff is not only illegal, it is disruptive to the educational process and interferes with the District's commitment to provide a stable learning environment to its students. All students, District staff, and volunteers are expected to conduct themselves with respect for the dignity of others. The District, because of its desire to prevent and prohibit sexual harassment of its students, adopts this policy to give notice that sexual harassment of students is wrong and will not be tolerated by the District. This policy prohibits sexual harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, request for sexual favors, or other verbal, written, or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or District volunteers to appropriate corrective action, including discipline, when:

1. Submission to sexual harassing conduct or communications is made either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, or services, or participation in school activities;
2. Submission to or rejection of such conduct or communication by a student is used as the basis for academic decisions affecting that student; or
3. Such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

Sexual harassment of students may take many forms. Examples of conduct prohibited by this policy include, but are not limited to the following:

1. Unwelcome teasing, jokes, remarks and questions, deliberate touching, grabbing, brushing against the body, constant leering or ogling, fondling, patting and pinching, kissing, exposing oneself, or touching oneself sexually;
2. Letters, phone calls, or materials of a sexual nature, graffiti, or indecent propositions;
3. Pressure and/or requests for sexual favors; and
4. Sexual assault and rape.

Reports of Sexual Harassment

The District encourages any student who believes he/she has been subjected to sexual harassment to report his/her concerns directly to the building principal, guidance counselor, or other District representative designated to receive such complaints. A complaint procedure is described in the next subsection. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the District may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency.

Sexual Harassment of Students

All reports or complaints of sexual harassment will be promptly investigated by appropriate District representatives. Any individual who violates this policy will be subject to appropriate corrective action, including suspension or expulsion if the individual is a student, or termination from employment if an employee is involved.

Complaints Against Students

If the accused is another student, the building principal will interview the accused and document the interview. During this process, the building principal will re-emphasize the Board's policy regarding insult, intimate and harassment without making judgments at this stage and will keep the identity of the complainant confidential, if possible. The building principal also will interview all witnesses identified by the parties and document the interviews. Thereafter, the building principal will review the student records/files of the complainant and the accused for any history of relevant problems. The building principal will determine the most appropriate point during the investigation to contact the student complainant's parent (s). Finally, the building principal will make a determination on the merits of the complaint.

If the investigation shows that the complaint is without merit, the following actions shall be taken:

1. The investigation will be closed. No record of the accusation will be placed in the accused student's file.

2. The building principal will discuss his/her findings and rationale with the complainant. Depending upon the nature of the complaint and the findings, this information also may be shared with the student complainant's parent(s).
3. The results of the investigation will be disseminated to the accused student and, if appropriate, other students with knowledge of it.
4. The Boards policy regarding discriminatory and/or sexual insult, intimidation and harassment will be reiterated to all students involved in the investigation.
5. All documentation regarding the complaint and the investigation, including the determination that the complaint was not found to have merit, will be maintained in a separate, confidential file in the event that litigation is commenced or a charge is filed with U.S. Equal Employment Opportunity Commission, U.S. Department of Labor or Michigan Department of Civil Rights. The investigation documentation will be sent to the superintendent's office, which will serve as a central repository for all such complaints against students.

If the investigation shows that the complaint has merit, the following actions shall be taken:

1. The building principal will confer with the appropriate assistant superintendent of secondary/elementary instruction, director of community education (whichever is appropriate), and/or superintendent's designee to determine what action is necessary to resolve the complaint and prevent recurrence. The complainant should be made whole for any lost opportunities. The potential for continuing problems should be alleviated by reassignment of the offender, where possible.
2. The parties will be advised of the results of the investigation and the actions to be taken.
3. Appropriate discipline will be imposed, taking into account the strength of the evidence, the severity of the incident, and prior record of the offender, including any other established misconduct which violated that Boards policy prohibiting sexual harassment and intimidation against students.
4. All actions will be documented and a record placed in the offenders student discipline file.
5. The Boards policy regarding discriminatory and/or sexual insult, intimidation and harassment and the mechanism for complaint resolution will be reiterated to all students involved in the investigation.
6. All documentation regarding the complaint and the investigation, including the determination that the complaint was found to have had merit, it will be maintained in a separate, confidential file in the event that litigation is commenced

or a charge is filed with the U.S. Equal Employment Opportunity Commission, U.S. Department of Labor or Michigan Department of Civil Rights. The investigation documentation will be sent to the superintendent's office, which will serve as a central repository for all such complaints against students.

Complaints Against Employees

The superintendent or his/her designee will make a determination as to the best manner in which to proceed with the investigation. The superintendent may complete the investigation or assign all or part of the investigation to other appropriate personnel. The superintendent will ensure that there is an interview with the accused and that the interview is documented. Additionally, whoever interviews the accused will re-emphasize the Boards policy regarding insult, intimidation and harassment without making judgments at this stage and will keep the identity of the complainant confidential, if possible. The superintendent will also determine the most appropriate point during the investigation to contact the student complainant's parent(s). All witnesses identified by the parties will be interviewed and those interviews will be documented. The superintendent may then review the personnel file of the accused employee(s) and the student records/files of the complainant for any history or relevant problems. Finally, the superintendent will make a determination of the merits of the complaint.

If the investigation shows that the complaint is without merit, the following actions shall be taken:

1. The investigation will be closed. No record of the accusation will be placed in the accused employee's file.
2. The superintendent will discuss his/her findings and rationale with the complainant. Depending upon the nature of the complainant and the findings, this information may also be shared with the student complainant's parent(s).
3. The results of the investigation will be disseminated to the accused employee and, if appropriate, other witnesses with knowledge of it.
4. The Boards policy regarding the discriminatory and/or sexual insult, intimidation and harassment will be reiterated to all parties and witnesses involved in the investigation.
5. All the documentation regarding the complaint and the investigation will be maintained in a separate, confidential file by the superintendent in the event that litigation is commenced or a charge is filed with the U.S. Equal Employment Opportunity Commission, U.S. Department of Labor or Michigan Department of Civil Rights.

If the investigation shows that the complaint has merit, the following actions shall be taken:

1. The investigation shall be closed.
2. The superintendent shall confer with any appropriate administrators to determine what action is necessary to resolve the complaint and prevent recurrence. The complainant should be made whole for any lost opportunities. If the offender is not to be discharged, the potential for continuing problems should be alleviated by his/her reassignment, if that is possible.
3. The parties will be advised of the results of the investigation and the actions to be taken.
4. Appropriate discipline will be imposed, taking into account the strength of the evidence, the severity of the incident, applicable collective bargaining agreement provisions and the prior record of the offender.
5. All actions will be documented and a record placed in the offender's personnel file.
6. The Boards policy regarding discriminatory and/or sexual insult, intimidation and harassment and the mechanism for complaint resolution will be reiterated to all parties and witnesses involved in the investigation.
7. All documentation regarding the complaint and the investigation will be maintained by the superintendent in a separate, confidential file in the event that litigation is commenced or a charge is filed with the U.S. Equal Employment Opportunity Commission, U.S. Department of Labor, or Michigan Department of Civil Rights.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **GLPS Weapon Free School Zone**

STU1102

Weapons Free School Zone Policy

Grand Ledge Public Schools is firmly committed to providing a safe learning and work environment for its students and employees. In support of this commitment, the District will strive to clearly establish, vigorously maintain, and strictly enforce a weapons free environment on all school premises. As such, the District will follow to the maximum extent possible with the law and District resource capability a Zero Tolerance Policy for anyone possessing a dangerous weapon on school property. Student possession of a dangerous weapon, as defined by state law for a weapons free school zone, is, per se, a violation of District policy. Any violation involving a dangerous weapon represents a serious offense that can result in equally serious consequences, including immediate suspension, promptly followed by action of the Superintendent to permanently expel in accordance with legal provisions of Section 1311 of the Michigan Revised School Code. Where applicable, special provisions for handicapped students, as required by law, will be followed.

Weapons Policy Provisions

In furtherance of its commitment to provide a safe learning and work environment for its students and employees, the Grand Ledge Public Schools Board of Education establishes the following provisions to govern procedures and consequences for students who are implicated for violating school conduct standards regarding dangerous weapons as well as other objects which may be used to cause or threaten harm to others.

Pre-Hearing Procedures

As part of the investigation of an alleged weapons violation, the appropriate administrator(s) shall take the following steps:

1. Immediately report to the local law enforcement agency and the student's parent/legal guardian any incident involving a suspected dangerous weapon.
2. Determine whether the item is a dangerous weapon mandating expulsion under state law in accordance with Section 1311 of the Revised Michigan School Code or another object, which may be used to cause or threaten harm to others, which may invoke discretionary discipline. As appropriate, the administrator shall rely on opinion(s) of the local law enforcement agency and/or the District's legal counsel.

3. Determine whether there is reasonable cause to believe that the student is a student with a disability eligible for accommodation(s) under Section 504 of the Rehabilitation Act and/or special education program(s). Disciplinary procedures and recommended consequences for an eligible student with a disability shall be consistent with current legal requirements.
4. Notify the student's parent/guardian, in writing, of the disciplinary procedures and recommended consequences.

All disciplinary proceedings under this policy shall follow the Districts student discipline procedures set forth in the Student Handbook and other appropriate documents.

Mandatory Dangerous Weapons Expulsion

The Michigan School Code requires the district to expel a student for possession of a dangerous weapon on school property or in a school vehicle. However, as a matter of law, the district is not required to expel a student for possessing a dangerous weapon *if* the student establishes in a clear and convincing manner at least one of the following:

1. The object or instrument possessed by the student was not possessed by the student for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the student.
3. The student did not know or have reason to know the object or instrument possessed by the student constituted a dangerous weapon.
4. The weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Definition of Dangerous Weapon

The School Code defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device (regardless of blade length), iron bar, or brass knuckles.

1. For purposes of determining whether an object is a firearm, the federal law definition of a firearm as provided in the Federal Gun Free Schools Act of 1994, as amended, shall be used.
2. For purposes of determining whether a knife is a dangerous weapon, the blade length shall be measured from the blade's tip to the place where the blade inserts into the handle.

Recordation and Referral

All expulsions pursuant to the School Codes mandatory expulsion requirement shall be entered and preserved on the student's permanent record. A designated administrator shall make the appropriate referrals and notices required by the School Code.

Petitions for Reinstatement

An expelled student's petition for reinstatement shall be processed as required by the School Code.

Discretionary Discipline

Discretionary Discipline including expulsion (objects which may be used to cause or threaten harm to others): Authorized administrators may exercise their discretion to impose disciplinary sanctions on a student who is implicated for violating school conduct standards regarding an object which may be used to cause or threaten harm to others, but does not meet the definition of a dangerous weapon or does not fall within the circumstances by which the School Code mandates disciplinary sanctions. Such objects include, but are not limited to, the following examples:

- BB gun, pellet gun, or other such weapon which does not meet the federal law definition of a firearm as provided in the federal Gun-Free Schools Act of 1994;
- Look-alike gun (including toy guns);
- McGyver bomb, stink bomb, smoke bomb, fireworks, ammunition, mace, pepper spray, self-defense gas or other such object which does not meet the federal law definition of a destructive device in the federal Gun-Free Schools Act of 1994;
- Knife with a blade three inches or less in length;
- Razor blade, box cutter;
- Nunchucks, chains.

School officials expressly reserve the right to apply these conduct standards to any student who is on school property, who is in attendance at any school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

School administrators are authorized to impose disciplinary sanctions up to 10 days suspension to a student who violates school conduct standards regarding an object, which may be used to cause or threaten harm to others. The Board of Education gives the Superintendent of Schools the authorization to impose disciplinary sanctions beyond 10-day suspension or expulsion, who shall consider such matters upon the recommendation of a school administrator.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students with disabilities who are determined to be eligible for accommodation(s) under Section 504 of the Rehabilitation Act, and/or special education program(s).

Legal References: MCL 380.1311, MCL 380.1312(8), MCL 380.1313, 20 USC 3351, 18 USC 921.

Community Values and Expectations for Setting Weapons Standards

It is the Board's determination that District values and expectations firmly support a zero tolerance standard that, within constraints provided by law, provides no exceptions for possession of dangerous weapons on school premises. Possession of a dangerous weapon, as defined by state law, is, per se, a violation of District policy. Any violation may result in serious consequences, including but not limited to, immediate suspension, followed by action of the Superintendent to permanently expel. It is further recognized by the Board that where a weapons violation occurs it is the District's duty to act swiftly and decisively.

Dangerous Weapon Definition

Per Section 1313 of the Michigan Revised School Code, dangerous weapon means a firearm, dagger, dirk, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Administrative Enforcement

Primary responsibility for enforcement of the weapons policy on school premises resides with the administration. Among administrative duties and responsibilities in this regard are:

- *Aggressive enforcement:* The administration is charged with the responsibility to aggressively enforce the weapons policy. This includes preventive initiatives through information and education, as well as policing activities to apprehend those in violation.
- *Information about the policy:* The Grand Ledge Public Schools will aggressively pursue, through a variety of media, efforts to inform the residents of the school district, especially students and their parents, about the Zero Tolerance Weapons Policy. This outreach effort should clearly and forcefully emphasize the Board of Education's intent to vigorously enforce the policy, stressing the severe consequences of violation.
- *Adherence to appropriate procedures:* All enforcement actions are expected to follow appropriate legal practices and procedures as well as adhere to appropriate practices with respect to personal rights involving interrogation, apprehension, and disclosure.
- *Documentation, reporting, and presentation of findings:* All weapons violations shall be thoroughly investigated and carefully documented. It is the responsibility of the administration to clearly present its findings and effectively establish support of its recommendation to the Board regarding expulsion.

Board Responsibilities

The Board is committed to strict adherence to the District's Zero Tolerance Weapons Policy and will strive to do all within its lawful powers to maintain and enforce a weapons free environment in the Grand Ledge Public Schools. Among those actions it specifically identifies as critical are:

- *Provision of support and leadership in informing and educating the District about the weapons policy:* The development, articulation, and commitment to an enforceable policy is the first step in this process. Board support, assistance and leadership in the crucial responsibility of informing and educating the district must follow. Prevention is far and away the preferred route to maintenance of a weapons free environment.
- *Firm support for administrative enforcement actions:* Successful enforcement is predicated upon a clearly understood relationship between Board expectations and the administrations enforcement responsibility. Expectations of strict enforcement must be backed by a strong Board commitment to stand by its policy. Exceptions, where granted, should be lawful and supported by clear and convincing evidence.
- *Strict adherence and respect for appropriate practices and procedures:* In keeping with all Board policy and enforcement action, development and enforcement of the weapons policy must be lawful and in accord with appropriate practices and procedures regarding protection of collective as well as individual rights.

Suspension Guidelines

Any student in possession of a dangerous weapon in violation of the Districts weapons policy shall be immediately suspended by the building administrator or his/her designee for a period not to exceed 10 days pending further review and hearing by the Superintendent of Schools. The suspension shall remain in effect until the Superintendent has made a decision regarding expulsion.

Expulsion Guidelines

Within 10 school days of a student's suspension resulting from an alleged violation of the Districts weapons policy, the Superintendent shall conduct a due process hearing to make a decision regarding expulsion. Under Section 1311 of the Revised School Code, a student possessing a dangerous weapon in a weapon free school zone shall be permanently expelled subject to possible reinstatement under Subsection 5. However, the law further provides that a district is not required to expel a student for possessing a weapon if the student establishes in a clear and convincing manner at least one of the following:

1. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.
2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
4. The weapon was possessed by the pupil at the suggestion, request, or with the express permission of, school or police authorities.

The Board fully intends to comply with the law and as always will adhere to all appropriate procedures in performing its duties in this regard. However, in fulfilling this duty, the Board will strive to meet its firm commitment to the District to maintain a weapons free environment. As such, implementation of the exception provision will be strictly and narrowly interpreted as the Board believes is in keeping with the Grand Ledge community's desire. More specifically, the Board sets forth the following as its general interpretation of the statute and intended guidelines for how it will procedurally address exceptions consideration requests:

Exception Consideration is Discretionary

While any student charged with a weapons violation is entitled to a due process hearing, granting an exception to mandatory, permanent expulsion for possession of a dangerous weapon in a weapon free school zone is a discretionary matter. The Superintendent may, but is not required to make a decision other than permanent expulsion. The gravity of the violation committed and nature of the weapon involved shall factor into whether or not to make an exception from the permanent expulsion requirement.

Exception Considerations

Exceptions to the Districts intent to enforce its weapons policy through permanent expulsion of students in possession of dangerous weapons, may be considered, under very limited circumstances. An example of a situation potentially qualifying for this provision might be a student in possession of a kitchen knife, fitting the state definition of a dangerous weapon, brought to school for the purpose of food preparation, such as chopping vegetables or cutting a cake. Where the Superintendent elects to entertain such requests, it will be in strict accord with the following:

- Exception consideration will be rigidly tied to those and only those four factors contained in the statute. Student academic standing, citizenship, character, rehabilitation potential, family support and personal qualities are not the primary issue, and, to the extent they are relevant, are secondary to the demonstration of proof that one of the four exonerating factors has been established;
- Exception factors will be narrowly interpreted and impartially applied;
- The burden of proof resides with the student. It is the students responsibility to establish that at least one of the four conditions necessary to be considered for an exception has been met, not the administrations obligation to prove that those conditions have not been met;
- An affirmative presentation of proof by the student will be expected. A large contingent of supporters, vouching for character evidence, will not be sufficient to establish convincing proof satisfactory for an exception. It will be the students responsibility to establish through presentation of evidence, such as corroborative testimony, that at least one of the four conditions, under which the District may impose a penalty less than expulsion, has been met;
- Establishes in a clear and convincing manner means just what it says the standard for granting exceptions is rigid and demanding. The legal standard applicable is the 70% rule, which requires a degree of proof satisfying at least a 70% level of confidence;

- Exception hearings and resultant decisions shall be conducted as a single purpose meeting or at the beginning of a meeting where other business items are on the agenda. Such decisions are very important, intellectually demanding and emotionally draining.
- Where exceptions to permanent expulsion are warranted, alternative penalties may be invoked, as the Board deems appropriate to the circumstances.

Hearing Procedures

All expulsion hearings shall be conducted by the Superintendent of Schools in conformance with the following:

- Due process standards will be employed as described in the attachment to these guidelines;
- The administration may be represented by legal counsel. The presence of an attorney may be critical to the district's ability to conduct an orderly proceeding in full compliance with the law;
- The Board recommends, but shall not require, that the defendant be represented by legal counsel.

Adopted: August 26, 2013

Disciplinary Hearings

The Superintendent of Schools will conduct student expulsion hearings for dangerous weapons violations in accordance with established standards for due process. Procedural due process affords certain basic safeguards against erroneous decisions made upon incomplete information.

Due process shall consist of the following:

- The student shall be given written notification of the specific charges and grounds which, if proven, would justify the penalty decision of the Superintendent;
- The student will be given a reasonable time to prepare for the hearing;
- The hearing is to be held before the Superintendent. The student will have the right to present witnesses and evidence in his or her own defense and to cross-examine any adverse witness;
- The student may be represented by counsel at his or her own expense.
- Student witness statements may be presented in written format, and identities shall be redacted.

Hearings shall be conducted under the following format:

1. The administration will introduce the charge against the student. If legal counsel is retained by the district, they will represent the administration.
2. The parent and/or student will be asked to respond to the charge by stating whether it is admitted or denied.
 - A. If admitted, the hearing will proceed to consider the administration's recommendation for action. The parent and/or student will be given an opportunity to respond to the administration's recommendation prior to deliberation.
 - B. If denied, the administration will proceed to present its case against the student by calling witnesses. Each witness will be subject to cross-examination from the parent and or student and subject to questions from the Superintendent.
3. After the administration has presented its case, the parent and/or student will be provided an opportunity to present a case in defense of the charge. Each witness called by the parent and/or student will be subject to cross-examination by the administration and subject to questions from the Superintendent.
4. Each side shall have an opportunity to present rebuttal witnesses in the same manner.

5. All witnesses shall be sworn or shall affirm to tell the truth, the whole truth, and nothing but the truth. The oath shall be as follows: Raise your right hand please. Do you swear or affirm that the testimony you are about to give in these proceedings will be the truth, the whole truth and nothing but the truth?
6. The administration will present closing arguments.
7. The parent and/or student will present closing arguments.
8. A finding by the Superintendent that the violation did not occur shall result in charges against the student being dismissed.

Adopted: August 26, 2013

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Assaults Committed by Students**

STU1103

Physical Assaults:

If a pupil enrolled in grade 6 or above commits a physical assault at school against a person employed by or engaged as a volunteer or contractor by the school board, he/she shall be permanently expelled from the school district by the Superintendent, subject to possible reinstatement by the Superintendent.

For the purpose of this policy, “physical assault” shall be defined as: Intentionally causing or attempting to cause physical harm to another through force or violence.

If a student who is permanently expelled from the district pursuant to this provision is not placed in an alternative education program or strict discipline academy, the District may provide, or may arrange for the Intermediate School District to provide appropriate instructional services to the individual at home. The type of services provided shall meet the requirements of Section 6(4)(v) of the State School Aid Act of 1979, MCL 388.1606, and the services may be contracted for in the same manner as services for homebound pupils under Section 109 of the State School Aid Act of 1979, MCL 388.1709.

For students expelled under this provision, the Administration shall, within three days after the expulsion, refer the individual to the appropriate county Department of Social Services or county community mental health agency and notify the individual’s parent/legal guardian or, if the individual is at least 18 or is an emancipated minor, notify the individual of the referral.

For an individual expelled under this provision, it is the responsibility of that individual and of his/her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. A list of these programs is available from the Michigan Department of Education Office of Safe Schools.

Except if a school district operates or participates cooperatively in an alternative education program appropriate for individuals expelled under this provision or MCL 380.1311(2) and in its discretion admits the individual to that program, a student who is permanently expelled pursuant to this provision is expelled from all public schools in the state and the

officials of a school district shall not allow the student to enroll in the school district unless the student has been reinstated under subsection (5) of MCL 380.1311(a). Pursuant to subsection (5) of MCL 380.1311(a) the parent or legal guardian of an individual permanently expelled under this provision or, if the student is at least age 18 or is an emancipated minor, the student may petition the expelling school board for reinstatement of the individual to public education in the school district any time after the expiration of 150 school days after the date of expulsion. The student shall not be reinstated before the expiration of 180 school days after the date of expulsion.

Verbal Assaults:

If a pupil enrolled in grade 6 or above commits a verbal assault at school against a person employed by or engaged as a volunteer or contractor by the school board, or makes a bomb threat or similar threat directed at a school building, other school property or a school related event, he/she shall be suspended or expelled by the Superintendent for a period of time as determined in the discretion of the Superintendent, not to exceed 180 school days.

For the purpose of this policy, “verbal assault” shall be defined as: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.

For students expelled under this provision, the Administration shall, within three days after the expulsion, refer the individual to the appropriate county Department of Social Services or county community mental health agency and notify the individual’s parent/legal guardian or, if the individual is at least 18 or is an emancipated minor, notify the individual of the referral.

For an individual expelled under this provision, it is the responsibility of that individual and of his/her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. A list of these programs is available from the Michigan Department of Education Office of Safe Schools.

Physical Assaults Committed Against Other Students:

If a pupil enrolled in grade 6 or above commits a physical assault at school against another student, he/she shall be suspended or expelled by the Superintendent for a period of time as determined in the discretion of the Superintendent, not to exceed 180 school days.

For the purpose of this policy, “physical assault” shall be defined as: Intentionally causing or attempting to cause physical harm to another through force or violence.

For an individual expelled under this provision, it is the responsibility of that individual and of his/her parent or legal guardian to locate a suitable educational program and to enroll the individual in such a program during the expulsion. A list of these programs is available from the Michigan Department of Education Office of Safe Schools.

Reinstatement

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student, may petition the Superintendent for reinstatement. The Superintendent will provide all due process rights to reinstatement as outlined in state law.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall, if requested by the Board, develop specific procedures for dealing with expulsions authorized by this policy.

Adopted: August 26, 2013

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **"Snap Suspensions"**

STU1104

"SNAP SUSPENSIONS"

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the teacher has good reason to believe that the student's conduct is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which he or she was suspended from until the passage of one full school day from the time of the student's infraction unless otherwise permitted by mutual agreement between the teacher who ordered the suspension and building administrator.

A teacher who issues a snap suspension must inform the principal of such action at the time the suspension is issued. The student, upon suspension, shall report to the office for either in-school or out-of-school suspension as determined by the building administrator.

The suspending teacher shall attempt to make contact with the suspended student's parent/guardian by the end of the teacher workday. If this is not accomplished, the teacher must make contact with the parent/guardian within 24 hours of the suspension. The teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference.

Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more. This policy shall be included in the School Board's code of student conduct.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Implementation

The Superintendent shall, if requested by the Board, develop written regulations to implement this policy in compliance with state law requirements if necessary to ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Student Publications**

STU1105

School sponsored student publications shall be under the control and supervision of the building principal or designated faculty representative. All material published in school sponsored publications must have the prior approval of the faculty advisor.

Students who have facts and opinions are allowed to express them in print as well as through oral communication. Student editors and writers shall observe the same legal responsibilities as those imposed upon conventional newspapers and communications media. No student shall distribute on school property any student publication, which is obscene as to minors according to current legal definitions, is libelous according to current legal definitions, or creates a material or a substantial disruption of the normal school activity or appropriate discipline in the operation of the school.

“Obscene as to minor” means that an average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interest and has no redeeming social value; that the publication depicts or describes, in a patently offensive way, sexual conduct specified in applicable law; and that the work taken as a whole lacks serious literary, artistic, educational, political or scientific value.

“Libel” is the false and unprivileged (protected by immunity) publication in writing or the printing of pictures, effigies or other fixed representations to the eye which expose a person to public hatred, contempt, ridicule or obloquy which causes him/her to be shunned or avoided or which has a tendency to injure him/her in his/her occupation.

Advertisements for drug paraphernalia or any controlled substances are prohibited in school-sponsored publications.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Non-Student Publications**

STU1106

Distribution of written material that is not produced as a student publication must have the prior written approval of the building principal. The building principal shall impose the same standards on non-student publications as those that apply to student publications. The principal shall inform the student of his/her decision within one school day. The decision of the principal may be appealed in writing to the superintendent within two days of the principal's decision. The superintendent shall render a decision within three days. The superintendent's decision may be appealed to the Board of Education in writing within two days of the superintendent's decision. The Policy Committee of the Board shall recommend a decision to the Board of Education, which shall act on the appeal at its next meeting.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **School Admissions**

STU1107

The Grand Ledge Public Schools may accept non-resident students on a tuition basis, using the following criteria:

1. There is available classroom space;
2. Tuition charges are paid at the time of enrollment; and
3. A release is received from the resident District.

A non-resident student who is denied admission to the schools of the District may appeal the decision to the Board of education.

A resident student who has completed his/her junior year in the District and moves to another school District shall be eligible to attend Grand Ledge Public Schools for his/her senior year upon payment of a \$2 tuition charge.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **IntraDistrict Schools of Choice**

STU1108

The District shall allow students to attend the school within the District of his/her choice, provided that the placement does not result in additional personnel or transportation costs to the school District, and that space is available.

Adopted: September 12, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Testing Out**

STU1109

The High School Testing Out Program grants high school credit in any course to a student enrolled in high school, but who is not enrolled in a course and who exhibits a reasonable level of mastery by:

attaining a grade of not less than a C+ on the final exam, portfolio project, performance skill demonstration, research paper and/or presentation that is otherwise given in the course.

Upon passing the exam at a C+ or higher level, the student will be able to get credit for the course by testing out. The tested out course will not be counted as part of the graduation requirements, however, it will provide the student an opportunity to take higher level courses and/or courses that may not have previously fit in a full schedule.

The tested out course will be documented as *pass* in the student transcripts.

A student wishing to participate in the testing out process will make application with the High School Counseling Department. There will be two time periods set aside for testing out -- August and December of every year.

Adopted: September 12, 1996

GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

Operations Policies

Category XI: **Students**

Subject: **Parental Involvement**

STU1110

Statement of Purpose. The involvement of parents and community members is an essential component of nurturing students and ensuring their success. The Grand Ledge Public schools will seek and consider parent and community input to ensure the success of all students. Each fall the parent involvement policy will be distributed to parents. Ideas and suggestions will be sought annually for inclusion in the annual revisions to the administrative regulations.

With respect to compliance with the federal law entitled, *No Child Left Behind*, regarding schools that receive federal funding support, the district will:

- take specific actions to ensure parental involvement of the Title I, Part A, planning process,
- coordinate technical assistance, resource information, and other support to assist schools in planning and implementing effective parental involvement activities,
- coordinate with the Eaton Intermediate School district and other community agencies and integrate opportunities for parent involvement with programs such as Head Start, Even Smart, Reading First; and, Adult and Community Education Programs ,
- use an assessment tool based upon the National Standards for Parent and Family involvement to assist our schools in conducting an annual evaluation of parental involvement, and strategies to increase involvement of parents from all population segments ,
- involve parents in school activities as described in the National Standards for Parent and Family involvement,
- build capacity for parental involvement to improve academic achievement.

The Grand Ledge Public schools recognize that effective parent and community involvement is essential to the success of all students. To that end, staff will make every effort to expand the opportunities for parental understanding of the content and grade level expectations of the core curriculum and the key components of the instructional programs provided to their students. Every effort will also be made to expand opportunities for parental communication with the schools and involvement in school activities.

Adopted: December 13, 2004

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IX: **Students**

Subject: **Wellness**

IP508

STU1111

Wellness

As required by law, the Board of Education establishes the following student wellness policy for the Grand Ledge Public School District.

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

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

Adopted: June 26, 2006

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category XI: **Students**

Subject: **Anti-Bullying**

STU1112

The Grand Ledge Public Schools Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying, harassment and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

Bullying is defined as the repeated or ongoing mistreatment of an individual or group characterized by a willful and/or perceived intent to cause harm and/or a perceived advantage in power. These acts can be socially, emotionally or physically damaging in nature and include, but are not limited to; teasing, name calling, rumor spreading, exclusion, intimidation, threats, damaging personal property, stealing, public humiliation, stalking, pushing, shoving or other physical attacks and sexual, religious or racial/ethnic harassment. Any of these acts can be committed in person or also via the Internet, email, telephone, text message or other forms of electronic devices and is also considered bullying (known as cyber-bullying).

The scope of this policy includes all students, administrators, faculty, staff, parents, volunteers and the prohibition of every form of bullying, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber-bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program. If it is determined that the incident stems from behavior outside of the school venue, the parents (and police officials) may be notified.

The Grand Ledge Public Schools Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an

investigation. The Grand Ledge Public School Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment.

If anyone observes bullying behavior, they should report it to their building administrator, the Director of Human Resources or the Superintendent of Schools. The administrator who receives the complaints will promptly investigate the allegation and document the violation in the school information system, as well as notify the parents of the students involved, if appropriate.

This policy will be published with all other Board Policies, as well as in student handbooks. Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment will be outlined in the student handbook.

Adopted: March 26, 2012