Handbook of

Selected Board of Education Policies

Prepared for BCPS Personnel
As of August 18, 2010

Battle Creek Public Schools

Human Resources Office

It is the policy of the Battle Creek Public Schools that no person on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination, employment, or in any program or activity to which it is responsible or for which it receives financial assistance from U.S. Department of Education, Title IX Coordinator, Battle Creek Public Schools, 3 W. VanBuren Street, Battle Creek, Michigan 49017; (269) 965-9500. Inquires related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to: Section 504 Coordinator, Battle Creek Public Schools, 3 W. VanBuren Street, Battle Creek, MI 49017: (269) 965-9500.
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Section II

Battle Creek Public Schools Tenure Policy & Procedures
Receipt Slip

Instructions: Please sign and return this slip to the Human Resources Department, Battle Creek Public Schools. I have received and reviewed copies of the Battle Creek Public Schools "Policy Information Guide", which includes the following policies:

- Reasonable Assurance Acknowledgement Form
- Administration of Medications by School Personnel
- Safety
- Student Transportation in Private Vehicles
- Personal and Business Transportation Services
- Staff Conduct
- Use of District Equipment, Supplies, Property, and Materials
- Possessing, Transporting, or Transmitting Dangerous Weapons
- Staff Complaints
- Staff - Student Relations - Threats to Students
- Conflict of Interest
- Nepotism
- Employee Use of Electronic Communication Devices
- Staff Smoking and Tobacco Products
- Alcohol and Drug Free Workplace
- Family and Medical Leave
- Communicable Diseases - Staff & Students
- Ethics
- Field Trips and Excursions
- Controversial Issues
- Teaching About Religion
- Discriminatory Harassment of Students
- Release of a Student During the School Day
- Student Discipline
- Assaults Committed by Students
- Student Suspension and Expulsion
- Student Assistance Programs
- Child Abuse and Neglect - Duty to Report
- Student Accidents
- Student Records
- Solicitations
- Free Materials Distribution and Advertising in Schools

I understand that the policies create duties and expectations of conduct and I agree that I will conduct myself in accordance with those duties and expectations.

I understand that I may check with my immediate supervisor and the Human Resources Department if I have a question or concern about one or more of the above-noted policies and that the District may change policies and procedures as necessary and that changes may affect the information in a policy and that the District will notify me of such changes.

Name (please print):

Signature/Date:

Please SIGN - TEAR OUT - and RETURN this receipt slip
This policy is intended to cover all students. It includes students with disabilities who have an Individualized Educational Program (IEP) or Section 504 Plan. The following definition of "medication" is adopted for use in this District: "Medication," includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose, or medications applied to the skin.

Whenever possible, medications for students should be administered by parent(s)/guardian(s) at home. As a service to the family, the Superintendent shall establish procedures for the administration of medication by school personnel in circumstances where such administration is deemed necessary for the student's well being by the student's parent(s)/guardian(s) and physician. The pupil's parent(s)/guardian(s) must provide the school with written permission and a written request to administer medications to their child. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil must accompany the request and be kept on record by the school. The parent(s)/guardian(s) request/permission and a physician's instructions for administration shall be renewed every school year.

Any and all "biohazards" generated, such as, but not limited to: sharps, bandages, gauze, towelettes, and discarded live or attenuated vaccines, due to the administration of medications by school personnel shall be disposed of in accordance with the Michigan Medical Waste Regulatory Act, 1978 PA 368, R 325.1545(10). Students who "self administer" medications shall be responsible for returning any such wastes to their home for disposal. The Superintendent shall be responsible for providing staff members with written procedures to implement this requirement.

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

Self-Administration/Self-Possession of Medications

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

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

**Diabetic Emergencies**

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

**Management of Students with Asthma in the School Setting**

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

**Exercise Induced Asthma Attacks**

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

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

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

Storage and Access to Medications

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

Record Keeping of Medications

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

Approved: August 17, 2009
The Board and its administrative staff shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. Safety rules and practices shall be developed by the District's administrative staff. These rules shall be reviewed annually with all employees and students.

Emergency Drills

Each building housing students will comply fully with all laws regarding required fire drills, tornado drills, and lockdown drills. The Superintendent shall report to the Board concerning the nature of legally required "lockdown" drills. There shall be coordination with local emergency management, fire, and/or police officials in the conduct of "Lockdown" drills.

Fire Prevention

The District's employees shall be constantly on the alert for potential fire hazards.

Warning Systems

The Board shall seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the District.

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1 MCL 29.19 (5) A minimum of 2 drills in which the occupants are restricted to the interior of the building and the building secured is required for each school year at a school that operates any of grades kindergarten to 12. A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. The drill shall be conducted in coordination with the local emergency management coordinator appointed under section 9 of the emergency management act, 1976 PA 390, MCL 30.409, the county sheriff for the county or the chief of police or fire chief for the municipality where the school is located, or the designee of the sheriff, chief of police, or fire chief and consistently with applicable federal, state, and local emergency operations plans. The governing body of a school shall seek input from the administration of the school on the nature of the drills to be conducted under this subsection.
Safety (Cf. 8590)

Safety Inspections

The Superintendent or designee shall inspect building and grounds including but not limited to playgrounds, and playground equipment, boilers, bleachers and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects under a schedule developed by the Superintendent or designee.

Approved: August 17, 2009

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Field Trips

In scheduling transportation for field trips, the Superintendent may approve the use of private vehicles in situations in which budget or schedule restrictions make it prohibitive or impractical to use school buses.

Student Self-Transportation

In cases where a student is enrolled in a Board approved, shared time program, or District sponsored activity, at another school or program site (Example: An area career center, gifted and talented program, or dual enrollment program with an area junior college, college or university) parent(s)/guardian(s) of the student may request permission for their child to self-transport him/herself to and from that site, subject to rules and regulations established by the administration.

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Personal and Business Transportation Services

The Board recognizes the needs of the District to own or lease vehicles to carry out the instructional program and the business of operating the schools. The Superintendent is authorized to determine the extent to which District owned vehicles might be used for official school business. Such vehicles shall not be used for personal travel unless expressly approved by the Board. Drivers of school owned vehicles shall be properly licensed.

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The Board authorizes the Superintendent to develop services linking computers within and between buildings in the District, and to provide access to the international computer network (Internet) for students, staff and, if requested, members of the Board of Education. All computer network implementation shall be in line with the Board policy on technology and the District's educational goals.

Use of the computer network(s) as a part of any class or school assignment shall be consistent with the curriculum adopted by the District. The District's general rules for behavior and communications shall apply when using any computer equipment.

**Personal Accounts**

The Board authorizes the Superintendent to provide personal accounts for students, staff, and, if requested, members of the Board, access to the District computer network and the Internet, including electronic mail and file server space for developing and publishing material on the world wide web or other networked computer media. Such access shall be provided in furtherance of the District's educational mission, to enhance student knowledge and familiarity with technology, and to facilitate communication, innovation, and sharing of resources. To ensure the integrity of the educational process and to guard the reputation of the District, student and staff expression in public electronic media provided by the school may be subject to review, comment, editing, and/or removal by school officials.

Personal accounts and all use of District computer resources are considered a privilege, not a right, and are subject to the District's rules and policies.
Student electronic mail and electronic storage space, which does not contain material made public by the student, shall be subject to the District's policy and rules on student records.

A fee may be charged by the District to defray the cost of personal accounts. However, if use of personal accounts is required for a core curricular class, no fees may be charged of a student for the duration of that class.

Privacy

The School District may collect and store Personally Identifiable Information (PII). In the event PII is collected, all information shall be secured in accordance with Board policies 5180 - Unauthorized Release of Information and 8940 - Student Records.

System Integrity

The Superintendent shall designate person(s) trained in computer technology ("system administrators") at the building and/or District level to implement the District's rules and regulations and to provide computer support for students, staff and Board members. The Superintendent in concert with the system administrators shall employ hardware and software security to ensure the integrity of the system and to prevent unauthorized access to District and school records.

Network Use

The Superintendent shall develop rules and procedures for computer and network use, and shall see to it that rules are published annually for students, parent(s)/guardian(s), staff, and Board members.

The District's computer and network use rules shall be consistent with the following requirements:

- Users may not use District equipment to perform or solicit the performance of any activity that is prohibited by law.
• Users may not use the system to transmit or publish information that violates or infringes upon the rights of any other person, or information that is abusive, obscene, or sexually offensive.

• District computer equipment shall not be used for commercial purposes by any user, or for advertisement or solicitation without prior written approval from the Superintendent.

• Except with prior authorization from a system administrator or the owner of the record in question, users may not access or attempt to access the records or files of other users, or of the District, nor delete, alter, or otherwise interfere with the integrity of computer-based information or resources.

• Users may not use the electronic mail facility to send unsolicited, bulk, chain, harassing, anonymous, or other messages which are an annoyance to the recipient or which may cause a degradation of system performance.

• Users may not use the network facility to access or bring into the school environment material that is inconsistent with the educational goals of the District, including but not limited to material which is defamatory, abusive, obscene, profane, sexually explicit, threatening, racially offensive, illegal, or which aids or advocates illegal activity other than non-violent civil disobedience.

**District Web Page(s)**

Any and all Web pages representing the District shall be carried and posted only on the District's server and shall be designed and published in accordance with rules promulgated by the Superintendent or designee.

**Limiting Access**

The administration may make use of technology, which attempts to block access by individual users to networked computers, data, or services that provide content, which, in the opinion of the administration, is not in keeping with the educational aims of the District pursuant to state statute.
The administration is encouraged to pursue such technology for the personal accounts of elementary school children where practical.

Complaints about content of networked information or access to blocked sites shall be handled in accordance with the District's policy and procedures for complaints about library and instructional materials.

**Use of Computers in a School District Library**

The Board, pursuant to state statute, requires when a school District library offers use of the Internet or a computer, computer program, computer network, or computer system to the public, that access to minors be restricted in the following manner:

Utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors. To accomplish this, a library may use passwords and/or filters that restrict Internet access for those less than 18 years of age.

The Superintendent or designee will develop rules concerning library Internet access in compliance with state law.

Approved: August 17, 2009

LEGAL REF: MCL 397.606
Planning and funding for computer networking in the District shall be handled in accord with the District's policy and rules on technology.

**Supervised Use**

Teachers are encouraged to use the District network in researching material for classes, collaborating with colleagues, developing innovative approaches, or otherwise enhancing their background, skills and teaching. Teachers are encouraged to make use of the District network in their classes when the use of the network enhances the students' education, is appropriately supervised, and is consistent with District goals and objectives. School administrators shall monitor technology use in the curriculum to ensure its effectiveness and develop ideas for further in-service instruction of staff.

School libraries and media centers will provide networked computers for students and staff to use for research purposes. Library/Media center staff shall make every attempt to assist users to monitor the content of material being accessed. Academic assignments have priority over personal research.

Any staff member who becomes aware of student network use in violation of the District's acceptable use rules may refer the incident to the system administrator for action, and may remove the student from the computer.

**Personal Accounts**

No student, staff, or Board member network account shall be activated until the individual has submitted an acceptable usage agreement for network access contract and been notified of the District rules for acceptable use of the network. Upon receipt of the contract, the system administrator will provide account, password, and other log-on information and instruction, including an initial disk space allocation where appropriate. Users may request additional disk space, which may be provided by the system administrator according to availability and priority of the use.
Violations of Conditions

Upon receiving notification of a violation of District rules or policies, the system administrator may suspend or terminate a staff member or student’s personal account when directed by the Superintendent or designee. The system administrator may access all relevant files of the user in attempting to determine the veracity and/or the extent of the violation.

System Integrity and Security

Computer file servers containing student records, employee records, or other sensitive administrative documents shall be maintained on an independent network separated by an electronic “firewall” from unauthorized access by outside entities, including student users. If dial-in access is permitted to this equipment, that number will not be published.
All users, particularly staff, shall be instructed in password security. Passwords should not be based on information, which is readily associated with the user (addresses, phone number, favorite flower, etc.). The system administrator may require a user to change a password if it fails to meet these criteria, or may issue randomly generated passwords to all users.

All users are expected to safeguard data integrity and should promptly report any suspected breach of security or data integrity to the system administrator.

**District Web Page(s)**

Guidelines for Construction of Battle Creek Public Schools WWW pages:

Purpose: District web pages should promote a positive image of the District and its programs. Web pages should facilitate and enhance the communication and educational goals of the District in a timely and professional manner.

Responsibility: The administrator in charge of technology is responsible for overseeing the content and design of all District web pages.
A Web Page Committee with a membership selected by the administrator in charge of technology and the building Principal(s) is/are responsible for developing guidelines and acting in an advisory capacity regarding all aspects of web page design and content.

Guidelines: These guidelines have been developed to ensure consistent quality and appropriate content of Battle Creek Public Schools' web pages.

1. District web pages will be posted only on the server used by the District providing Internet access to the District as negotiated by the administrator in charge of technology. No "personal" or private web pages representing the District shall be allowed. (Example: A school "club" or individual classroom that might wish to post a web page via twisted pair telephone lines or through a "private/personal" home page would be disallowed.) Any staff member or students violating this rule shall be subject to disciplinary action.

2. The home page of each school and/or school program will present a consistent appearance. Contents, menus, background colors, heading styles, fonts, point sizes, buttons, icons, page sizes, and other graphic, and design elements should create unity within the array of the District's building and program pages.

3. Web pages will strive for high standards of professionalism with current and accurate information; correct grammar and spelling; and with no inappropriate reference to; race, gender, religion, politics, alcohol, drugs, firearms, or sex.

4. District web pages shall be free of all advertising and/or promotion of causes inappropriate to a public school educational setting.

5. No copyrighted text, graphics, or sound files will be used on District web pages without the express consent of the originator. It must be assumed that everything is copyrighted unless otherwise stated.
6. All updated and new pages must be proofread by someone other than the author/typist prior to uploading. Making sure the information is proofread is the responsibility of the person doing the uploading.

7. All links must be verified by someone other than the author/typist prior to uploading. This verification is the responsibility of the person doing the uploading.

8. Web pages linked from District web pages must have educational or school related value and be free of inappropriate references as stated in 3 and 4 above.

9. Permission of the parent(s)/guardian(s) must be on file prior to using a student’s photo, name, and/or original work on the Internet (See attached form). Directory information of students (address, telephone number, and other personal information) will not be indicated on District web pages or used, in any form, on any District web page.

10. District pages that provide links to off-site web sites will include a disclaimer:

"The Battle Creek Public Schools makes every effort to provide a high quality web site with information and links that facilitate the accomplishment of our educational mission. Because of the unpredictable nature of the Internet however, we cannot be responsible for the content of pages not directly linked to this web site."
Limiting Access

School servers may incorporate blocking and filtering software. Sites are blocked by category of content. Sites may be blocked by the system administrator in response to a complaint by a student, staff member, Board member, or parent(s)/guardian(s) in accord with the District's procedures on controversial material.

E-mail sites, which deposit unsolicited, bulk, chain, or offensive messages on the District server, will be blocked. System administrators may also block e-mail following a complaint from any user. Time permitting; an effort will be made by the system administrator to notify the offending system operator of the violation and the District's desire not to be contacted in the future. The system administrator shall refer repeated violators, along with any case of solicitation for child abuse or other illegal act, to the Superintendent for action in concert with law enforcement authorities.
5200  Staff Conduct

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

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

Federal Compliance

All employees will be provided with an explanation of both their responsibilities and their rights under law in terms of the actions they may take to maintain order, discipline, and an appropriate educational environment. Training will be provided that defines approved actions, and informs employees that they may be liable for harm when they engage in criminal, grossly negligent or reckless conduct, or act with flagrant indifference to the rights and safety of another person who suffers harm as a result. The Superintendent or designee will develop rules that prescribe the circumstances under which the District administration and/or parent(s)/guardian(s) are to be notified of actions taken, any written documentation of actions taken that is necessary, and other appropriate procedures including staff training.
Staff Appearance

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Approved: August 17, 2009
LEGAL REF: NCLB
Permission must be gained from the appropriate building Principal or immediate supervisor before any District equipment, supplies or materials may be removed from school grounds.

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

Unless there is a specific written agreement to the contrary, physical and intellectual products created within the scope of the employment relationship, shall be the property of the Board of Education.

In no case shall employees be authorized to borrow, remove, or utilize District equipment, materials, office/classroom space, or supplies in connection with any outside employment or any other personal interest. Violations of this policy will result in disciplinary action up to and including discharge and/or the filing of criminal charges.²

² MCL 19.141 Care, preservation, and protection of state buildings and property. The Department of Education, among others named in the act, may prescribe rules and regulations for the care, preservation, and protection of buildings and property dedicated and appropriated to the public use and the control and conduct of those coming upon the property. The act authorizes those having control over property and buildings to file a misdemeanor complaint against those who misuse the property. MCL 750.362 - Larceny by conversion. Any person to whom any money, goods or other property, which may be the subject of larceny, shall have been delivered, who shall embezzle or fraudulently convert to his own use, or shall secrete with the intent to embezzle, or fraudulently use such goods, money or other property, or any part thereof, shall be deemed by so doing to have committed the crime of larceny and shall be punished as provided under the Michigan Penal Code. (Underlining added.)
Recognized bargaining units may use District equipment as provided for in the current negotiated master contract.

Approved: August 17, 2009
LEGAL REF: MCL 19.141; MCL 750.362
Possessing, Transporting or Transmitting Dangerous Weapons (Cf. 8300) 5205

No person shall possess, transport or transmit a dangerous weapon on school District property, property used by the school District for a school-related purpose, or in a motor vehicle used for a school District-related purpose unless: (a) Prior permission has been granted by the Superintendent, (b) The person is an on-duty law enforcement officer or, if off duty, the officer is otherwise required by the law enforcement agency to carry a weapon; or (c) as otherwise allowed by law.3

A dangerous weapon, within the meaning of this policy, shall include, by way of description, such things as a firearm, knife, black jack, baton, iron bar, brass knuckles, martial arts devices, and incendiary and/or explosive devices. Pursuant to federal law, the term firearm includes, but is not limited to, any weapon designed to expel a projectile by the action of an explosive, the frame, or receiver of any such weapon, a muffler or silencer for such a weapon, or destructive device.4 Any person, including a student, who violates this policy, will be reported to law enforcement authorities. Employees who violate this policy will be severely disciplined, up to and including discharge.

The administrative rules prohibiting students from possessing dangerous weapons is contained in the Student Code of Conduct. The District, pursuant to state law, shall expel students who violate the weapons laws and rules unless one of the statutory exceptions is established.5 To comply with federal law, any such exception shall be reduced to writing.

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3 28.4250. added Premises on which carrying concealed weapon prohibited; violation. Sec. 50. (1) An individual licensed under this act to carry a concealed pistol, or who is exempt from licensure under section 12a(1), shall not carry a concealed pistol or the premises of any of the following: (a) A school or school property except that a parent or legal guardian of a student of the school is not precluded from carrying a concealed pistol while in a vehicle on school property, if he or she is dropping the student off at the school or picking up the child from the school. As used in this section, “school” and “school property” mean those terms as defined in section 237a of the Michigan penal code, 1931 PA 328, MCL 750.237a.
4 Pursuant to federal law, the term destructive device means: any explosive, incendiary, or poison gas: bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any or the devices described in the preceding clauses.
5 To establish a statutory exception, state law requires clear and convincing evidence that: 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, or 2) the weapon was not knowingly possessed by the pupil, or 3) the pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon, or 4) the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.
Possessing, Transporting or Transmitting Dangerous Weapons (Cf. 8300) 5205-2

Facsimile Weapons

The Board will not tolerate employee possession of any facsimile or "look alike" weapon on school property at any time. It shall be a violation of this policy for any employee or other person to carry, display, or brandish any facsimile of a dangerous weapon with the intent to scare, terrify, alarm, threaten, or intimidate any other person.

Any employee in possession of a replica or facsimile of a dangerous weapon, in violation of this policy will be placed under immediate suspension, pending an investigation of the incident by the appropriate school or legal authorities. In accordance with applicable law and collective bargaining agreements, the Superintendent or designee is authorized to discipline any employee who violates this policy.

Approved: August 17, 2009
LEGAL REF: MCL 380.1311; 750.237a; 18 USCA 921; 20 USCA 7151 (No Child Left Behind Act)
Staff Complaints (Cf. 5030, 5040)

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

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

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

Approved: August 17, 2009
All District employees are expected to maintain relationships with members of the student body that are nothing but positive in their intent, conducive to an effective educational environment, do not violate appropriate staff/student interactions under law, or the policies of the Board, and do not create possible liabilities to the employee or the District. Employees are reminded that a "friendly" approach to students must be tempered by the fact that employees are, and should remain, authority figures in the eyes of students. All District employees are responsible for the regulation of student conduct.

**Threats to Students**

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

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

Approved:  August 17, 2009
LEGAL REF: MCL 380.1312

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

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

Approved: August 17, 2009
LEGAL REF: MCL 15.321 – 323

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Nepotism

Purpose

This Prohibition on Supervising Relatives policy is adopted to avoid conflicts of interest, the possibility or appearance of favoritism, morale problems, and the potential for emotional interference with job performance.

Application

This policy applies to all full-time and part-time non-union employees, temporary employees, contractual employment, including independent contractors, MARTC interns, and personal service contracts. This policy also applies to all applicants for employment regardless of whether the position applied for is union or non-union.

Definitions

A) As used in this policy, the term "relative" is defined to include spouse, child, parent, brother, sister, grandparent, grandchild, first cousin, uncle, aunt, niece, nephew, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, and father-in-law, whether natural, adopted, step or foster.

B) As used in this policy, the term "administrator" is defined to include the highest level administrator or director of a district program who functions under the general direction of the Superintendent of Schools such as the Assistant Superintendent of Human Resources and other members of the administrative cabinet of the Superintendent.

Prohibitions

a) Employees. Relatives of employees shall not be employed, whether by hire, appointment, transfer or promotion in the school district where one person has direct supervisory authority over the other.
Nepotism

b) Should two employees become relatives by reason of marriage or other legal relationship after employment, if possible, one employee should be required to transfer to another program or school building within the school district if the transfer would eliminate the violation of this policy. If a transfer is not possible, or if the violation cannot be eliminated, one employee shall be required to resign. The affected employees may make the decision as to which employee shall transfer or resign. If the employees fail to decide between themselves within 30 days of becoming relatives, the employee with the least seniority shall be required to transfer or resign.

Required Submissions

If any person, whether employed by hire, appointment, or other manner, contemplates the creation of a contractual relationship that may implicate this policy, whether directly or indirectly, the proposed contract shall be submitted to the Superintendent of Schools for review to insure compliance with this policy.

Required Disclosure

All current employees, including persons who are not appointed, shall disclose in writing to the Superintendent's office, the existence of any familial relationship as described in this policy within thirty (30) days of the issuance of this policy or creation of the relationship, whichever is sooner. The Human Resources Department will forward to each employee a familial relationship acknowledgement form and direct the employee to read, complete, sign and return the form to Human Resources.
5235 Nepotism

Affected Employees

This policy shall not apply to any person who is an employee of the school district on April 15, 2002, except that from April 15, 2002, forward, no person shall be transferred or promoted or enter into a nepotic relationship in violation of this policy.

Approved: August 17, 2009

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Employee Use of Electronic Communications Devices

The Board recognizes that employees may carry electronic communications devices either District-issued or personally owned and hereby adopts this policy.

District-Issued Communications Devices

The District may elect to issue certain communications devices to employees in order to increase the efficiency of District operations. Issuance and use of District equipment shall be subject to rules promulgated by the Superintendent or designee.

Personally Owned Communications Devices

Employees may carry and use personally owned cellular telephones or pagers/beepers on school property subject to rules and regulations promulgated by the Superintendent or designee.

Personal Use of District Cord, Cordless and Cell Telephone

The District provides to some employees a desk telephone, cell telephone and other electronic communication devices so said employees can conduct business at or away from their respective work stations. The District, in the case of cell telephones, contracts for a number of minutes of use each month. The monthly use number is set by the business office and reviewed from time to time. It is understood that each administrator may use the assigned cell phone for receiving and sending personal calls without charge by or reimbursement to the District with the understanding that all charges for minutes in excess of the number of monthly minutes purchased by the District will be the full 100% responsibility of the employee. The employee will reimburse the District within 10 days of the business office’s demand for payment of charges.

Approved: August 17, 2009
LEGAL REF: MCL 380.1303 (PA 132 of 2003)
In the interest of providing a safe and healthy environment for employees, students, and visitors, and in accordance with the MICHIGAN CLEAN INDOOR ACT, P.A. 368 of 1978, and the TOBACCO-FREE SCHOOLS ACT P.A. 140 OF 1993, the Battle Creek Public Schools Board of Education does hereby adopt the following Tobacco-Free Policy:

**Statement of Intent**

Tobacco products shall not be used by any person on or in the District's property except in the following designated areas and on designated days and times and then only by those of legal age:

1. Designated outdoor areas owned or leased by the District after 6:00 p.m. on any day that classes are scheduled for students.

2. Outdoor property owned or leased by the District any time on weekends or other days where there have been no scheduled classes for students. Designated outside areas will be determined at the building level.

**Enforcement**

The use of tobacco on or in District's property except as defined by the policy is a misdemeanor under Michigan law. All employees, students, and visitors share in the responsibility of adhering to and enforcing the Policy.

Violations should be brought to the attention of the building supervisor. The building supervisor will investigate any reported violations of the policy. If necessary, the violations will be referred to the Superintendent or the Superintendent's representative for appropriate action.

Employees and students who are found violating the Tobacco Free Schools Act will be considered in violation of Battle Creek Schools' Policy and will be subject to discipline.
Students are expected to adhere to the policy and procedure as amended in applicable student handbook(s). Students will be informed of the new limits of the tobacco-free law.

Employees will receive a fact sheet regarding the danger and risk of tobacco use. Employees may obtain assistance, in a smoke cessation program, through their health insurance or the Employee Assistance Program.

Approved: August 17, 2009
The Board of Education is concerned with the well-being of its employees, the successful accomplishments of its mandate to provide education to the students of the District and the need to maintain employee productivity. Accordingly, it is the policy of the Board of Education to maintain a drug and alcohol free workplace for all employees.

1. It is further the policy of the District that unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance or alcohol is prohibited on school District premises, premises on which school District programs are located, school District vehicles or when any employee of the school District is performing his/her position responsibilities or in attendance at any school District business, activity or function.

2. Responsibility - The Board of Education hereby delegates to its Superintendent or his/her designee, the responsibility to effectuate, oversee, and implement the requirements of this policy. The Superintendent is charged with the responsibility of making a good faith effort to maintain a drug and alcohol free workplace through the implementation of this policy.

3. Requirements - The unlawful manufacture, distribution, dispensation, possession, use or being under the influence of a controlled substance or alcohol by any employee while on school premises, in a school District vehicle, performing his/her assigned duties or in attendance at any school activity or function is strictly prohibited. Compliance with these requirements is mandatory and shall not be construed to be voluntary.

   a. Testing
      (1) Applicants:

         All job applicants will undergo screening for the presence of illegal drugs as a condition of employment.
Applicants will be required to submit a urinalysis test at a laboratory chosen by the Battle Creek Public Schools, and by signing a consent agreement that will release the Battle Creek Public Schools, its Board of Education, individual Board members, and employees from liability.

Any applicant with positive test result will be denied employment at that time, but may initiate another inquiry with the Battle Creek Public Schools after six months.

(2) Employees:

When a supervisor has a reasonable suspicion that an employee's behavior is impaired and said impairment may be the result of drugs or alcohol an employee must undergo drug testing. Upon suspicion of drug or alcohol use while at work, the existing employee(s) will be taken to a laboratory chosen by the Battle Creek Public Schools and required to submit to a urinalysis test, and sign a consent agreement that will release the Battle Creek Public Schools, its Board of Education, individual Board members, and employees from liability. Arrangements will then be made to transport the employee home.

b. As a condition of employment, employees shall:

(1) Abide by the terms of this policy; and

(2) Refusal to take drug test when required - An employee who refuses to be tested when required by this policy will be subject to the full range of disciplinary action including dismissal. No applicant who refuses to be tested shall be extended an offer of employment.
Attempts to falsify test results (e.g., by altering or substituting the specimen provided) will be deemed a refusal to take the drug test when required.

(3) Notify the Superintendent of any criminal drug or alcohol statute conviction for violation in the workplace no later than five (5) days after such conviction.

c. Within thirty (30) days of receiving notice of a criminal drug or alcohol statute conviction for a violation occurring in the workplace or otherwise in connection with the assignment of an employee, the Superintendent or his/her designee shall:

(1) Take appropriate personnel action against such an employee, up to and including termination; or

(2) In appropriate cases, allow such an employee to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agencies. Such rehabilitation shall be undertaken at no direct cost to the District unless otherwise approved by the Superintendent and/or Board of Education. The school District shall develop and maintain for employee reference a current list of drug and alcohol counseling, rehabilitation, and employee assistance programs available throughout the District or elsewhere in the community.

Whether an employee will be allowed to participate in a drug or alcohol abuse assistance or rehabilitation program, rather than be disciplined, shall be a matter within the discretion of the District.
An employee who is allowed to participate in such a program shall be subject to discipline, including termination, in the event the employee fails to satisfactorily participate.

d. Within ten (10) days after receiving notice that an employee has been convicted under a criminal drug or alcohol statute for a violation occurring in the workplace, the Superintendent or his/her designee shall notify any federal agency from which the District has received a grant to perform work on a site or any program where the drug violations giving rise to such conviction occurred.

e. The School District shall establish a drug and alcohol free awareness program to inform employees about:

(1) The dangers of drug and alcohol abuse in the workplace.

(2) The Board of Education's policy of maintaining a drug and alcohol free workplace.

(3) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug and alcohol violations occurring in the workplace.

f. The school district shall take steps to ensure that District employees are aware of the terms of this policy. The School District shall assure the distribution of this policy to employees and posting copies of this policy in appropriate places in work site settings.

g. All sanctions against employees for violation of this policy including non-renewal, suspension, and termination shall be in accordance with school system policies, system regulations and procedures, applicable laws, and applicable collective bargaining agreements.
h. The Superintendent or his/her designee is charged with the responsibility of developing guidelines for the Temporary Help Company/Construction Contractor Drug & Alcohol Testing Program. The guidelines are to assume that temporary help and employees of contractors will have successfully passed a pre-access drug and alcohol test and that the employees are subject to random testing if they are to work at any Battle Creek Public School facility unless they qualify for an exception as defined in the guidelines.

Approved: August 17, 2009
LEGAL REF: 49 CFR 382.601 (Anti-Substance Abuse Act)
Purpose

It is the policy of the Battle Creek Public Schools, hereafter referenced as BCPS, to fully comply with all of the provisions of the Family and Medical Leave Act ("FMLA" or "the Act") of 1993, and regulations. The policy and related District procedures will be interpreted and applied so as to comply with the Act and related regulations. In the event of conflict, the Act and related regulations shall control.

The District allows eligible employees to take up to twelve (12) weeks of unpaid leave per year for their own serious health condition, a child birth, or to provide care for the employee's newborn child, newly-adopted child, newly-placed foster child, or a child, parent or spouse with a serious condition.

The District has adopted the rolling twelve-month method of calculating FMLA leave entitlement. This method determines FMLA leave entitlement based upon how much FMLA leave an employee has taken the preceding twelve months, measured backwards from the date the leave is to commence.

This policy supersedes any and all other policies governing medical or family leaves of absence previously adopted by the BCPS. All provisions of this policy and FMLA related procedures adopted by the administration shall prevail except as modified by, or as may be inconsistent with, any applicable collective bargaining agreement between the BCPS and any labor organization having exclusive representation rights in a defined bargaining unit of BCPS employees. To the extent that this policy and related procedures conflict with a collective bargaining agreement(s), these agreement(s) shall prevail to the extent of such conflict or inconsistency where the contract provides greater rights to the employee than are otherwise secured through FMLA.
The Superintendent (or designee) shall review this policy and District procedures to bring them into full compliance with the United States Department of Labor employment standards of the Wage and Hour Division and Family Medical Leave Act.

The Assistant Superintendent for Human Resources will develop procedures to ensure full compliance and consistency with the federal regulations. The Human Resources Department will train employees in the application of District procedures and the Family and Medical Leave Act requirements and entitlements.

Approved: August 17, 2009
LEGAL REF: 29 CFR 825.200 (Family and Medical Leave Act of 1993)
It is the policy of the Battle Creek Public Schools to work cooperatively with the Calhoun County Health Department to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978, as amended), and the Revised School Code, for prevention, control, and containment of communicable diseases in schools. These guidelines are established to ensure that proper procedures are taken to assure both the rights of the individual and the concerns of the community are addressed. The Battle Creek Public Schools is committed to providing educational opportunities for all students in a safe, supportive and inclusionary environment. The District will, therefore, assure that staff members or students who have contracted a communicable disease, which is serious in nature, will be able to have their individual situation reviewed by a panel and have that panel recommend whether they may continue to be involved in the public school setting.

1. Students are expected to be in compliance with the required immunization schedule. The building Principal is required, under Part 92, Act 368 of Public Acts of 1978, to exclude children from school attendance who are out of compliance with the immunizations required by this Act. School personnel will cooperate with public health personnel in completing and coordinating all immunization data, waivers, and exclusions, including the necessary Immunization Assessment Program forms (C-100s), to provide for preventable communicable disease control.

2. The Superintendent of Schools has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified medical source confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student or staff member shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious.

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Communicable Diseases - Staff and Students (Cf. 8510)  

The Calhoun County Health Department will be advised by the Director of Personnel and Administration, of a reportable communicable disease concerning an employee, volunteer or student.

SERIOUS COMMUNICABLE DISEASE OR INFECTION THAT IS NOT KNOWN TO SPREAD BY CASUAL CONTACT

1. When reliable evidence or information from a qualified source confirms that a student/staff member is known to have a serious communicable disease or infection that is known not to be spread by casual contact, the decision as to whether the affected person will remain in the school setting will be addressed on a case-by-case basis by a Review Panel to ensure due process. (Protocol and Review Panel membership outlines in "Procedures.") Communicable disease or infections that are serious in nature include:

   a. AIDS - Acquired Immune Deficiency Syndrome
   b. ARC - Aids Related Complex
   c. HIV - Human Immunal Deficiency Virus
   d. Hepatitis B
   e. Other like diseases that may be specified by the Health Department as potentially serious health problems for those who come in contact with the disease and/or disease carrier.

If the above individual is a student who has been determined to be handicapped pursuant to the administrative rules for Special Education, or is suspected of being physically or otherwise health impaired (POHI), the protocol for Special Education students will be followed.
2. Mandatory screening for communicable diseases, that are known not to be spread through casual contact, is not warranted as a condition for school entry or for employment or continued employment.

All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.

Approved: August 17, 2009
No teacher shall tutor his/her own students for pay unless otherwise specifically set forth as allowable in the negotiated master agreement. All tutoring arrangements for his/her own students must have supervisory approval.

Approved: August 17, 2009
An employee, in the performance of his/her duties, shall:

- Recognize basic dignities of all individuals with whom he/she interacts in the performance of his/her duties,
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he/she is responsible,
- Be accountable for maintaining his/her integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his/her judgment or performance of his/her duties,
- Accurately represent his/her qualifications,
- Be responsible to present any subject matter in a fair and accurate manner.

Approved: August 17, 2009
The Board, believing that "student academic achievement" is the number one priority and purpose of the District, hereby adopts this policy.

The administration, with the cooperation of the certified staff, shall develop a comprehensive curriculum Pre K-12 which is based on valid educational research and which encompasses a philosophy of education compatible with the needs of the student, the resources of the District, and the State of Michigan.

The administration shall evaluate the curriculum of the District in view of the Board's goals and objectives as outlined in the District improvement plan. The findings, conclusions, and recommendations of the staff shall be transmitted to the Board.

Technology

The Board supports the use of computers and related technology to enhance classroom instruction. The use of computers and related technology should significantly increase the opportunity for the expansion of student reasoning and thinking ability, the improvement of the management and delivery of instruction to all students and other uses in support of the Board approved curriculum.

Resources

The administration is encouraged to utilize any available resource in the development of a comprehensive curriculum.

Distance Learning

The administration is encouraged to explore the possibilities of various "distance learning" instructional tools to enhance the curricular offerings of the District including, but not limited to: Teleconferencing, web based instruction, satellite transmissions, and interactive CD-ROM's. Any such distance learning efforts will be appropriately piloted before being incorporated into the curriculum on a regular basis. All distance learning efforts will comply with applicable collective bargaining agreements.
Curriculum Development

Personnel (Cf. 2560, 1220)

The Board requires the use of District personnel in working with the Board curriculum committee, and outside resources as necessary in the development of comprehensive curriculum and related materials.

Financial (Cf. 3200)

The Board encourages the Superintendent to investigate, continuously, the availability of other-than-District funds to defray expenses incurred in the development of a District-wide curriculum.

Planning

The Board advocates a policy of continuous curriculum study. The Superintendent is encouraged to utilize resource personnel in a manner consistent with Board policies. The Superintendent is also encouraged to use District patrons and students in a manner consistent with these policies.

The Superintendent shall have the responsibility to organize the certified staff in appropriate committees to plan, study, modify, change, or develop a District-wide curriculum.

Research

The administration shall develop a research and evaluation program, which will provide the Board with data to be used in the development of curriculum areas. The use of research findings of other agencies, departments, colleges, and universities is encouraged by the Board.

Pilot Projects

The use of pilot projects is encouraged by the Board before District-wide implementation of any curriculum area is initiated. Pilot projects shall be reviewed by the Board curriculum committee prior to going to the entire Board.
All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional material which will be used in connection with any research or experimentation program or project, shall be available for inspection by the parent(s)/guardian(s) of the student engaged in such program or project. For the purpose of this policy, research or experimentation program or project means any program or project in any applicable program designed to explore or develop new unproved teaching methods or techniques.

Notwithstanding anything to the contrary, the administration can take whatever measures are required to ensure the integrity and validity of tests given under the pilot program.

**Pilot Project Evaluation**

Before any pilot project proposal is submitted to the Board for approval, an evaluation format shall be developed and included with the pilot project. (Cf. 8940 et seq.)

**Federal Compliance**

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

The Superintendent will ensure that any programs for limited-English proficient (LEP) students have a primary goal of mainstreaming those students into the regular classrooms, and that those programs emphasize English language instruction.
Curriculum Development

Curriculum Adoption

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

Approved: August 17, 2009
LEGAL REF: 20 USCA 7906 (NCLB); MCL 380.1282

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Curriculum Development

The administration shall have the responsibility to seek out available resources for use by the certified staff in the development of District-wide curriculum.

Personnel (Cf. 2560, 1220)

The Superintendent or designee shall submit to the Board the proper budget requests for payment of fees and honorariums for the use of resource personnel at a reasonable time before the services of such personnel are utilized by the District.

Research

The Superintendent may budget for educational research and evaluation programs, accelerate implementation of such programs, encourage evaluation of technological advances in education, support the use of tools or techniques to enhance the teacher's effectiveness or productivity, and develop a reasonably detailed budgeting system that includes periodic reviews designed to assist the Board in policy planning and general oversight of the operation of the curriculum in the District.

Pilot Projects

The Superintendent is encouraged to investigate the availability of outside funds to be used in financing any pilot project in the District.

Where feasible, and prior to the full-scale adoption of such programs, innovative instructional programs may undergo pilot testing so that it may be understood how they may function fully. Programs approved for pilot testing by the Board may:

1. Be planned to extend over a specific period of time, after which the extension or continuation of the program shall take positive Board action;
2. Include a detailed description of the evaluative procedures to be used in order to determine the effectiveness and/or success of the program;
3. Provide for an updating procedure to keep the Board informed of its progress; and
4. Provide for a plan of public information in order that the public may be aware of the program, its purpose, and its progress.
Pilot Project Evaluation

The administration will develop evaluation instruments to be used in any pilot project. Such instruments may include, but shall not be limited to, the following areas: type and form of data to be gathered; personnel to be used in the project; anticipated costs of the project; anticipated input in terms of hardware and software; anticipated outcomes in terms of student productivity, student achievement, teacher utilization and productivity, building use, non-certified staff use; and standard tests to be administered, if any.

Curriculum Adoption

The administration shall submit plans for changes in the curriculum, to an appropriate Board committee for study, and any recommendations of said committee shall be presented to the Board for action.
At-Risk Students

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

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

Approved: August 17, 2009
LEGAL REF: MCL 388.1631a
Use of Commercially Produced Video Recordings

Videotapes or DVD’s will be selected and assigned to give support directly to instructional learning objectives contained within the Board approved curriculum.

Videotapes or DVD’s, when used, shall be selected for their direct relevance to the instructional program. General selection criteria should include quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation, and significance of the writer, Director, and/or performer.

Videotapes or DVD’s shall not be used for recreation or entertainment, or for other than planned instructional purposes.

Approved: August 17, 2009
LEGAL REF: 17 USCA §§ 106, 107, 110 (Exclusive rights in copyrighted works)
The use of films, DVD's and videotapes in school are subject to the following regulations:

1. All films, DVD's and videotapes must be carefully previewed and evaluated by the teacher and be determined to meet identified learning objectives and exit outcomes before they are used with students.

2. In general, copyright guidelines permit in-classroom use of copyrighted video tape/DVD when it is used for instructional purposes in a teaching situation, as is a lawfully made copy.*
   a. The school setting has been defined as a "semi-public performance."
      Therefore, public performance rights are reserved for the copyright owner or those given permission.
   b. Videotapes or DVD’s marketed for “home use” does not have the rights granted for public performance. Rented films that include a notice that the film is intended for “home use only” shall not be shown to a class for entertainment purposes.

3. Non-profit education institutions generally may use videotapes or DVD’s in the course of “face-to-face” teaching activities, without the need to obtain consent from the copyright owner if the following permissible guidelines are met:
   a. The video or DVD is a legally obtained lawful copy.
   b. The video or DVD must be used in the course of “face-to-face” teaching activities.
   c. The video or DVD activity must be carried out by an instructor or student.
   d. The video or DVD activity must be carried out in a classroom or similar place devoted to instruction.
   e. All video or DVD programming obtained from commercial sources outside the school’s purchasing procedure through rental; lease or purchase must be approved for classroom use by the Principal.
4. Parent(s)/Guardian(s) shall receive one week's advanced written notice when teachers plan to use commercial video recording or DVD's that are rated PG with elementary students, PG-13 with middle school students or R with high school students under the age of 18. Such notice shall include an accurate description of the contents of the video or DVD recording and where it may be obtained for parent(s)/guardian(s) review.

5. Other media such as CD-ROM, laser disc and audiotapes, while not a part of the video rating system, should be selected and used applying the same criteria as videotapes.

*e.g. "Grapes of Wrath" may be presented to high school English class, but "Star-Wars" which if being shown for entertainment, would not be permitted unless copyright clearance has been obtained.
SCHOOL DISTRICT OF BATTLE CREEK PUBLIC SCHOOLS

PARENT(S)/GUARDIAN(S) NOTIFICATION FORM

Date: ________________________

Dear Parent(s)/Guardian(s):

I am planning to show ________________________________ film/video/DVD to my ______ grade ______ class. This film/video is rated _________. The rating is due to these factors: ________________________________

The purpose of seeing this film/video/DVD is to: ________________________________

______ The film/video/DVD will be shown in its entirety.

______ Only the following portions of the film/video/DVD will be shown:

________________________________________

________________________________________

If you wish to preview the film/video/DVD, it may be borrowed or rented from:

________________________________________

________________________________________

Signature of Teacher

Please sign below and return this form with your child or mail it to the address indicated. Please return this form on or before:

Film/video/DVD: __________________________________________

______ My child has my approval to view this film/video/DVD.

______ I do not want my child to view this film/video/DVD. Please substitute a meaningful, related, alternative activity.

Student: ________________________________

Signature of Parent(s)/Guardian(s)

School: ________________________________

Address: ________________________________
Field Trips and Excursions

Field trips and excursions are encouraged when a reasonable educational objective can be established. All trips to foreign countries and overnight trips are to be approved in advance by the Board. The Superintendent shall provide the Board with a recommendation concerning any overnight or foreign trip. The recommendation shall take into account any foreign travel warnings or cautions of the U. S. Department of State. In addition, before making any recommendation, the Superintendent shall seek advice concerning overnight or foreign travel from the District’s legal counsel and insurance carrier. The Superintendent shall develop rules and regulations regarding educational field trips and excursions.

Approved: August 17, 2009
LEGAL REF: MCL 380.1321-1332; R 340.241-243
Homework and Study Time

Independent study is one of the most important aspects of a student’s school life. Homework and study time is an established part of the Battle Creek Public Schools educational process and is considered a valuable part of the instructional program.

Definition
Homework and study time is an out-of-class task a student is assigned as an extension of classroom work.

Most homework and study time has one of (or some combination of) four goals:
1. Opportunity for practice or completion of a skill or concept introduced in the classroom.
2. Builds prior knowledge for learning new information.
3. Opportunity to practice a skill or concept differently than that provided in the classroom.
4. Opportunity to achieve mastery. (Generally, a minimum of 24 practice times is necessary.)

Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school’s definition of homework and study time.

Purpose
Homework and study time is designed to:
1. Extend and reinforce classroom learning
2. Encourage personal responsibility and self-direction in learning
3. Develop good study habits
4. Help students organize and budget time
5. Bring home and school closer together
Homework and study time will be assigned regularly. Most students will have some homework and developmental stage and ability level of students and resources available in the home.

Limitations

Homework and study time will not:

1. Be used as a form of punishment.
2. Attempt to teach complex skills and material without the support of classroom instruction.
3. Require parental assistance in its completion, however, parents are encouraged to voluntarily assist/work with their children.
4. Be assigned without a subsequent monitoring and evaluation/grading component.

Approved: August 17, 2009

Controversial Issues

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

Approved: August 17, 2009
LEGAL REF: MCL 380.1507

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

Approved: August 17, 2009
LEGAL REF: MCL 380.1217

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Discriminatory Harassment of Students

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant Principal, or to the following person:

The Superintendent of Schools
Battle Creek Public Schools
3 Van Buren St. W
Battle Creek, MI 49017
Phone: 269-965-9500
Discriminatory Harassment of Students

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education
Battle Creek Public Schools
3 Van Buren St. W
Battle Creek, MI 49017
Phone: 269-965-9500

The School District guarantees that a student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, or disability to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
Discriminatory Harassment of Students

- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

Approved: August 17, 2009
LEGAL REF: MCL 37.2101 et seq., (Elliott-Larsen Civil Rights Act); 380.11a; 20 USCA §1681; 34 CFR §106.8; 34 CFR §106.9 (Title IX of the Education Amendments)

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Release of a Student during the School Day

In recognition of the District's obligation to parent(s)/guardian(s) for the health, welfare and safety of students, building Principals shall not release a student during the school day except in emergencies or to a student's parent or legal guardian as defined by Michigan law. Other staff, including but not limited to teachers, custodians, aides, and administrative assistants, shall refer any requests for an early release during the school day to the Principal. The identification of the student's lawful custodian shall be verified to the satisfaction of the Principal. All written or verbal requests of the student's parent or legal guardian shall be verified to the satisfaction of the Principal. The name, address and telephone number of the student's parent or legal guardian shall be entered into the current student database.

Approved: August 17, 2009

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Student Discipline (Cf. 5220)

The Board approves student disciplinary actions including but not exclusive to the following:

1. Deny participation in special school activities,
2. Before or after school detention, (parents/guardians are always to be notified by phone if any child is being kept after school)
3. Disciplinary contractual arrangements and/or disciplinary probation,
4. In-school suspension,
5. Out-of-school suspension,
6. Long-term Suspension – up to 90 days,
7. Expulsion – up to 180 days,

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall enact an effective parental/guardian communication plan. All employees are responsible for the regulation of student conduct.

Positive Behavior Support (PBS)

The Board believes that Positive Behavior Support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. It is the policy of the Board, therefore, that the Superintendent is authorized and directed to implement a system of school-wide positive behavior support (PBS) strategies.
The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider an effective parent/guardian communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government. In addition, appropriate rules shall be promulgated regarding any use of seclusion or restraint as means of student control.

Approved: August 17, 2009
Assaults Committed by Students

Assaults Committed Against School Personnel

Physical Assaults

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

Threats of Assault Committed by Students

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

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

Physical Assaults Committed Against Other Students

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

⁶ MCL 380.1311a(12)(B) and MCL 380.1310(3)(B) define “Physical Assault” as “intentionally causing or attempting to cause physical harm to another through force or violence.
Reinstatement

The parent(s)/guardian(s) of an expelled student, or an emancipated expelled student may petition the Board for reinstatement. The Board or designee shall 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 or designee shall develop specific procedures for dealing with suspensions or expulsions authorized by this policy. Regulations ensuring due process to all students before a long-term (10 days or more) suspension or expulsion is imposed shall be developed with the advice of the District’s attorney.

The regulations shall include procedures for reporting violations of this policy to the Board, procedures for referring permanently expelled students to Department of Human Services or County Community Health Agencies and specifics for the reinstatement of students.

Approved: August 17, 2009
LEGAL REF: MCL 380.1310; 380.1311a

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The Superintendent, building Principals, individual teachers (for up to one school day only - see "Suspensions by Teachers"; "Class, Subject or Activity Suspensions") or a Board appointed hearing officer may suspend, either for a short-term or long-term, or may make a recommendation to the Board regarding the permanent expulsion of a student guilty of any of the following:

- Willful violation and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the Board,
- Willful misconduct which substantially disrupts, impedes, or interferes with the operation of any school,
- Willful misconduct which substantially impinges upon or invades the rights of others, or
- Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

**Suspensions**

The Board authorizes the Superintendent or designee to suspend, expel, or permanently expel a student for up to 180 school days without Board action or approval. A suspension may be for a “short-term” of up to ten school days, or for a “longer-term,” exceeding ten school days up to 180 school days.

Should a suspension be imposed for a number of days exceeding the remaining days in a semester, the days remaining on the suspension will commence with the beginning of the next semester unless otherwise determined by the Superintendent.

A short-term suspension may be imposed immediately upon a student without first affording the student or the parent(s)/guardian(s) a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school.
A long-term suspension shall not be imposed upon a student unless the student has first been suspended for a short-term and not until an opportunity for a formal hearing on the suspension has been afforded the student.

**Suspensions by Teachers**

**Class, Subject or Activity Suspensions**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education Policy, or the school's Student Code of Conduct.

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

Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with Board of Education Policy and the school's Student Code of 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. Any student suspended from the same class, subject, or activity for ten accumulative days during the school year shall given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board of Education policy for suspensions of ten days or more.
Implementation

The Superintendent or designee shall develop detailed written regulations to implement this policy in compliance with state and federal law requirements. He/She shall ensure uniform and consistent application of the policy and shall report to the Board as required on its effectiveness.

The regulations shall include safeguards for the dismissal of students suspended for more than ten accumulative days, procedures for reporting violations of this policy to appropriate members of the District's administration, and procedures for calling an immediate conference with parent(s)/guardian(s) subsequent to the student's suspension.

Appeals

The student and parent(s)/guardian(s) may appeal a long-term suspension and expulsion as provided by state law. Short-term suspensions may be appealed using procedures developed by the Superintendent or designee.

Written Notices

All required written notices may be mailed to the residence of the parent(s)/guardian(s) at the address on file in the school records of the student. In lieu of mailing the written notice, it may be personally delivered.

Approved: August 17, 2009
LEGAL REF: MCL 380.1204a; 380.1309; 380.1311, OAG, 1985-1986, No 6271, p 13 (February 7, 1985); 20 USCA § 7151 (No Child Left Behind Act)
Student Assistance Program(s) (Cf. 7110)

The Board believes school based K-12 student assistance programs provide a means for the District to continue quality education in each classroom while providing a mechanism for addressing risky behaviors in students which may interfere with their academic and/or social development.

The Board believes that Board policies regarding substance abuse are intended to assist in supplementing parent(s)/guardian(s) and community efforts. The Board shall support a program or programs to provide education, assistance, and support for students affected by chemical dependency or other substance abuse-related problems.

Approved: August 17, 2009
Pursuant to MCL 722.622(f), child abuse must be reported to the Department of Human Services (DHS) where the suspected perpetrator is the parent(s)/guardian(s), or any other person responsible for the child's health or welfare or by a teacher, a teacher's aide, or a member of the clergy.

Any school administrator, school counselor, or teacher, or staff person of the District who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report it to the Department of Human Services. The person making the report must notify the building school administrator that a report has been filed. School employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to determine or prove that the child has been abused or neglected.

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

The District recognizes that the DHS may, lawfully, interview a child alleged to have been abused without the presence of the building Principal or other school personnel, or the parent/guardian. School employees will not contact the child's family or any other persons regarding DHS access to students. It is the sole responsibility of DHS to notify the parent/guardian regarding access to the student. However, in appropriate cases, the Principal may request that he or she, or a designated representative, be present during the interview.

Reasonable Cause exists where the facts and circumstances within a person's knowledge and of which he/she has reasonably trustworthy information are sufficient to warrant a mandate of reasonable caution in the belief that abuse/neglect has or is occurring.
Cooperation between School and Agencies

Elementary and secondary schools, DHS, and law enforcement agencies shall cooperate with each other in the investigation of reports of suspected child abuse or neglect.

Approved: August 17, 2009
LEGAL REF: MCL 722.621-638; Commonwealth v Allen, 980 S.W. 2d 278 (Ky., 1998); People v Beardsley, ___ Mich App___ (#246202, 8-24-2004); OAG Opinion No. 6869, September 6, 1995
Accident and illness may occur in the classroom and on school grounds. All school personnel shall be prepared to follow the necessary first aid procedures and other rules. Any school employee who discovers an accident involving a student on school property shall, in a timely manner, report the accident to the building Principal and follow the rules approved by the Superintendent.

Approved: August 17, 2009

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Student Records

The educational interests of students require the collection, retention, and use of data about individuals and groups of students while ensuring individual rights of privacy. The school District will maintain educational records of students for legitimate educational purposes.

School student records are confidential and information from them shall not be released except as provided by law. The information contained in school student records shall be kept current, accurate, clear, and relevant. All student records, including those maintained in District electronic database(s), shall be safeguarded during collection, maintenance, and dissemination to protect against unauthorized access or accidental release. The District will release Directory information in accordance with law.

Directory Information

Directory information for students of this District includes the following information about the student: The student’s name, participation in recognized activities grade placement; and honors and awards received.

Middle and high schools will provide the student’s name, address, and telephone number to armed forces recruiters and service academies in accordance with ESEA/NCLB.

Pursuant to federal law, parent(s)/guardian(s) are notified of their right to opt out of the disclosure of Directory information to the military recruiters, and the process.

The District shall inform students and their parent(s)/guardian(s) annually and upon initial enrollment of their rights under law and Board policy with respect to student records, and of the procedures for exercising those rights. This notice shall be modified to accommodate the needs of the disabled or those whose dominant language is other than English.
The Superintendent, or designee, shall ensure that upon verification of the student's enrollment in another school District, a student's school record, including disciplinary records, is transferred to the student's new District within 30 days after receipt of the request, pursuant to federal law and state mandate.

The Superintendent shall develop rules and procedures for implementing this policy and state and federal law with respect to student records. The Superintendent shall designate one or more records custodian(s) for each site and/or media in which student records are kept, and shall provide them with appropriate training. The District may charge an appropriate fee to cover the expense of providing copies of records requested by the parent(s)/guardian(s).

In accordance with the applicable state and federal laws the District shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted, or authorized by the Board or Superintendent. Regulations established under this policy shall include provisions controlling the use, dissemination, and protection of such data.

If students are to be surveyed or monitored by researchers, parent(s)/guardian(s) shall be notified of the dates of the planned activities, given an opportunity to review the survey instruments, and given the opportunity to opt out.

Annual notice will be given to parent(s)/guardian(s) of the administration of any health or physical screening, and given the opportunity to opt out.

Student names and addresses shall not be disclosed to businesses or organizations that plan to use the information for commercial purposes. Exceptions may be made where the purpose has been approved in advance by the Superintendent and where parent(s)/guardian(s) have given, in writing, express permission for this information to be disclosed.
For the purposes of this policy, whenever a student has attained 18 years of age, or is attending an institution of post-secondary education, the consent required of and the rights accorded to the parent(s)/guardian(s) of the student shall only be required of and accorded to the student.

Approved: August 17, 2009
LEGAL REF: MCL 15.231 et seq.; 380.1134-1135; 380.1139; 20 USCA §1232g (Family Educational Rights and Privacy Act); 20 USCA § 7908 (No Child Left Behind Act); Michigan Department of Education Memo dated 4/6/04.
The Board accepts full responsibility for keeping the public informed about the function and operation of the District.

Public's Right to Know (Cf. 1370)

All decisions of the Board shall be made in public with full opportunity extended to citizens to be heard prior to the making of these decisions. Closed sessions shall be held to a minimum and only for specific reasons as provided by current law.

Hazardous Materials or Conditions

The Superintendent shall be responsible for informing the public about any hazardous materials or conditions in the District under the provision of the Michigan Public Health Code.

The implementation of the public information program of the District shall be the responsibility of the Superintendent.

Approved: August 17, 2009
School-Sponsored Information Media

The Superintendent shall be responsible for the content of all District newsletters, bulletins, and special publications and such other District-sponsored information media that he/she deems necessary.
The Board shall cooperate fully with all responsible news media representatives in order that the public may be more fully informed about the operations of its schools. The Board President is the spokesperson regarding any media inquiries.

**News Releases**

 Routine news and information concerning school events and programs may be released to the press by or with the approval of the administrator of the school or program concerned. All other news releases prepared for public distribution under the auspices of the District by employees or students of the District must have the approval of the Superintendent prior to release. Exceptions shall be writings of athletic events, recreation, or community education activities, and school social events that relate only to a particular school.

**News Conferences and Interviews**

 All news conferences and interviews will be scheduled in such a manner that they do not disrupt the regular learning activities of the schools.

Approved: August 17, 2009

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News Releases

The Superintendent shall prepare copies of school news releases approved by his/her office for any member of the Board upon request.

Staff members shall observe the following procedure when releasing information to the news media, except concerning athletic events, recreation or community education activities, and school social events:
1. If a staff member is approached by the news media concerning a feature story or program peculiar to that staff member or building, a request for approval shall be made to the building Principal, who shall request authorization from the Superintendent,
2. If a staff member wishes to initiate a feature story for the news media, he/she should discuss the story with the building Principal. If it is agreed that the project will be pursued, the Principal shall seek the Superintendent's approval. If the Superintendent approves, he/she shall contact the appropriate media representative(s) or authorize the Principal to do so, and
3. Teachers are asked not to contact the media directly, but to work through the building Principal on all news releases or feature stories.
Solicitations

All persons seeking to sell, solicit, or display an item relating directly to expenditures of District funds to any school employee on school premises must first secure permission from the building Principal or Superintendent before any appointment is made. All such appointments approved by the Superintendent or building Principal shall be held before or after regular school hours. All other solicitations of, or by, District employees are prohibited except where expressly approved by the Superintendent.

The Board discourages all solicitations of and by staff members during regular school hours.

The Board discourages all solicitations of and by students during regular school hours.

Solicitations in Schools

Except as approved by the building Principal and the Superintendent or designee, commercial firms shall not be permitted to solicit students during school hours in attendance centers or on school grounds.

Solicitations from organizations outside the school are forbidden.

Commercial schools, colleges or other agencies shall be permitted to meet with seniors or solicit prospective students only when the invitation and arrangements are approved by the building Principal. Counseling of students relative to continuation of their schooling or to job placement by outside organizations shall be handled through the guidance department under the supervision of the guidance counselor.

Solicitation of Students

Solicitation of students by anyone within the schools or on school grounds for any cause is prohibited. This prohibition includes the selling of tickets to students for any purpose or cause other than for a school sponsored activity.
Solicitations

Solicitation by Students

Solicitations by students within the schools or on school grounds for any cause is prohibited except as they relate to school-sponsored activities.

Approved: August 17, 2009
School Volunteers

The purposes of the school volunteer program are:

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

General Principles

"Volunteers in Education" is a program of the District and is at all times guided by the principles and policies of the District.

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

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

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

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

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

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

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

All students are expected to obey and attend to directives and instructions given to them by authorized volunteers of the District. Failure to abide by directives and instructions given by an authorized District Volunteer may result in disciplinary action under the Student Code of Conduct up to and including suspension from school.

Persons interested in volunteering time or services to the District should contact the building Principal or Athletic Director for assignment.

School volunteers serving in the District without financial compensation are bound by the policies, rules/regulations, and procedures of the District. They, as any other employee, are to be supervised by each building Principal or other authorized school employees. All volunteers shall be at least 18 years of age, unless their volunteer work is included as part of a District class offering or recognized student organization (such as a Future Teachers Club) of the District and approved, in advance, by the Superintendent.

At the discretion of the Superintendent, the District may conduct criminal and/or professional background checks on volunteers in the same manner as for employees of the District. The District will bear the cost for criminal background checks if required.

Approved: August 17, 2009
General Guidelines

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

Services offered by volunteers:

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

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

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

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

It is the Principal's responsibility:

1. To determine the scope and nature of the volunteer program in the building,

2. To designate a staff member within the school to assist with the development of the program,

3. To acquaint the staff with the program (goals, services available, ways to use services effectively) with help of the volunteer coordinator and the District advisor,

4. To provide whatever orientation is necessary in the acceptance of volunteers by teachers, students and parent(s)/guardian(s),

5. To provide orientation training, placement and evaluation of volunteers within the building with the assistance of the volunteer coordinator, staff and District advisor,

6. To provide orientation of school policies and procedures to the volunteers,

7. To provide access to the faculty lounge and cafeteria or provide them with similar space,

8. To provide space within the building for volunteer meetings, bulletin boards, assignment box, materials, etc.,

9. To provide a sign-in, sign-out sheet for all volunteers,

10. To take responsibility for disseminating information to the volunteer coordinator, volunteers and professional staff, and

The Role of the School Staff Member

A teacher should take part in the program only because the teacher has a desire to use the volunteer in an effective way; the teacher shall:

1. Make requests for volunteer services to the Principal,

2. Determine what specific duties a volunteer can perform in the particular classroom/department,
3. Write a short job description for each volunteer assignment and gives specific instructions when assigning tasks to a volunteer,
4. Help train and use volunteers in any way that will be helpful to the students,
5. Plan ahead to provide meaningful activities for volunteers,
6. Help volunteers feel comfortable among the staff and students,
7. Meet with volunteers to mutually assess the effectiveness of their services, and
8. Have the option to request the Principal to reassign any volunteer.

**Athletic Department Volunteers**

Upon the request of the Athletic Director, and with the approval of the Superintendent, volunteers may be used to assist in crowd control, locker room supervision, ticket selling and taking and other Athletic Department services that may be needed from time-to-time. Volunteers serving in such a capacity shall be authorized by the District to enforce the established rules and regulations of the District. Athletic Department volunteers shall be issued appropriate attire, identifying them as a volunteer. Specific training shall be given to such volunteers on appropriate methods and approaches to be used in supervising student behavior connected with athletic events.
Free Materials Distribution and Advertising in Schools

The Board reserves the right to refuse distribution of any material by outside individuals or groups to the students of the District.

Political Campaign Materials

In order to further citizenship training, the Board encourages responsible use of political materials for use in the appropriate classroom setting.

Special Interest Materials

The Principal of each building shall establish rules and regulations governing the distribution of special interest materials in the building.

Advertising in the Schools

No advertising of any kind by commercial firms, businesses, individuals, or organizations shall be permitted in the school buildings or on the grounds of the District without prior approval of the Superintendent. In no case will any advertising of any kind be allowed in school buildings, on school grounds, or in any District or student publication, that promotes, in any way, the sale or use of a product or service involving alcohol, tobacco, controlled substances, weapons, contraceptive devices, pornography, any illegal activity, or drug paraphernalia. The decision of the Superintendent shall be final.

Use of Religious Materials

The use of any religious materials may be used in the regular classroom to study the historical or cultural aspects of religion but such material is prohibited if used to indoctrinate the practice of a religion.
Dissemination of Religious Materials

Materials that have a religious content may be made available to students during non-instructional time. The District shall impose content neutral, time, place, and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not being endorsed or sponsored by the District.

Approved: August 17, 2009
LEGAL REF: Good News Club v. Milford Central Schools, 121 S.Ct. 2093 (2001)