



**BOARD OF EDUCATION
ORGANIZATIONAL / REGULAR
MEETING**

January 22, 2024 — 7:00 p.m.

Whitmore Lake High School

Barb Huang Library



WHITMORE LAKE PUBLIC SCHOOLS BOARD OF EDUCATION

Mission Statement

*Partnering with students, parents, and the community to
provide exceptional, personalized education.*

ORGANIZATIONAL / REGULAR MEETING

Monday, January 22, 2024 – 7:00 p.m.

Whitmore Lake High School Barb Huang Library
7430 Whitmore Lake Rd.
Whitmore Lake, MI 48189

CALL TO ORDER

Trustee Kritzman will call to order the Organizational / Regular Meeting.

PLEDGE OF ALLEGIANCE

BOARD OF EDUCATION ROLL CALL

APPROVAL OF AGENDA

CALL TO THE PUBLIC

“The meeting is a meeting of the Board of Education in public for the purpose of conducting the School District’s business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.”

BOARD CLARIFICATION

ELECTION OF BOARD OFFICERS

Trustee Kritzman shall call for nominations for President of the Board for the 2024 calendar year. A motion to close the nomination and vote shall follow.

The elected President of the Board will assume the meeting and shall call for nominations for the remaining positions of the board for the 2024 calendar year. A motion to close the nomination and vote shall follow each board office position.

Vice President

Secretary

Treasurer

SPECIAL PRESENTATION

January is School Board Recognition Month. Board Recognition will be shared by staff and students.

STUDENT COUNCIL

Natalie Meadows will present the student council report.

COMMITTEE REPORTS

CONSENT ITEMS

Approval of minutes from the December 11, 2023 Board of Education Regular Meeting, and the December 11, 2023 closed session (handed out at the meeting). (Attachment 1)

Approve fund transfer of \$641,141 in payments from Accounts Payable as per attachment 2; further, to approve the transfer of \$643,341 from Accounts Payable to cover the payrolls of December 15, 2023 and December 29, 2023. (Attachment 2)

NEW BUSINESS

School of Choice

Pursuant to Sections 105 and 105(c) of the State School Aid Act, it is recommended that the Board adopt unlimited open enrollment for students in grade levels K - 6 for the first semester with a limited enrollment for the second semester and unlimited open enrollment for students in grade levels 7 – 12 in all programs for the 2024-2025 school year.

Marching Band Trip Proposal

Motion to approve the proposal for an overnight WLHS Marching Band Trip submitted by Elisa Fixler, MS/HS Band Director, to travel to Hersey, MI for Band Camp from July 29, 2024 to August 2, 2024. Approval is recommended. (Attachment 3)

Financial Report

Attachment 4 contains the Budget Performance Report for December 31, 2023. Director of Finance & Operation, Denise Kerrigan will update the Board with information regarding the financial report.

Board of Education Policies

Attachment 5 contains Miller Johnson policies for a first reading.

SUPERINTENDENT'S REPORT

OTHER INFORMATION

Personnel

Amanda Warner has accepted the position as Montessori Family Care Specialist and Quynh Phuong Luu has accepted the position as Infant Teacher Assistant for GLTW Montessori Preschool. Both positions will start on January 22, 2024 and have an hourly pay rate of \$17.00.

ANNOUNCEMENTS

The next Regular Meeting of the Board will be held on Monday, February 12, 2024 at 7:00 p.m. in the High School Barb Huang Library.

CALL TO THE PUBLIC

BOARD MEMBER REPORTS

Mr. Cole, Mr. Henry, Mrs. Kritzman, Mrs. McCully, Mr. Meadows, Mrs. Schwennesen and Mr. Zolenski

ADJOURNMENT

Please fill out a "Public Participation Request" form if you wish to address the Board prior to the Public Comment section of the meeting. Please include your name, address and topic you wish to speak on. Those wishing to speak in Public Comment are limited to three (3) minutes.

0000 – BYLAWS

0160 - MEETINGS

0167.3 – Public Participation at Board Meetings

Tape or video recordings are permitted subject to the following conditions:

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

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

M.C.L. 15.253(4)(5)(6), 380.1808

Revised 9/27/2010

Use of Recording Devices

Anyone attending a school event who wishes to record the activity on a visual recording device shall be asked to abide by the following rules:

- A. The recorder must operate the device within the area designated by the principal or director of the activity.
- B. The camera must not block the view of any other attendees or interfere with others who seek to record the activity.
- C. Those who record or assist a recorder must not block any passageways nor interfere with any other attendee's participation or observation of the activity.
- D. If sound is also being recorded, the recorder must not ask other attendees to be quiet or to change their behavior in order to improve the quality of the sound.
- E. If the District is recording the activity, the principal may arrange for a person to obtain a copy providing s/he agrees to provide a tape and pay whatever the principal may need to charge to cover the costs of transfer.

Where the District does not possess the appropriate license or permission to allow the recording of a copyrighted work or performance, notice will be given, when possible, prior to the exhibit or performance. Announcements shall be made at the beginning of any such exhibit or performance.

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Whitmore Lake Public Schools

BOARD OF EDUCATION

Regular Meeting Minutes

December 11, 2023 – High School Barb Huang Library – 7:00 p.m.

MEMBERS PRESENT

Michelle Kritzman (*President*), Frank Zolenski (*Vice President*), Lisa McCully (*Secretary*), Lee Cole (*Trustee*), Bob Henry (*Trustee*), and Laura Schwennesen (*Trustee*)

MEMBERS ABSENT

John Meadows (*Treasurer*)

ADMINISTRATORS PRESENT

Superintendent, Tom DeKeyser, Director of Finance & Operations, Denise Kerrigan, MS/HS Principal, Jill Henry, Elementary Principal, Heidi Roy-Borland, Student Services Director, Melissa Heuker, and Communications and Human Resources Director, Maria Carter-Ewald

OTHERS PRESENT

Staff, parents, and members of the community

CALL TO ORDER

At 7:00 p.m. by President Michelle Kritzman.

APPROVAL OF AGENDA

Motion to approve the agenda as presented made by Mrs. Kritzman; supported by Mr. Cole.

Ayes – 6; Nays – 0, motion carried

CALL TO THE PUBLIC

None

STUDENT COUNCIL

Student Council President, Natalie Meadows shared they are busy planning for the Holiday Assembly.

COMMITTEE REPORTS

None

CONSENT ITEMS

Motion to approve the minutes from the November 13, 2023 Board of Education Regular Meeting was made by Mr. Henry; supported by Mr. Cole.

Ayes – 6; Nays – 0, motion carried 6 – 0

Motion to approve fund transfer of \$461,507 in payments from Accounts Payable; further to approve the transfer of \$637,682 from Accounts Payable to cover the payrolls of November 15, 2023, and November 30, 2023 was made by Mr. Henry; supported by Mr. Cole.

Ayes – 6; Nays – 0, motion carried 6 – 0

NEW BUSINESS

Financial Report

Director of Finance & Operations, Denise Kerrigan, updated the Board with information regarding the November 30, 2023 financial report. She then answered all board member questions.

SUPERINTENDENT'S REPORT

Mr. DeKeyser introduced Dean Webber and Gwen Pettit, representatives, for TRANE Technologies.

Gwen Pettit presented information on what an Energy Bond could do for the district with the Board. She also shared how TRANE Technologies works with the districts to find efficiency improvements in the HVAC, Lighting, Water, Installation, etc. and how the savings in energy pays toward the new equipment. Dean Webber and Gwen Pettit then answered all Board member questions.

Superintendent DeKeyser shared the following:

- 1) School Resource Officer –Northfield Police Department has hired Officer Piatt. He will begin January 08, 2024.

OTHER INFORMATION*Personnel*

The Board acknowledged the hiring of Yvette Wernick as a Custodian for the Main Street Campus.

ANNOUNCEMENTS

The next Regular Meeting of the Board of Education will be held on Monday, January 15, 2024 at 7:00 p.m. in the High School Barb Huang Library.

CALL TO THE PUBLIC

None

BOARD MEMBER REPORTS

Mr. Zolenski announced that the MS/HS Band would have their Winter Concert on Thursday, December 14, 2023 at 7:00 p.m. in the HS Theater.

Mrs. Kritzman announced she enjoyed the great performance of "Finding Nemo" presented by the Middle School Drama Club in early December.

CLOSED SESSION

Motion to adjourn into closed session meeting at 8:15 p.m. (with a 5 minute break) to discuss the superintendent's evaluation was made by Mrs. Schwennesen; supported by Mr. Henry. Roll call vote: Mr. Henry – yes, Mrs. Kritzman – yes, Mrs. McCully – yes, Mrs. Schwennesen – yes, Mr. Zolenski – yes, Mr. Cole – yes
Ayes – 6; Nays – 0, motion carried 6 – 0

Call to Order

Open session called to order at 8:31 p.m. by President Michelle Kritzman

SUPERINTENDENT EVALUATION

The Board of Education worked with the Superintendent in each part of the evaluation. The Board discussed and agreed on an overall 83% performance, which is an Effective rating.

Motion to support the rating of Effective for Superintendent, Tom DeKeyser's 2023 annual evaluation was made by Mr. Cole; supported by Mr. Henry.
Ayes – 6; Nays – 0, motion carried 6 – 0

Motion to maintain the current contract term with Superintendent, Tom DeKeyser through June 30, 2026 was made by Mr. Cole; supported by Mr. Henry.
Ayes – 6; Nays - 0, motion carried 6 - 0.

ADJOURNMENT

Motion to adjourn the Regular Meeting at 8:35 p.m. made by Mr. Henry; supported by Mrs. Kritzman.
Ayes - 6; Nays - 0, motion carried 6 - 0.

*Lisa C. McCully, Secretary, Board of Education
Whitmore Lake Public Schools*

Date

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Whitmore Lake Public Schools
Business Office Transactions

For the Month Ending:
December 31, 2023

<u>Payroll Transactions</u>	December 15, 2023	\$	314,009
	December 29, 2023	\$	329,332
		\$	<u>643,341</u>
<u>Accounts Payable Transactions</u>		\$	<u>641,141</u>

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PROPOSAL FOR OVERNIGHT STUDENT TRIP
2340 F5

Type of Trip: Marching Band Camp Trip at Eagle Village

Proposed Departure Date: July 29, 2024, 7:00 AM Return Date: August 2, 6:00 PM

Proposed by Elisa Fixler

Position: 5-12 Band/HS Theater Arts Co-Teacher, HS Intro to Music Tech class

Proposal Date: January 8, 2024

A) Purpose

1) *Place to be visited:* Eagle Village, Hersey, MI

2) *Relationship to the district educational program:* Each fall the marching band becomes a new entity that needs to learn to function together as a single unit. Participants range in experience from being a brand new marching band student with no experience to a veteran marcher entering their fifth and final year in marching band. The band needs time to review and blend in new members.

3) *Student Benefit:* Students will increase their proficiency in both marching and playing their instruments. Students will bond as sections and as a single unit, learning to work as seamlessly together as possible.

4) *District Benefit:* Improved musical and marching skill from the Marching Band, improved performances at community events such as football games and pep assemblies.

5) *Evaluations of Realized Benefits:* Student self evaluations, music chaperone input and suggestions for future camps.

B) Students and Staff

1) *Which Students:* Marching Band students; grades 8 through 12

2) *How many students:* 25-30 students plus chaperones

3) *How many students with academic problems:* Unknown as of yet

4) Experience with overnight trips: As a teacher: 2021-23 Band Camp at same location as proposal, 1 trip (first teaching job) to Detroit (from Mancelona), 1 trip to Mackinaw Island, 1 trip to Chicago, 1 trip to New York City and 4 years of Band Camp. Individually: France (8+), Switzerland (1), Germany (1), Austria (2), Italy (1), Czech Republic (1), Mali (West Africa) (6).

5) What other staff members are going: Kat Jakrzewski

6) How many Chaperones: 4-5 beyond myself and Kat Jakrzewski

7) Names and affiliations: A list will be provided for background checks. Chaperones will be made up of Music Booster parents/guardians.

8) School days missed: None.

9) Teacher Notification: N/A.

C) School Work

1) Missed School Work: N/A.

2) Special assistance for students with academic problems: N/A.

D) Itinerary

1) Destination: Eagle Village in Hersey, MI

2) Mode of Transportation: School bus

3) Housing / Food / Planned Activities: See attached sheets with Lodging, Food Service, Campfires and Activities descriptions. Daily rehearsal schedule will be set by Marching Band staff and will include approximately 6-7 hours of instruction (sectionals, full band music rehearsal, marching basics, learning marching drill, etc.) with 2-3 hours of free time daily to engage in camp activities. We have come to an agreement with the camp to include three of the "additional fee" activities (the river canoe, high ropes course and indoor climbing wall) for each student. There will be no "off campus" activities during band camp due to the all-inclusive nature of this camp destination.

4) Emergency situations: We will keep health forms and copies of insurance cards as well as contact information for everyone. Copies to go also to the school. Minor

medications are kept with a designated parent who will also have a copy of the forms and contact information.

E) Finances

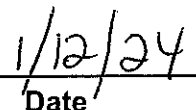
- 1) **Student Cost:** Not to exceed \$400 pending cost totals based on student numbers and chaperone needs.
- 2) **Source of Funds:** Parents / Students via fundraising
- 3) **Safeguard of Funds:** The Music Boosters will handle all funds and pay all bills associated with the camp. The camp's policy regarding covid-related restrictions and changes is as follows: "In the event of cancellation by either party for COVID-related reasons, both parties agree to work together to reschedule or refund any payments made. In the event of cancellation within 7 days of the event, or during the event, the guest group understands that they may be responsible for costs already incurred by Eagle Village, unless the cancellation or change is solely due to changes in government restrictions. Our goal is to be reasonable and work together to ensure the safety and health of all involved."
- 4) **Students unable to pay:** For those who are unable to pay for Band Camp, we have a number of fundraising opportunities through the course of the year that can enable them to participate.

F) Communications

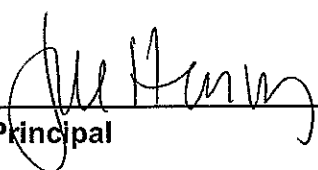
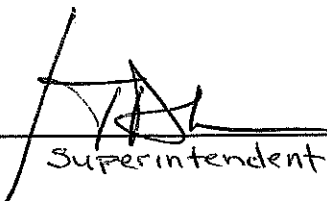
- 1) **Communication to parents:** Emails and mailed out information packets. There will be a new Marching Band Parents/Students email in May.
- 2) **Telephone numbers of destination venues:** These will be listed on the final itinerary and given to parents, chaperones, and school personnel.
- 3) **Information to media and community:** Facebook page, pictures provided to Maria Carter-Ewald



Signature of the Requester


Date

Approved:

		1/12/24
Principal	Superintendent	Date

Board Member

Date

Date

Date

Date

Date

Date

Date (5)

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**Whitmore Lake Public Schools
Budget Performance Reports
December 31, 2023**

Revenue	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Revenue	\$3,627,893	\$14,390,733	\$10,762,840	25.21%
Fund 23 - Comm Rec Revenue	\$123,700	\$569,000	\$445,300	21.74%
Fund 25 - Food Service Revenue	\$244,122	\$407,500	\$163,378	59.91%

Expenditures	Actual	Adopted Budget	Remaining Budget	% Used/Rec'd
Fund 11 - General Fund Expenditure	\$6,392,180	\$14,170,488	\$7,778,308	45.11%
Fund 23 - Comm Rec Expenditure	\$202,620	\$444,000	\$241,380	45.64%
Fund 25 - Food Service Expenditure	\$243,891	\$431,200	\$187,309	56.56%

Audited Fund Balance 6-30-2023

Fund 11 - General Fund	\$885,318
State Aid Note	\$1,898,640
Fund 23 - Community Recreation	\$237,568
Fund 25 - Food Service	\$124,453

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January 2024 Policy First Read

Updates 16.01 - 16.20

PLEASE NOTE: All updates are numbered individually (i.e., Update 16.01). Additions to policy or Admin. Regulations (AR) are shown underlined. Deletions are shown in ~~strikethrough~~.

Here we go:

1000's - Bylaws

Update 16.01, Policy 1001 - Organization and Functioning of the Board

Reimbursement of Expenses

In addition to compensation for meeting attendance, Board members will be reimbursed for actual and necessary expenses incurred in the discharge of their official duties, as well as for attending Board approved activities and functions. Actual and necessary expenses are those that relate to functions that have been directed by, or are necessary to, the discharge of those duties. Board members are expected to exercise good judgment and ensure that expenditures incurred are reasonable, necessary, and in the best interest of the School District.

Concerns as to the reasonableness of an expense submitted for reimbursement will be presented by the Superintendent to the Board President. If the Board President believes the submitted reimbursement exceeds the bounds of reasonableness, the reimbursement of the expense will be submitted to the Board for approval before being paid. Board members will not be reimbursed for discretionary activities, entertainment expenses, purchasing alcoholic beverages, or expenses of spouses, other family members or guests accompanying Board members in discharging their official duties or performing authorized functions. The Board may approve reimbursement for other activities upon request.

~~Board members will not be reimbursed for entertainment expenses or the purchase of alcoholic beverages.~~

Update 16.02, Policy 1001 - Organization and Functioning of the Board

Indemnification

~~-Without waiving governmental immunity, the~~ School District will indemnify the Board and individual Board members to the extent permitted by law. The School District will also purchase and keep in effect insurance policies for the defense and indemnification of the Board and individual Board members.

1st Read: **January 22, 2024**

2nd Read/Approved:

2000's - STUDENTS

Update 16.03, Policy 2003 - Education Records

Directory Information

The Board designates the following student record information as directory Information:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objection, in writing, in accordance with FERPA.

Limited Directory Information

The Board designates photographs, videos, or other media containing a student's image or likeness (student images) and District-issued student electronic mail addresses (email addresses) as Limited Use Directory Information. Limited Use Directory Information may only be used for the following:

- Publication in official District publications, on social media sites, or websites hosted or maintained by, on behalf of, or for the benefit of the District, including the District's internal email system;
- District officials who have access, consistent with FERPA, to such information in conjunction with a legitimate educational interest; and
- External parties contractually affiliated with the District if such affiliation requires sharing Limited Use Directory Information.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.04, Policy 2005 - Communication

Distribution and Posting of Materials

Posting and distributing of materials on School District ~~premises~~ property is prohibited, unless the materials are generated by the School District itself or provide factual information about School District's academic or extracurricular activities. All postings and materials ~~to be distributed~~ require prior written approval of the building administrator or his/her designee.

The Superintendent, in consultation with building administrators, may develop and implement regulations for the posting and distribution of other information. In all cases, the School District prohibits the posting or distribution of literature that violates [7008-AR/7000.08AR] or otherwise:

- Is libelous, defamatory, obscene, lewd, vulgar, or profane; Violates federal, state, or local laws;
- Advocates the use or availability of any substance or material that may reasonably be
- believed to constitute a direct and substantial danger to the health or welfare of students,
- such as ~~tobacco~~ smoking (including tobacco, vaping, marijuana), alcohol, or illegal drugs;
- Incites violence;
- Interferes with or advocates interference with the rights of any individual or the orderly
- operation of the schools and their programs;
- Is primarily of a commercial nature, including but not limited to material that primarily seeks
- to advertise products or services; or
- The primary purpose of which is fundraising, except as approved in advance by the
- Superintendent.

1st Read: **January 22, 2024**

2nd Read/Approved:

4000's - PERSONNEL

Update 16.05, AR 4003 - Condition of Employment

Omnibus Transportation Employees

School District employees who operate commercial motor vehicles or who are required to hold a commercial driver's license (CDL) ~~in connection with their job duties~~ as part of their District employment (Driver(s)) must be medically certified as physically qualified to do so and are subject to the School District's alcohol and controlled substances testing program. Prospective employees for Driver positions ~~that require a GDL are subject~~ must agree to pre-employment testing and pre-employment query via the ~~National Drug and Alcohol Clearinghouse~~ Clearinghouse Federal Motor Carrier Safety Administration (FMCSA) National Drug and Alcohol Clearinghouse (Clearinghouse). For purposes of this part, "alcohol" and "controlled substances" are defined by 49 C.F.R. § 382.107. Unless excepted by law, no Driver may operate a school vehicle if their blood alcohol concentration is 0.04 or higher or if they are under the influence of a controlled substance. Drivers are subject to the other use restrictions set forth in 49 C.F.R. Part 382. The School District will select the vendor to provide drug and alcohol testing under this section. Self-administered tests do not meet the requirements of this procedure. Drivers should direct questions regarding this Regulation to the Transportation Supervisor.

Drivers who refuse to participate in the testing program will be dismissed or have their job offer revoked.

Pre-Employment Testing and Query

~~Alcohol and controlled substances testing is required prior to the first time a driver begins to~~ Prior to beginning work for the School District ~~in a position requiring a GDL. Prospective employees who have been offered employment in positions involving the operation of a commercial motor vehicle, Drivers must submit verified, negative alcohol and controlled substance test results, which must have been taken within thirty days prior to hire or assignment. This requirement applies both to prospective new employees and current employees reassigned to such Driver positions are subject to pre-employment testing.~~ Employment or promotion offers for ~~driver~~ Driver positions ~~will be~~ are conditioned ~~on completing~~ on a negative alcohol and controlled substances test ~~with negative~~ results.

~~A person hired by the School District for a position requiring a GDL, or newly assigned to a position requiring a GDL, will not be permitted to report for work unless he/she has received a verified negative controlled substances test result.~~

The School District may, at its discretion, choose not to require pre-employment controlled substances testing if the applicant has undergone drug testing for another employer or prospective employer within thirty days of hire or assignment. Any decision not to require testing will be made in strict compliance with FMCSA regulations.

Within fourteen days after the first time a Driver performs work required a CDL ("Drive," "Drives," or "Driving"), the School District must obtain and review any FMCSA-mandated positive alcohol tests with results of 0.04 or higher, controlled substance test, and/or refusal to test from any employer for which the Driver performed safety-sensitive functions in the previous two years. The School District will conduct a full pre employment query via the Clearinghouse for all prospective Drivers. As a condition of employment, prospective Drivers must provide the School District with a release for such information and, submit electronic consent through the Clearinghouse granting the School District access to their records.

Annual Query

The School District must annually conduct a limited or full search of the Clearinghouse for each Driver as required by law. If, as part of its annual search, the District locates Driver records of which it was not aware, it must address the failure to report as appropriate with the relevant Driver.

Random Testing

Throughout each twelve-month period, the School District will conduct random alcohol testing of at least 10% of the average number of Driver positions. The School District will conduct random controlled substances testing at an annual rate equal to at least 50% of the number of Driver positions. These required random testing rates are set by the FMCSA and are subject to change.

Drivers will be randomly selected for testing by a scientifically valid method so that each Driver will have an equal chance of being tested each time selections are made. Random tests will not be announced in advance and will be spaced throughout the calendar year.

Upon notification of being selected for random testing, Drivers must proceed immediately to the testing site. The School District will arrange for substitute employee Drivers so selected Drivers may attend the testing.

Drivers will only be randomly tested for the presence of alcohol immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District.

If a Driver who is selected for alcohol and/or controlled substances testing is absent from work on the day or time of the scheduled test, the School District may select another Driver for testing. If the Driver is absent when the testing selections are announced, but is expected to be available for testing during the current designated testing period, the School District may keep the original selection confidential until the Driver returns to duty.

Reasonable Suspicion Testing

Drivers must submit to alcohol or controlled substances testing where a School District supervisor has reasonable suspicion that the Driver has violated alcohol or controlled substances prohibitions. Any employee may report suspicion of a violation; however only a School District supervisor or administrator who has received mandated training may make the

reasonable suspicion determination. The person making the reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the Driver. Reasonable suspicion for controlled substances use may also be based on indications of chronic and withdrawal effects of the controlled substances.

Within twenty-four hours of the observations or before the results of an alcohol or controlled substance reasonable suspicion test are released, whichever is earlier, the School District will record in writing the observations leading to the reasonable suspicion test, which record must be signed by the supervisor or School District administrator who made the observations.

The School District will remove the Driver from driving functions at least until the verified test results are reported or as specified below. All tests should be administered as soon as practicable in the particular circumstances.

Reasonable Suspicion Alcohol Testing

Reasonable suspicion alcohol testing observations must be made during, just before, or just after the period of the work day in which the Driver is subject to alcohol prohibitions. Simply possessing alcohol is not enough to require reasonable suspicion testing. The test must be administered as soon as practicable following the observation, but no later than within eight hours of the observation. If a reasonable suspicion alcohol test cannot be administered within two hours following the observation, the District must create and maintain a record explaining why.

If reasonable suspicion exists, the Driver shall not drive for the School District until an alcohol test is administered and the Driver's blood alcohol concentration measures less than 0.02, or at least twenty-four hours have elapsed following the reasonable suspicion determination.

~~Reasonable Suspicion Controlled Substances Testing~~

~~A driver will be required to submit to a controlled substances test when a School District supervisor or administrator has reasonable suspicion the driver has violated controlled substances prohibitions. The School District will remove the driver from driving functions at least until the verified test results are reported. The test should be administered as soon as practicable in the particular circumstances.~~

A Driver with a blood alcohol level equal to or greater than 0.02, but less than 0.04, may not return to duty until the start of the Driver's next regularly scheduled duty period, but not less than twenty-four hours from administration of the test.

Post-Accident Testing

Unless excepted by law, where a commercial motor vehicle being operated for the School District is involved in an accident, the School District shall, as soon as practicable under the circumstances, test the following Drivers for alcohol and controlled substances; any Driver who

was driving, if the accident involved the loss of human life; any Driver who receives a citation for a moving traffic violation arising from the accident.

Immediately following an accident, the Driver must ~~contact his/her~~ inform their supervisor or a School District administrator of the accident. The Driver must remain available for testing. ~~This requirement should not be construed to require a delay of,~~ except that Drivers may leave the scene of an accident to seek necessary medical attention for injured persons ~~following an accident, to prohibit a driver from leaving the scene of an accident for the period necessary,~~ to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The School District must order the Driver to complete post-accident alcohol and controlled substances testing ~~will be conducted~~ as soon as reasonably possible under the circumstances. If an alcohol test is not administered within eight hours following the accident, or a controlled substances test is not administered within thirty-two hours following an accident, the School District will not continue to request or administer the test. In either instance, the School District will prepare and maintain a record of any reasons why a test is not administered within two hours of the accident.

~~The results of a breath~~ Breath or blood test results for alcohol use, or urine test results for controlled substances use that are administered by federal, state, and/or local officials having independent authority to conduct the test, ~~shall be considered to~~ meet the requirements of this procedure if the results are released to the School District.

Return to Duty ~~and Follow Up~~ Testing

Any Driver who has tested positive for alcohol or controlled substances, or has otherwise violated this Regulation, ~~the driver~~ will be subject to testing before they may return to Driving for the School District. The Driver may be subject to additional testing after returning to duty.

~~Return to Duty~~ Testing

~~A driver who has engaged in prohibited alcohol use must undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 before returning to duty as a driver. A driver who has engaged in the use of prohibited controlled substances must undergo a return to duty controlled substances test with a verified negative result before returning to duty as a driver.~~

Before returning to duty, any Driver who has violated the alcohol use prohibition must have a verified test indicating a blood alcohol concentration of less than 0.02. A Driver who has violated the controlled substances prohibition must have a verified negative return to duty test result before returning to duty.

In order to return to Driving at the School District, and prior to taking any required return to-duty alcohol or controlled substance test, the Driver must be evaluated by a substance abuse professional ("SAP") and successfully participate in any prescribed assistance program. Before

the Driver may return to work, the School District must receive a written statement from the SAP that the employee has been evaluated and has complied with any prescribed rehabilitation ~~before the employee will be permitted~~. Notwithstanding this provision, and subject to any applicable Collective Bargaining Agreement, the School District is not required to return the Driver to work after they meet these requirements.

Follow Up Testing

Following a determination by a SAP that Driver needs assistance resolving problems associated with alcohol misuse and/or controlled substances use, the School District will conduct unannounced follow-up alcohol and/or controlled substances testing of that Driver as directed by the SAP. The District shall conduct at least six unannounced tests during the first twelve months following the Driver's return to duty Driving. The District will conduct follow-up alcohol testing of Drivers only immediately prior to Driving, when they are Driving or preparing to Drive, or immediately after Driving for the School District ~~or immediately prior to or immediately after such activity~~. The District's random testing program and/or any cancelled tests may not be used to meet this requirement.

Refusal to Test

As set forth by federal regulations and subject to any limitations therein, a Driver has refused to take a controlled substance or alcohol test if they: fail or decline to take an employer required test; fail to appear for any test within a reasonable time (as determined by the School District); fail to remain at the testing site until the testing process is complete (except for pre employment testing); fail to provide a specimen; fail to permit observation or monitoring of providing the specimen or fail to follow an observer's instructions; fail to provide a sufficient amount of specimen when directed; fail to undergo a medical examination or evaluation as part of insufficient specimen procedures; fail to cooperate with any part of the testing process; admit to the collector that they used an adulterated or substituted specimen. For alcohol tests, refusal to test also includes refusal to complete Step 2 on the alcohol test form (ATF).

Reporting Requirements

The School District will report necessary Driver information to the Clearinghouse consistent with applicable laws.

Record Keeping

If the School District ~~will retain~~ maintains a valid Clearinghouse registration, it is not required to maintain physical records of queries conducted and information received from the Clearinghouse for three years. The School District shall maintain all other records relating to its alcohol misuse and controlled substance use prevention programs as required by state and federal law.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.06, Policy 4003 Conditions of Employment

Staffing, Layoff, and Recall of Teachers

This policy relates to all teachers working for the School District as defined by the [Michigan Teachers' Tenure Act, MCL 38.71, et seq.](#) As used in this policy, the term "personnel decision" refers to any situation where the School District is:

- ~~• Conducting a staffing or program reduction or any other personnel determination resulting in the elimination of a position;~~
- ~~• Conducting a recall from a staffing or program reduction; or~~
- ~~• Any other personnel determination resulting in the elimination of a position, or in hiring after a staffing or program reduction, or any other personnel determination resulting in the elimination of a position;~~
- [Filling a vacancy;](#)
- [Placing a teacher in a classroom;](#)
- [Conducting a staffing reduction;](#)
- [Conducting a program reduction, or;](#)
- [Any other decision resulting in the elimination of a position.](#)

[The Superintendent will adopt clear and transparent procedures for all personnel decisions governed by Section 1248 of the Revised School Code. When adopting such procedures, length of service shall not be the sole factor in personnel decisions, and may only be considered as a tiebreaker if a personnel decision involves 2 or more employees and all other factors distinguishing those employees from each other are equal.](#)

~~All Personnel~~ decisions ~~must will~~ be based on ~~the following~~ [relevant](#) factors, ~~in order of priority~~ including, but not limited to:

- ~~• Individual performance;~~
- ~~• Significant, relevant accomplishments and contributions, and~~
- ~~• Relevant special training;~~
- [Effectiveness, as measured using the performance evaluation system required by law;](#)
- [The teacher's length of service in a grade level or subject area;](#)
- [The teacher's disciplinary record, and;](#)
- [Relevant special training, which may be based on completion of relevant training other than professional development or continuing education that is required by the School District or by law, and integration of that training into instruction in a meaningful way.](#)

[Subject to the limitations set forth herein through policy or regulation, the Superintendent has sole authority to determine teacher placement, the existence of a teacher vacancy, or to implement a personnel or program reduction.](#)

~~The focus of personnel decisions will be the retention of effective teachers. Length of service or tenure status will not be a consideration unless the factors described above are found to be equal, and, then, only at the discretion of the Superintendent. No teacher who has received a rating of ineffective on his/her last year-end evaluation will be given any preference that would~~

~~result in that teacher being retained over a teacher who received a performance rating other than ineffective.~~

~~The Superintendent will develop and implement regulations or practices necessary to ensure implementation of this policy in accordance with Michigan law.~~

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.07, AF4003.1 - Teacher Placement

Definition

Teacher placement is the determination of the classroom teaching assignment for a teacher.

In order to be eligible for a teaching assignment, the teacher must be qualified for the teaching assignment, based on the criteria set by the Superintendent, and have the appropriate certification. In the absence of a qualified teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit.

Between qualified candidates, teacher placement will be based on the following criteria, in order:

- Teacher certification, including whether such teacher placement decision will result in a classroom section not having a certified teacher.
- The school schedule;
- The prior year effectiveness of teachers qualified for the assignment.
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The recency or relevance of a teacher's experience in a grade level or subject area
- The teacher's length of service in a grade level or subject area. Length of service in a grade level or subject area will be made up of two components:
 - Current length of service in the assignment, and;
 - Lifetime length of service in the assignment.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of teacher placement and will only be considered for placement in the teaching assignment if there are no other qualified candidates.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.08, AR 4003.2 - Teacher Vacancies

Definition

A teacher vacancy does not exist unless all the following criteria are met:

- The position is subject to Section 1249 of the Revised School Code:
- The vacancy is posted by the School District in a manner which invites applicants.

A teacher vacancy may be created by the following, subject to approval by the Superintendent:

- Transfer of an internal teaching candidate to a vacant position;
- A leave of absence is extended beyond sixty school days;
- An unplanned resignation or departure occurs which will require a substitute for sixty or more school days;
- The addition of a new classroom section

No vacancy will be created when a position is first unfilled beginning in the second half of the school year, unless approved by the Superintendent.

The Superintendent may close any vacancy in their sole discretion at any time.

Internal Candidates:

- The top qualified internal candidate, plus other internal candidates in the discretion of the Superintendent, will be provided an opportunity to interview for any vacancy

Selection Process to Fill a Vacancy:

- The Superintendent's most highly rated and qualified candidate will be selected for any vacancy.
- In the event that an internal candidate is the most highly rated qualified candidate, before filling the vacancy with the internal candidate, the Superintendent shall consider the likelihood of filling any vacancy created by the selection of the internal candidate and the impact such vacancy will have on the instructional program. If the Superintendent determines the selection of the internal candidate will negatively impact the instructional program, the Superintendent may select the next most highly rated and qualified candidate.
- In the absence of a qualified candidate, the Superintendent may select a candidate who best demonstrates the following:
 - Ability to obtain temporary or alternative credentialing to be qualified for the position
 - Commitment to the profession of teaching
 - Commitment to the school community
 - Commitment to the student body

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.09, AR 4003.3 - Staffing Reductions

Definition

A staffing reduction is the decision to eliminate curricular sections or positions that will result in a reduction in the hours worked (FTE) of one or more teachers.

The Superintendent has the sole authority to determine and conduct a staffing reduction. The Superintendent will conduct any staffing reduction based on the department and location, using following criteria, in order:

- The District shall reduce staff starting with the teacher with the lowest Effectiveness Rating and proceeding toward the teacher with the highest Effectiveness Rating in the department, unless such reduction will result in a classroom section not having a certified teacher.
- Teacher certification. In the absence of a teacher with appropriate certification, the School District may consider the ability to obtain an appropriate permit
- The teacher's disciplinary record;
- The teacher's attendance record;
- Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
- The teacher's length of service in a grade level or subject area. The School District will only consider a teacher's continuous and current length of service in a grade level or subject area.

Teachers with no relevant special training, or service time with a particular teaching assignment are not qualified candidates for purposes of a staffing reduction and will only be considered for such placement if there are no other qualified candidates.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.10, AR 4003.4 - Program Reductions

Definition

A program reduction is the decision to eliminate curricular courses or courses of study.

The Superintendent has the sole authority to determine and conduct a program reduction.

Program reductions will be carried out in the following manner:

- Upon the decision to implement a program reduction, the Superintendent will review impacted staff and evaluate whether they are qualified, as defined by the Teacher Placement Procedure. Teachers with an effectiveness rating of effective or highly effective will displace others in another School District program with a rating other than effective or highly effective.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.11, AR 4003.4 - Recall Process

Definition

A recall is when teachers that are placed on layoff become eligible to return to work at the School District.

The right to recall expires three years after the layoff becomes effective. Only teachers on layoff that are qualified for a vacancy are eligible for recall.

The right to recall is different based on the teacher's most recent evaluation rating.

- Effective or Highly Effective: Teacher will be offered the opportunity to return to a vacancy for which they are qualified
- Minimally Effective or Developing: Teacher will be offered the opportunity to interview for a vacancy for which they are qualified
- Ineffective or Needing Support: Teacher will be notified of a vacancy for which they are qualified and the teacher may submit application materials for consideration by the Superintendent or designee

Eligibility for recall will be determined based on the following criteria, in order:

- The teacher with the highest evaluation rating will be eligible first, proceeding to the lowest evaluation rating
- If two teachers are being considered and share the same evaluation rating, then the Superintendent must compare the potential individuals using each of the elements of the standards as set out below, subject to Section 1248 of the Revised School Code. Only when all elements within one level are equal and the candidates cannot be differentiated should the Superintendent or his/her designee move to the next level.
 - The teacher's disciplinary record;
 - The teacher's attendance record;
 - Relevant special training, including completion of relevant training other than professional development or continued education that is required by the District or by state law, including the integration of that training into instruction in a meaningful way;
 - The teacher's length of service in the grade level or subject area where the vacancy exists.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.12, Policy 4004 - Evaluations, Discipline, and Discharge, Resignations

Performance Evaluations

All teachers and administrators can improve their performance and should strive for excellence in order to provide the best possible education for the students of the School District. To that end, the School District will use a rigorous, transparent, and fair evaluation system for all teachers and administrators. This system will comply with Michigan law and include annual year-end evaluations for all teachers and administrators, unless otherwise permitted by Michigan law. The Superintendent will provide inter-rater reliability training for all evaluators as required by law.

The evaluation system is intended to be used to improve the performance of all teachers and administrators and encourage professional growth. The system will be used, at a minimum, to inform decisions on the effectiveness and development of teachers, and to grant tenure or full certification, and to remove ineffective tenured and untenured teachers. ~~The system is also intended to result in the separation from employment of those teachers and administrators who, after notice and an opportunity to improve, are found to continue to be ineffective.~~ The Superintendent will develop and implement any legally-compliant administrative regulations necessary to put this policy into effect with the involvement of teachers and school administrators. The regulations will use legally-compliant criteria to deem teachers and administrators unevaluated.

The Superintendent is authorized to promulgate regulations based on changes of the law governing evaluations.

Ineffective Teachers

Teachers will receive ratings ~~pursuant to the School District's evaluation policy and administrative regulations~~ as prescribed by law. Any teacher rated ~~ineffective~~ less than effective on a year-end evaluation will be placed on an individualized development plan (IDP). That teacher will be evaluated mid-year during the next school year, in addition to receiving a year-end evaluation. If the teacher continues to be found ~~ineffective~~ less than effective ~~after a second year~~ for three consecutive years, the School District will act to discharge the teacher, either through termination (if probationary) or the filing of tenure charges (if tenured), unless special circumstances are found to exist.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.13, AR 4004 - Evaluations, Discipline and Discharge, Resignations

Evaluations

Effective July 1, 2024, the evaluation tools for both administrators and teachers will be reclassified to have three ratings: effective, developing, and needing support. Student growth components for both administrators and teachers will be calculated based on the requirements of the Revised School Code. Any disputes regarding evaluations will be subject to the dispute process in Section 1249 of the Revised School Code.

Administrators

The Superintendent will evaluate administrators annually using the School Advance tool. Beginning in the 2024-2025 school year, for the first three years a school administrator is in a new administrative position, the Superintendent will assign a mentor to the school administrator. The Superintendent will, for each year the administrator is evaluated, conduct a midyear progress report.

Teachers

Building principals will evaluate teachers annually using the Danielson tool. All teacher evaluations require at least two observations and at least one observation will be unscheduled. Any midyear progress meetings conducted by Administrators will review relevant student achievement data. The evaluation system will rate teachers with ratings as required by Section 1249 of the Revised School Code. Administrators will provide written feedback to teachers as required by law.

Beginning in the 2024-2025 school year, classroom observations must be for a minimum of fifteen minutes, but need not be an entire class period. One observation will be unscheduled. Building principals will meet with teachers following observations and provide written observation feedback within thirty (30) days of the observation.

Employees Whose Evaluations are Not Governed by Section 1249 of the Revised School Code

The Superintendent will determine the manner in which such employees are evaluated.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.14, Policy 4005 - Other Matters of Employment

Whistleblower Protection

Employees are expected to report suspected unlawful activity in the School District. They shall not be subject to ~~without fear of~~ retaliation for such reporting. The Superintendent will develop regulations to inform employees of the protections and obligations that exist under the Michigan Whistleblowers' Protection Act, MCL 15.361, et seq. The regulations will include a procedure for reporting alleged violations.

1st Read: **January 22, 2024**

2nd Read/Approved:

6000's Facilities and Operations

Update 16.15, Policy 6002 - Threat Assessment

Threat Assessment and Suicide Intervention

The Superintendent will develop a threat assessment and suicide intervention protocol aimed at addressing situations which may pose a threat to the health, safety, and welfare of themselves or the school community. The goal of the threat assessment and suicide intervention process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to any student or staff member being assessed.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.16, AR 6002 - Threat Assessments

Threat Assessment and Suicide Intervention

Policy 6002 provides for the development of a threat assessment and suicide intervention protocol intended to assist school staff in responding the situations that arise in the operation of the school which pose a threat to the health, safety, and welfare of the school community. This administrative regulation is intended to outline that protocol and the expectations of staff.

1. The Superintendent shall establish, for each school, a threat assessment and suicide intervention team, for the assessment of and intervention with individuals whose behavior may pose a threat to themselves or the safety of school staff or students.
2. The Superintendent shall develop or acquire a threat assessment and suicide intervention tool or form to guide threat assessment and suicide intervention which is consistent with the U.S. Secret Service and Department of Homeland Security's "Enhancing School Safety Using a Threat Assessment Model."
3. A threat assessment team may serve one or more schools as determined by the Superintendent.
4. Each team shall include persons with expertise in school administration, counseling, instruction, and law enforcement and, in the case of any school in which a school resource officer is employed, at least one such school resource officer. The team may include persons with other areas of expertise. Members of the threat assessment and suicide intervention team will be provided training in the use of any threat assessment tool.
5. Each team shall:
 - a. Provide guidance and training to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self, including training that a student's communication or behaviors might suggest either that an individual may cause physical harm or presents a potential threatening situation and that the threat assessment and suicide intervention team must inquire about the student's access to weapons with the student and when contacting the parent;
 - b. Identify one or two members of the threat assessment and suicide intervention team who can, if necessary, operate or use any video surveillance system, and obtain training for that team member if necessary;
 - c. Identify one or two members of the threat assessment and suicide intervention team who can, if necessary because of the volume of threat assessments, filter reports of concerning conduct with authority to elevate concerns to the full threat assessment and suicide intervention team for review;
 - d. Identify members of the school community to whom threatening behavior should be reported; and
 - e. Recommend school board policies for the assessment of and intervention with individuals whose behavior poses a threat to the safety of school staff or students.

6. The Superintendent may establish a committee charged with oversight of the threat assessment [and suicide intervention](#) team(s). An existing committee may be designated to assume the oversight responsibility. Any such committee established for oversight of the threat assessment team(s) shall include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.
7. All school division employees, volunteers, and contractors are required to report any expressed threat(s) or behavior(s) that may represent a threat to the community, school, or self.
8. In cases where determined to be appropriate, teams shall follow established procedures for referrals to community services boards or health care providers for evaluation or treatment.
9. Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur as required by school board policy and Michigan law.
10. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, the threat assessment team shall immediately report its determination to the Superintendent. The Superintendent shall immediately attempt to notify the student's parent or legal guardian.
11. Nothing in this regulation shall preclude school division personnel from acting immediately to address an imminent threat.
12. Nothing in this policy regulation preclude the threat assessment [and suicide intervention](#) team from notifying the Superintendent of any individual (other than a student) who poses a threat of violence or physical harm to self or others.
13. Upon a preliminary determination by the threat assessment [and suicide intervention](#) team that an individual poses a threat of violence to self or others, exhibits significantly disruptive behavior, or has a need for assistance, members of the threat assessment and suicide intervention team may request and obtain criminal history record information (of adults and juveniles) and health records.
14. Unless required by law, no member of a threat assessment [and suicide intervention](#) team shall re-disclose any criminal history record information or health information obtained pursuant to this section or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.
15. The threat assessment [and suicide intervention](#) team may not maintain the criminal history record printed from the system access terminal, nor may they make copies of it.
16. Juvenile delinquency or criminal history information may not be placed in a student's central educational/scholastic record unless the school is taking disciplinary action related to the incidents. School staff (including members of the threat assessment team) with a legitimate educational interest may store information about such incidents in records they maintain that are separate from the student's educational/scholastic record.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.17, Policy 6006 - Tobacco-Free Environment

Substance ~~Tobacco~~-Free Environment

The use of all [alcohol](#), tobacco products, [and controlled drugs](#) on School District property or during on any school-sponsored activity is prohibited. [This includes, but is not limited to](#), use of electronic cigarettes, vaporizers ("vapes"), [marijuana](#) etc.. For purposes of this policy, "School District property" includes all school buildings, areas adjacent to school buildings, athletic fields, pupil transportation vehicles, and parking lots. This prohibition applies to students, employees, and visitors to the school or school campus and applies [regardless of](#) whether school is in session. The term "tobacco" includes any kind of lighted pipe, cigar, cigarette, any other lighted smoking materials, chewing products, and snuff. "Electronic Cigarettes" and "Vaporizers" means any device that simulates smoking any type of product, regardless of whether they are manufactured, distributed, marketed, or sold as e-cigarettes, or under any product name or descriptor.

1st Read: **January 22, 2024**

2nd Read/Approved:

8000's General Policies

Update 16.18, Policy 8001 - Acceptable Use

Artificial Intelligence

The Superintendent may develop administrative regulations governing the use of generative artificial intelligence, large language models, or other similar technology. Administrative regulations may consider data privacy, training, acceptable use, and student use of such technology.

Update 16.19, AR 8001 - Acceptable Use

Artificial intelligence

The School District's Director of Technology will be responsible for overseeing the ongoing review of Artificial Intelligence tools. The School District will comply with industry-standard data protection when engaging with any contractor which will use school district data. The use of all tools is subject to the terms of the District's Acceptable Use Agreement, and student use of such tools is subject to the terms of the Student Code of Conduct.

The School District's Director of Technology will provide appropriate training to staff in the use of large language models and generative artificial intelligence. Training will provide guidance on the risks of using AI tools and acceptable uses.

1st Read: **January 22, 2024**

2nd Read/Approved:

Update 16.20, Policy 8002 - Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Act of 1973

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504), and Title II of the Americans with Disabilities Act (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: www.wlps.net

.The Superintendent appoints: Denise Kerrigan, Director of Finance and Operations to serve as the School District's Compliance Officer for employment issues arising under Section 504 and the ADA; and, Melissa Heuker, Director of Student Services, to serve as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

~~As it relates to the presence of service animals on School District property, such~~ Service Animals ~~will be~~ are ~~permitted~~ allowed on School District property to the extent required or permitted by law. For any requests to have non-service animals on school grounds, the Superintendent shall develop administrative regulations for the review and approval of such requests. Emotional support animals are not considered Service Animals for purposes of this policy. This policy applies to employees, students, volunteers, and visitors.

1st Read: **January 22, 2024**

2nd Read/Approved: