



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

Agenda

Committee of the Whole Meeting

Ford Administration Building

1620 E Elza Avenue

Hazel Park, MI 48030

April 14, 2025

5:30 PM

LOCATION AND FORMAT: The meeting will be held at the Ford Administration Building, 1620 E Elza Hazel Park, Michigan. It will be live-streamed on YouTube. Members of the public wishing to speak during the public comment portion of the meeting may do so in-person or by emailing Board President, Beverly Hinton, prior to the meeting at boardmembers@hazelparkschools.org.

CALL TO ORDER

ROLL CALL

APPROVAL OF THE AGENDA (ACTION ITEM)

PUBLIC COMMENT

The Board of Education recognizes the value of public comment on education items and the importance of allowing members of the public to express themselves on District matters.

During this portion of public comment, each statement made by a participant shall be limited to five (5) minutes and participants must identify themselves by name and address.

CLOSED SESSION

- A. Motion to recess into closed session under Section 8 (1)(b) to consider the dismissal, suspension or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.

NEW BUSINESS

A. PERSONNEL

- 1) Administrator Contracts
- 2) Additional Paraprofessional - United Oaks Elementary School 3
- 3) Licensed Practical Nurse for Webster 4
- 4) Administrative Sick Time Payout 5

B. POLICY

- 1) Section 14. Use of Seclusion or Restraint - Additional Language 6
- 2) Therapy Dog Updates

C. BUILDINGS & GROUNDS

- 1) Longfellow Update
- 2) High School, Edison & United Oaks Doors Update

D. FINANCE

- | | |
|---|----|
| 1) Budget Amendment | |
| 2) Business Office Assistance | 7 |
| 3) 2025-26 Chartwells Contract | |
| 4) 2025-26 Museum Contract | 8 |
| 5) Hazel Park Junior High Communication Devices | 9 |
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| 7) Camp Invention | 11 |
| 8) Athletic Uniforms | 13 |
| 9) Cognia | 25 |
| 10) Workforce Analysis | |
| 11) Financial Reports | 26 |

E. OTHER

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| 1) 2025-26 Handbooks | 60 |
| 2) 2025-26 Calendar | 193 |
| 3) Hazel Park Dance Team | 203 |
| 4) Michigan Virtual Charter Academy (MVCA) Board Member
Reappointment | 208 |
| 5) Grant | |
| a. 25-26 Amazon Future Engineer Program | 211 |
| b. Computer Science Grant | 212 |
| 6) Portrait of a Learner | 216 |

PUBLIC COMMENT

During this portion of public comment, each statement made by a participant shall be limited to three (3) minute and participants must identify themselves by name and address.

ADJOURNMENT

Any person with a disability who needs accommodation for participation in this meeting should contact the Superintendent's office at (248) 658-5220 at least five (5) days in advance of the meeting to request assistance.

All Official minutes of school board meetings are stored and available for inspection in the Ford Administration office at the above address.

This notice is given in compliance with Act No. 267 of the Public Acts Michigan, 1976



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To: Dr. Catherine Cost, Interim Superintendent
From: Dr. Megan E. Papasian-Broadwell, Executive Director of Student Services
Subject: Additional Paraprofessional - United Oaks Elementary School (Level IV Resource)
Date: 4/14/2025

The Student Services Department is requesting the hiring of a 1:1 paraprofessional at United Oaks Elementary in order to appropriately provide designated IEP supports that are required in ensuring a Free and Appropriate Public Education. All Michigan School Districts must provide appropriate support for students who qualify as a student with special needs.

§ 300.17 Free appropriate public education:

Free appropriate public education or FAPE means special education and related services that— (a) Are provided at public expense, under public supervision and direction, and without charge; (b) Meet the standards of the SEA, including the requirements of this part; (c) Include an appropriate preschool, elementary school, or secondary school education in the State involved; and (d) Are provided in conformity with an individualized education program (IEP) that meets the requirements of §§ 300.320 through 300.324.

Strategic Goal Alignment:

- **Curriculum & Instruction:** Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- **Climate and Culture:** The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.
- **Resource:** The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

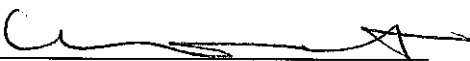
Funding Source:

- General Fund
- Estimated Employee Salary + Fringe Benefits: HPPA Salary Schedule

Recommendation

That the Board of Education approve the hiring of one 1:1 Paraprofessional - United Oaks Elementary - Level IV Resource

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Catherine Cost, Ed.D.
Interim Superintendent





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To: Dr. Catherine Cost, Interim Superintendent
From: Dr. Megan E. Papasian-Broadwell, Executive Director of Student Services
Subject: Addition of a Licensed Practical Nurse at Webster Early Childhood Center
Date: 4/14/2025

The Student Services Department is requesting the hiring of a Licensed Practical Nurse at Webster Early Childhood Center in order to appropriately provide designated IEP supports that are required in ensuring a Free and Appropriate Public Education. All Michigan School Districts must provide appropriate support for students who qualify as a student with special needs.

§ 300.17 Free appropriate public education:

Free appropriate public education or FAPE means special education and related services that— (a) Are provided at public expense, under public supervision and direction, and without charge; (b) Meet the standards of the SEA, including the requirements of this part; (c) Include an appropriate preschool, elementary school, or secondary school education in the State involved; and (d) Are provided in conformity with an individualized education program (IEP) that meets the requirements of §§ 300.320 through 300.324.

Strategic Goal Alignment:

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.
- Resource: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.


Funding Source:

- General Fund
- Estimated Contract Employee Salary + Fringe Benefits: HPPA Salary Schedule

Recommendation

That the Board of Education approve the hiring of one Licensed Practical Nurse at Webster Early Childhood Center.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**


Catherine Cost, Ed.D.
Interim Superintendent





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To: Catherine Cost, Interim Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Admin Sick Time Payout
Date: April 14, 2025

In addition to the HPASA admin agreement, we have a central office administrator who we'd like approval for a payout as if they were in the AFSCME union. The cost for this to the district at their time of retirement would be \$12,273.00.

This would be a payout to match the wage of the employee at the time they left the union (2017) and matches with the current sick time payout in the AFSCME contract. This payment would be made at their time of retirement.

The attached page explains the calculation of the payout.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Funding Source: General Fund

Recommendation

That the Board of Education approve we change the sick time payout for the central office administrator.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Catherine Cost, Ed.D.
Interim Superintendent





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To: Dr. Catherine Cost, Interim Superintendent
From: Dr. Megan Papasian-Broadwell, Executive Director of Student Services
Subject: Additional Language - Section 14. Use of Seclusion or Restraint.
Date: 4/21/2025

We are requesting the addition of the highlighted language to Board Policy - Section 14: Use of Seclusion and Restraint. This recommendation is a result of the collaboration efforts of the Seclusion and Restraint Focus Group 2024-2025.

Section 14. Use of Seclusion or Restraint. Pursuant to Public Act 395 of 2016, MCL §380.1307a, the Board directs the Superintendent to adopt as an administrative guideline a local policy, applicable to all District administrators, staff and contractors, that is consistent with the policy issued by the Michigan Department of Education in connection with the requirements of Public Acts 394 through 402 of 2016, MCL §380.1307, et seq., regarding restrictions on the use of seclusion and restraint in public schools. This policy is to accomplish the following objectives:

- A. Promote the care, safety, welfare and security of the school community and the dignity of each pupil.
- B. Encourage the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- C. Ensure that seclusion and physical restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

****Hazel Park School District further defines an imminent risk to safety as the reasonable expectation that serious physical injury will occur at any moment.***

****Physical restraint or seclusion should not be used except in situations where the child's behavior poses imminent danger of serious physical harm to self or others and other interventions are ineffective and should be discontinued as soon as imminent danger of serious physical harm to self or others has dissipated.***

Strategic Goal Alignment:

- **Climate and Culture:** The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Recommendation

That the Board of Education approve the additional language in Board Policy: Section 14. Use of Seclusion and Restraint

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

**Catherine Cost, Ed. D.
Interim Superintendent**





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To: Catherine Cost, Interim Superintendent
From: Monica Papasian, Assistant Superintendent of Business and Operations
Subject: Business Office Assistance
Date: April 14, 2025

I am requesting your approval to extend the support services of former Director of Business, Matthew Miller. This contracted service with Mr. Miller will be as needed for the months of May and June to help with training and system assistance in downloading, uploading, and preparing year end schedules.

Mr. Miller has brought valuable institutional knowledge and expertise that greatly benefited the district during this time of transition. Their temporary assistance would focus on year end and audit guidance for areas of need identified by the business office.

I believe this short extension will ensure a smooth year end close out and audit completion. I recommend offering Mr. Miller \$75 per hour (the same rate of pay he is currently receiving) not to exceed 66 hours or \$5,000 for May and June.

Goal Statement:

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Funding Source: General Fund

Recommendation

That the Board of Education approve the offer to Matthew Miller for continuation of consulting, as needed, for the months of May and June, 2025 at a rate of \$75 per hour not to exceed 66 hours or \$5,000, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Catherine Cost, Ed.D.
Interim Superintendent





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To: Catherine Cost, Interim Superintendent
From: Monica Papasian, Assist. Superintendent of Business and Operations
Subject: Erickson Building
Date: April 14, 2025

The Erickson Building lease is nearing its lease renewal point of June 12, 2025. Upon execution of the lease it was recommended that it be brought back to the Board for review on a yearly basis. The lease has an automatic renewal unless the Board wishes to exercise a 30 day termination clause. In discussion with the City there is no intent on their part to exercise the termination clause and would like to continue on with the current lease of \$1 per month plus utilities and other direct expenses. We are currently billing the City quarterly for the services and have had no issues to date with the agreement. We are recommending that we continue on with the lease with the City. The Board has the option to take formal action to approve the lease or do nothing which would trigger the automatic renewal for the following year.

Funding Sources: General Fund Impact: Reimbursement of the cost to operate the building


Supporting Research: There is no supporting research for this lease renewal.

Strategic Goal Alignment -

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Recommendation : I respectfully request the approval of the renewal of the Erickson Building lease, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**


Catherine Cost, Ed.D.
Interim Superintendent





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To: Catherine Cost, Interim Superintendent
From: Bradley Wilkins, Technology Director
Subject: District Radios
Date: 04/11/2025

We are seeking Board approval for additional District Radios (Walkie-Talkies). This will allow us to be able to communicate more effectively should there be a crisis or an emergency within the district. This addresses safety concerns at some buildings due to them not having enough radios.

Total cost of the additional radios \$8,225.00

Funding Sources:

General and Special Ed Fund - Equipment costs \$8,225.00

We are recommending the approval of District Radios to address the areas of the strategic plan listed below:

Strategic Plan: Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art-technology.

Recommendation

That the Board of Education approve the purchase of additional district radios to address safety concerns as we continue to improve upon safety at all our schools in the district.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Catherine Cost, Ed.D.
Interim Superintendent





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To: Dr. Catherine Cost, Interim Superintendent
From: Dr. Megan Papsian-Broadwell, Executive Director of Student Services
Subject: Special Education: Extended School Year Services 2025
Date: 4/14/2025

Extended school year services for special education students will provide a research-based curriculum to ensure students maintain skill levels throughout summer vacation. The academic impact of extended school year (ESY) services is a significant factor in the success of students with special needs and must be considered for every student with a disability at each Individualized Education Program (IEP) Team meeting. The need for ESY must be determined individually and may not be provided or denied based upon category of disability or program assignment. A student may be determined to need ESY services due to:

- 1) A serious potential for regression of skills beyond a reasonable period of recoupment;
- 2) The nature or severity of the disability; or
- 3) Critical stages or areas of learning.

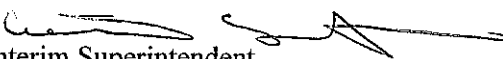
Strategic Goal Alignment

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community. In delivering Extended School Year services to students in Hazel Park Schools, special education personnel adhere to the programs and services indicated on the students' Individualized Education Plans and implement district-approved curriculum in reading, writing and mathematics.

- **Funding Source:** Special Education
- **Estimated Salary Schedule:** Hourly Employment at Hourly Salary per HPEA and HPPA Salary Schedules

<p><u>Recommendation</u> That the Board of Education approve the hiring of: *2 Teachers of Students with Autism Spectrum Disorder *2 Teachers of Students with Cognitive Impairments *8 Paraprofessionals - Special Education Support</p>	<p>*1 School Social Worker *1 Speech/Language Pathologist *1 Occupational Therapist *1 Physical Therapist</p>
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APPROVED AND RECOMMENDED FOR BOARD ACTION


Interim Superintendent





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To: Dr. Catherine Cost, Interim Superintendent
From: Karla Graessley, Community Schools Director
Subject: Camp Invention
Date: 4/14/2025

We are seeking approval for this week-long camp opportunity for students that is sponsored by General Motors Corporation. The Camp Parent plays a vital role in supporting Camp Invention by helping promote the program locally and increasing enrollment. In exchange for their efforts, Camp Parents receive one complimentary base-price registration for their child. Ideal candidates are enthusiastic, well-connected in their communities, active on social media, and engaged in extracurricular activities. They should demonstrate strong communication skills, creativity, and a passion for sharing the program with others.

Key responsibilities include posting on social media, organizing parent-to-parent email campaigns, working with local PTA/PTOs, and distributing flyers in community spaces like schools, libraries, and grocery stores. Camp Parents may also set up booths at community events and coordinate with scout leaders or other youth organizations. Their efforts help build excitement and visibility for Camp Invention in their area.

Strategic Goal Alignment:

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Funding Source: N/A

Recommendation

That the Board of Education approve the Camp Invention summer camp, as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

Catherine Cost, Ed.D.
Interim Superintendent





CAMP PARENT ROLE DESCRIPTION

OVERVIEW

The Camp Parent is responsible for assisting Directors in promoting their program at a local level. Camp Parents help further the mission of Camp Invention and the National Inventors Hall of Fame by making their local camp a success through increased enrollment. Camp Parents receive one (1) complimentary base price registration for their immediate child in return for their completion of the responsibilities below.

Our Best Camp Parents:

- Engage in social media (Facebook, Twitter and Instagram)
- Are actively involved in their children's extracurricular and/or community activities
- Are committed to getting as many children enrolled in the program as possible
- Are well connected in the local community
- Exhibit excellent interpersonal skills with both children and adults
- Demonstrate enthusiasm and generate excitement when representing the program
- Display creativity, flexibility, and resourcefulness
- Are self-directed and natural problem-solvers

Camp Parent Responsibilities Include:

- Post on social media sites to gain interest in the program
- Conduct a parent-to-parent e-mail campaign
- Work with the PTA/PTO council to help further promote the program
- Distribute flyers and posters in the community, including at the public libraries, grocery stores, coffee shops, etc.
- Set up a camp booth at community events: swimming lesson sign-ups, Little League or soccer games, school carnivals, kindergarten roundup (many children have older siblings), etc.
- Distribute flyers and brochures to private schools and schools in other districts
- Give information to leaders of local Scout troops
- Arrange for dates to be placed on community bulletin boards, including the local newspaper and outdoor displays in the community



**HAZEL PARK
SCHOOLS**

Today's Learners, Tomorrow's Leaders

Amy Kruppe, Ed.D.
Superintendent

Food Administration

1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr. Catherine Cost, Superintendent
From: James Paterson, Interim Athletic Director
Subject: Football Uniform Purchase
Date: April 2, 2025

As we prepare for the Fall sports season, I am writing to request the Board's approval and funding for essential items needed by our athletic department, specifically football uniforms

This request is necessary to field a Junior Varsity team next season since we currently do not possess a sufficient number of uniforms to field both teams simultaneously. Additionally, some of our current football uniforms are outdated, worn and/or incomplete, no longer meeting the standards we strive to uphold. Approving this purchase of high-quality uniforms also creates a positive branding opportunity that assists in creating a distinct and memorable identity for a school's sports programs, fostering a sense of pride and community engagement, while also potentially attracting students, sponsors and building fanbases.

Coach Callahan has expressed a deep desire the last two years to have a JV team in place and having recently travelled to the junior high where he received an expression of interest from 20 8th grade students and over 20 7th grade students indicating that would like to play football next year. Purchase of these uniforms are necessary to provide ample opportunity for these 20 new 9th grade players next year.

Four bids were sought and the lowest bidder, Riddell, has an offer of buy one get one free set of uniforms that includes a set of maroon jerseys since a significant number of alumni, employees, coaches and parents have requested a maroon set of jerseys. It is our hope that the new uniforms will reflect our school colors of maroon and grey.

Being aware of the cost involved, the football coaches have already committed to offsetting this purchase through multiple fundraising events that they already have planned for the near future including the summer months in an effort to return these dollars to the general fund.

We are providing four (4) invoices that reflect bids from Riddell, BSN Brand, Addidas, and Under Armor jerseys and pants. It is important to note that the Riddell quote includes an additional 16 pants that provides a wider variety of sizing for all players. If the remaining three bids included the 16 extra pants their prices would be increased above the bid submitted. The nearest competing base price would be BSN brand, and if the 16 additional pants were included the BSN brand bid would cost \$17,063.



**HAZEL PARK
SCHOOLS**

We are recommending the purchase of a home and away set of uniforms, consisting of 50 home jerseys, 58 home pants, 50 away jerseys, and 58 away pants, for a total of 216 units from Riddell.

I kindly request the Board's approval and the allocation of funds to cover this expense. Thank you for considering this request. I am confident that with your support, we can provide our student-athletes with the best possible resources to succeed and thrive in their respective sports.

Goal Statement – Resource: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the art technology.

Funding Source: General Fund

Recommendation

That the Board of Education approve the purchase of two sets of football uniforms from Ridell n the amount of \$16,488 , from the 2025-26 school year budget.

**APPROVED AND RECOMMENDED BY BOARD
ACTION**

A handwritten signature in black ink, appearing to read 'Catherine Cost', written over a horizontal line.

Dr. Catherine Cost
Interim Superintendent



PO Box 841393
 Dallas TX, 75284-1393
 Tel: 1-800-527-7510 | Fax: 1-800-899-0149
 Visit us at www.bsnsports.com

Cart Number	960feea3-4ccd-4388-a68c-d660008a7ddc
Ordered By	Dillon Voisinet
Payment Terms	--
Quote Created	04/10/2025

Sold To
 1026943
 HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK, MI 48030-1552

Ship To
 1026943
 HAZEL PARK HIGH SCHOOL
 James Paterson
 23400 HUGHES AVE
 HAZEL PARK, MI 48030-1552

Payer
 1026943
 HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK, MI 48030-1552

Catalog	Name	Type	SKU	Size	Qty	Unit Price	Total
BSN71404Z	Gridiron Mens Fusion Football Jersey	Tops	BSN71404ZS	SML	15	\$79.00	\$1,185.00
BSN71404Z	Gridiron Mens Fusion Football Jersey	Tops	BSN71404ZM	MED	25	\$79.00	\$1,975.00
BSN71404Z	Gridiron Mens Fusion Football Jersey	Tops	BSN71404ZL	LRG	25	\$79.00	\$1,975.00
BSN71404Z	Gridiron Mens Fusion Football Jersey	Tops	BSN71404ZXL	XLG	25	\$79.00	\$1,975.00
BSN71404Z	Gridiron Mens Fusion Football Jersey	Tops	BSN71404Z2XL	2XL	10	\$79.00	\$790.00
BSN71405Z	Gridiron Mens Fusion Football Pant	Pants	BSN71405ZS	SML	15	\$70.00	\$1,050.00
BSN71405Z	Gridiron Mens Fusion Football Pant	Pants	BSN71405ZM	MED	25	\$70.00	\$1,750.00
BSN71405Z	Gridiron Mens Fusion Football Pant	Pants	BSN71405ZL	LRG	25	\$70.00	\$1,750.00
BSN71405Z	Gridiron Mens Fusion Football Pant	Pants	BSN71405ZXL	XLG	25	\$70.00	\$1,750.00
BSN71405Z	Gridiron Mens Fusion Football Pant	Pants	BSN71405Z2XL	2XL	10	\$70.00	\$700.00
					Totals	200	\$14,900.00

Total Units	200
Subtotal	\$14,900.00
Freight	\$1,043.00
Sales Tax	\$0.00
Order Total	\$15,943.00

Tops
Tonal Accent Color 3: Victory White
Accent Color 3: Victory Maroon
Product Color: Victory Maroon
Tonal Accent Color 1: Victory White
Tonal Accent Color 2: Victory Maroon
Tonal Product Color: Victory White
FFC: Victory Maroon
Accent Color 1: Victory White

Front Homeplate: Mascot
ART SIZE: 1.00" x 0.79"
Victory Maroon
Victory White

Full Front: 10" Tackle Twill Front FUSION and RED ZONE ONLY
FONT: BSN515
Victory White
Victory Black

Full Back: 12" Tackle Twill Back FUSION and RED ZONE ONLY
FONT: BSN515
Victory White
Victory Black



 = No Roster Location  = Location Left Blank

TOPS

Sizes	Type	Qty	Roster	#	SMID
SML	Tops	1		1	BSN71404ZS
SML	Tops	1		2	BSN71404ZS
SML	Tops	1		3	BSN71404ZS
SML	Tops	1		4	BSN71404ZS
SML	Tops	1		5	BSN71404ZS
SML	Tops	1		6	BSN71404ZS
SML	Tops	1		7	BSN71404ZS
SML	Tops	1		8	BSN71404ZS
SML	Tops	1		9	BSN71404ZS
SML	Tops	1		10	BSN71404ZS
SML	Tops	1		11	BSN71404ZS
SML	Tops	1		12	BSN71404ZS
SML	Tops	1		13	BSN71404ZS
SML	Tops	1		14	BSN71404ZS
SML	Tops	1		15	BSN71404ZS
MED	Tops	1		16	BSN71404ZM
MED	Tops	1		17	BSN71404ZM
MED	Tops	1		18	BSN71404ZM
MED	Tops	1		19	BSN71404ZM
MED	Tops	1		20	BSN71404ZM
MED	Tops	1		21	BSN71404ZM
MED	Tops	1		22	BSN71404ZM
MED	Tops	1		23	BSN71404ZM
MED	Tops	1		24	BSN71404ZM
MED	Tops	1		25	BSN71404ZM
MED	Tops	1		26	BSN71404ZM
MED	Tops	1		27	BSN71404ZM
MED	Tops	1		28	BSN71404ZM
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MED	Tops	1		32	BSN71404ZM
MED	Tops	1		33	BSN71404ZM
MED	Tops	1		34	BSN71404ZM
MED	Tops	1		35	BSN71404ZM
MED	Tops	1		36	BSN71404ZM
MED	Tops	1		37	BSN71404ZM
MED	Tops	1	17	38	BSN71404ZM
MED	Tops	1		39	BSN71404ZM

MED	Tops	1		40	BSN71404ZM
LRG	Tops	1		41	BSN71404ZL
LRG	Tops	1		42	BSN71404ZL
LRG	Tops	1		43	BSN71404ZL
LRG	Tops	1		44	BSN71404ZL
LRG	Tops	1		45	BSN71404ZL
LRG	Tops	1		46	BSN71404ZL
LRG	Tops	1		47	BSN71404ZL
LRG	Tops	1		48	BSN71404ZL
LRG	Tops	1		49	BSN71404ZL
LRG	Tops	1		50	BSN71404ZL
LRG	Tops	1		51	BSN71404ZL
LRG	Tops	1		52	BSN71404ZL
LRG	Tops	1		53	BSN71404ZL
LRG	Tops	1		54	BSN71404ZL
LRG	Tops	1		55	BSN71404ZL
LRG	Tops	1		56	BSN71404ZL
LRG	Tops	1		57	BSN71404ZL
LRG	Tops	1		58	BSN71404ZL
LRG	Tops	1		59	BSN71404ZL
LRG	Tops	1		60	BSN71404ZL
LRG	Tops	1		61	BSN71404ZL
LRG	Tops	1		62	BSN71404ZL
LRG	Tops	1		63	BSN71404ZL
LRG	Tops	1		64	BSN71404ZL
LRG	Tops	1		65	BSN71404ZL
XLG	Tops	1		66	BSN71404ZXL
XLG	Tops	1		67	BSN71404ZXL
XLG	Tops	1		68	BSN71404ZXL
XLG	Tops	1		69	BSN71404ZXL
XLG	Tops	1		70	BSN71404ZXL
XLG	Tops	1		71	BSN71404ZXL
XLG	Tops	1		72	BSN71404ZXL
XLG	Tops	1		73	BSN71404ZXL
XLG	Tops	1		74	BSN71404ZXL
XLG	Tops	1		75	BSN71404ZXL
XLG	Tops	1		76	BSN71404ZXL
XLG	Tops	1		77	BSN71404ZXL
XLG	Tops	1		78	BSN71404ZXL
XLG	Tops	1		79	BSN71404ZXL
XLG	Tops	1		80	BSN71404ZXL
XLG	Tops	1		81	BSN71404ZXL
XLG	Tops	1		82	BSN71404ZXL
XLG	Tops	1		83	BSN71404ZXL
XLG	Tops	1		84	BSN71404ZXL
XLG	Tops	1		85	BSN71404ZXL

XLG	Tops	1		86	BSN71404ZXL
XLG	Tops	1		87	BSN71404ZXL
XLG	Tops	1		88	BSN71404ZXL
XLG	Tops	1		89	BSN71404ZXL
XLG	Tops	1		90	BSN71404ZXL
2XL	Tops	1		91	BSN71404Z2XL
2XL	Tops	1		92	BSN71404Z2XL
2XL	Tops	1		93	BSN71404Z2XL
2XL	Tops	1		94	BSN71404Z2XL
2XL	Tops	1		95	BSN71404Z2XL
2XL	Tops	1		96	BSN71404Z2XL
2XL	Tops	1		97	BSN71404Z2XL
2XL	Tops	1		98	BSN71404Z2XL
2XL	Tops	1		99	BSN71404Z2XL
2XL	Tops	1		100	BSN71404Z2XL

SIZE BREAKDOWN

Sizes	Type	Qty
SML	Tops	15
MED	Tops	25
LRG	Tops	25
XLG	Tops	25
2XL	Tops	10

Total: 100

Pants
Product Color: Victory White
Tonal Accent Color 1: Victory Maroon.tonal
Tonal Accent Color 2: Victory Charcoal.tonal
Tonal Product Color: Victory White
FFC: Victory Maroon
Accent Color 1: Victory White











Left Hip: Mascot
ART SIZE: 1.25" x 2.00"
Victory White
Victory Charcoal
Victory Maroon

Right Hip: Mascot
ART SIZE: 1.25" x 2.00"
Victory White
Victory Charcoal
Victory Maroon



 = No Roster Location  = Location Left Blank

PANTS

Sizes	Type	Qty	Roster	#	SMID
SML	Pants	15			BSN71405ZS
MED	Pants	25			BSN71405ZM
LRG	Pants	25			BSN71405ZL
XLG	Pants	25			BSN71405ZXL
2XL	Pants	10			BSN71405Z2XL

SIZE BREAKDOWN

Sizes	Type	Qty
SML	Pants	15
MED	Pants	25
LRG	Pants	25
XLG	Pants	25
2XL	Pants	10

Total: 100



PO Box 841393
 Dallas, TX 75284-1393
 Phone: 800-527-7510 Fax: 800-899-0149
 Visit us at www.bsnsports.com

Quote	
Cart #:	13134008
Purchase Order #:	UA Uniform
Cart Name:	UA Football Uniform
Quote Date:	03/27/2025
Quote Valid-to:	04/10/2025
Payment Terms:	NT30
Ship Via:	
Ordered By:	Dillon Voisinnet

Contact Your Rep

Dillon Voisinnet Email: dvoisinnet@bsnsports.com | Phone:

Sold to
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Ship To
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Payer
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Item Description	Qty	Unit Price	Total
AF HAIL MARY JERSEY MEN - WHITE Item # - NSPCUSTOM	50 EA	\$ 99.99	\$ 4,999.50
AF HAIL MARY JERSEY MEN - MAROON Item # - NSPCUSTOM	50 EA	\$ 99.99	\$ 4,999.50
Force Drawstring Pant - BLACK Item # - NSPCUSTOM	50 EA	\$ 57.99	\$ 2,899.50
Force Drawstring Pant - WHITE Item # - NSPCUSTOM	50 EA	\$ 57.99	\$ 2,899.50

Subtotal:	\$15,798.00
Other:	\$0.00
Freight:	\$947.88
Sales Tax:	\$0.00
Order Total:	\$16,745.88
Payment/Credit Applied:	\$0.00
Order Total:	\$16,745.88



PO Box 841393
 Dallas, TX 75284-1393
 Phone: 800-527-7510 Fax: 800-899-0149
 Visit us at www.bsnsports.com

Quote	
Cart #:	13134067
Purchase Order #:	ADIDAS Uniform
Cart Name:	ADIDAS Football Uniform
Quote Date:	03/27/2025
Quote Valid-to:	04/10/2025
Payment Terms:	NT30
Ship Via:	
Ordered By:	Dillon Voisinnet

Contact Your Rep

Dillon Voisinnet Email: dvoisinnet@bsnsports.com | Phone:

Sold to
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Ship To
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Payer
1026943
HAZEL PARK HIGH SCHOOL
 23400 HUGHES AVE
 HAZEL PARK MI 48030-1552
 USA

Item Description	Qty	Unit Price	Total
ADIDAS SHOCKLITE FBALL JERSEY - WHITE Item # - NSPCUSTOM	50 EA	\$ 109.99	\$ 5,499.50
ADIDAS SHOCKLITE FBALL JERSEY - MAROON Item # - NSPCUSTOM	50 EA	\$ 109.99	\$ 5,499.50
ADIDAS SHOCKLITE FOOTBALL PANT - WHT Item # - NSPCUSTOM	50 EA	\$ 99.99	\$ 4,999.50
ADIDAS SHOCKLITE FOOTBALL PANT - BLK Item # - NSPCUSTOM	50 EA	\$ 99.99	\$ 4,999.50

Subtotal:	\$20,998.00
Other:	\$0.00
Freight:	\$1,259.88
Sales Tax:	\$0.00
Order Total:	\$22,257.88
Payment/Credit Applied:	\$0.00
Order Total:	\$22,257.88



7501 Performance Lane
 North Ridgeville, OH 44039
 Ph:(800)275-5338
 Fax:(800)275-2412

HP Uniform Order

Type: Quote
Bill To: SAP - 10817

Ship To:

Ref. #:0

HAZEL PARK HIGH SCHOOL
 ATTN: ACCOUNTS PAYABLE
 23400 HUGHES
 HAZEL PARK, MI 48030

HAZEL PARK HIGH SCHOOL
 ATTN: ATHLETIC DIRECTOR
 23400 HUGHES
 HAZEL PARK, MI 48030

Invoice Reference Line :					
Order Placed By : JOHN CALLAHAN - FBC		Email: coachjcal@hotmail.com		Phone #: 248-891-2949	
Terms: Net 30			<input checked="" type="checkbox"/> PO required before order can be shipped		<input type="checkbox"/> Bill On Reconditioning
Order Date : 02/06/2025		Req. Delivered Date : 04/25/2025		Customer PO #:	
Design Created On :		HP Uniform Website			
HP Uniform Retrieval Code :		24124298			
NOTE: Uniform Sizes Are Based On HP Uniform Patterns & May Not Coincide With Riddell Custom Uniform Sizes					
Use 1 Order Line Below For Each Design Set Entered On Web Site For Easier Order Verification					
	Item	Part Number	Qty.	Unit Price	Ext. Price
	Football Jersey Speed Adult	HPFBSJA	50	\$152.00	\$7,600.00
	Football Speed Pant Adult	HPFBSPA	50	\$136.00	\$6,800.00
	BOGO Free Football Jersey Speed Adult	HPBGFBSJA	50	\$0.00	\$0.00
	BOGO Free Football Speed Pant Adult	HPBGFBSPA	50	\$0.00	\$0.00
	Football Speed Pant Adult	HPFBSPA	16	\$95.00	\$1,520.00
Attach Artwork Here :					
Special Instructions			Order Total		\$15,920.00
			Freight		\$568.00**
			Sales Tax (If applicable)		\$0.00
			Total		\$16,488.00
Method of Payment					
Authorized Signature:					

****Applicable sales tax shown on this order may not be accurate and will be adjusted at the time of invoicing****



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr. Catherine Cost, Interim Superintendent
From: Stephanie Dulmage, Assistant, Superintendent of Teaching and Learning
Subject: Update - Cognia Accreditation Process
Date: April 10th, 2025

Cognia Accreditation is a continuous improvement process that mirrors the MICIP (Michigan Integrated Continuous Improvement Process, already required by the state. Districts are not mandated to participate in an accreditation process. Much like the MICIP process, during accreditation, the district would compile evidence, including strategic plans, student performance data, stakeholder surveys, and professional development initiatives, analyze the results, and set goals for improvement.

We have been informed that Cognia introduced new Performance Standards in July 2022. Along with the updated standards, the accreditation cycle has been extended from **five to six years**, providing additional support for institutions through a revised accreditation protocol. Therefore, Hazel Park School District's accreditation cycle ends on June 30, 2026, which means the **Cognia Accreditation Engagement Review is now scheduled for the 2026-2027 school year.**

The updated accreditation protocol provides greater support in three key areas:

- Preparation: During the 2025-26 school year, Cognia will host an orientation meeting and training for your team. A Self-Assessment Phase will help you understand the new standards and evaluate your institution's current standing, with clear guidance on required documentation.
- Engagement Review: Your accreditation review will begin online and remotely in alignment with the revised protocol implemented in July 2022. If desired, an on-site evaluation may be requested for an additional fee.
- Standards and Rubrics: Cognia's Performance Standards reflect the latest trends and challenges in education, ensuring institutions are well-positioned for continuous improvement.
- Accreditation Cycle: The six-year cycle includes a Self-Assessment Phase and a Progress Phase, allowing additional time for implementing initiatives, evaluating progress, and preparing for the following review.

The Cognia annual membership fees are \$1,400 per building plus the district. Hazel Park Schools will be invoiced around October 1, 2025, for \$11,200 for these fees. For the 2026-2027 school year, there will be an additional fee of \$7,500 to support the re-accreditation process.

Goal Statement-Resources:

Resources: The Hazel Park School District will maximize its resources to assure high-quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Funding Source: Not Applicable

Catherine Cost
Interim Superintendent





Hazel Park School District

ALL IN ALL THE TIME

Amy Kruppe, Ed.D.
Superintendent

Ford Administration

1620 E. Elza, Hazel Park, MI 48030 • Phone 248-658-5200 | Fax 248-544-5443

TO: The School District of the City of Hazel Park
Board of Education

FROM: Crystal Mubarak
Director of Business

RE: Treasurer's Report March 2025

DATE: April 10, 2025

Attached is the check register (including current period voids), a listing of ACH debits, wire transfers, and P-Card purchases made during the period

GENERAL FUND (11)		1,461,425.43	
	<i>Total - General Fund</i>	<u>\$ 1,461,425.43</u>	
CENTER PROGRAM (22)		26,938.36	
COMMUNITY SERVICE (23)		536.65	
FOOD SERVICE FUND (25)		196,700.59	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		57,100.00	
	<i>Total - Special Revenue Funds</i>	<u>\$ 281,275.60</u>	
TRUST FUNDS (51)		0.00	
INTERNAL ACCOUNT FUNDS (29)		17,318.72	
	<i>Total - Other Funds</i>	<u>\$ 17,318.72</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,760,019.75</u></u>	\$ 1,760,019.75
ACH DEBITS			4,205,518.73
PAYROLL			1,656,889.80
OUTGOING WIRE TRANSFERS			3,047,734.73
P-CARD PURCHASES			61,747.26
			<u>8,971,890.52</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 10,731,910.27</u></u>

I certify that the disbursements listed on the attached check registers and listing of ACH debits, wire transfers, and P-Card purchases were payments made for obligations of The School District of the City of Hazel Park and that all materials or services listed on the invoices have been received or performed.

Crystal Mubarak
Director of Business

Monthly Summary of EFT's from HP Bank Accounts

Mar-25

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
3/3/2025	\$70.00	Food Service	Square Monthly Membership
3/3/2025	\$358.69	Gen Funds	Latchkey Fees
3/10/2025	\$10,000.00	Gen Funds	Arbiter Pay
3/20/2025	\$24,564.21	Gen Funds	EduStaff Payment March 21st
3/6/2025	\$11,546.27	Gen Funds	EduStaff Payment March 7th
3/21/2025	\$6,488.14	Gen Funds	Health Equity Payment March 21st Payroll
3/7/2025	\$6,478.14	Gen Funds	Health Equity Payment March 7th Payroll
3/27/2025	\$24,501.71	Gen Funds	Penserv Payment March 21st Payroll
3/10/2025	\$25,162.49	Gen Funds	Penserv Payment March 7th Payroll
3/28/2025	\$524,562.98	MESSA	MESSA Payments
3/21/2025	\$174,596.20	Ret W/H	Payroll Retirement Withholding March 21st
3/6/2025	\$735,589.30	Ret W/H	Payroll Retirement Withholding March 7th
3/21/2025	\$279,569.71	Tax W/H	Payroll Federal Tax Withholding March 21st
3/7/2025	\$331,550.36	Tax W/H	Payroll Federal Tax Withholding March 7th
3/24/2025	\$40,812.41	Tax W/H	Payroll State Tax Withholding March 21st
3/10/2025	\$46,084.72	Tax W/H	Payroll State Tax Withholding March 7th
3/3/2025	\$1,636,377.82	UAAL	Payroll UAAL Payment October-February
3/31/2025	\$327,275.58	UAAL	Payroll UAAL Payment March
	<u>\$4,205,518.73</u>	Total ACH Debits	

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
3/7/2025	\$864,926.24	General Payroll on March 7th
3/21/2025	\$791,963.56	General Payroll on March 21st
	<u>\$1,656,889.80</u>	Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
3/25/2025	\$3,047,734.73	MVCA Wire State Aid
	<u>\$3,047,734.73</u>	Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
3/21/2025	\$61,747.26	General P-Card charges Huntington Bank
	<u>\$61,747.26</u>	Total P-Card Purchases

Hazel Park Schools
Budget to Actual by St Revenue and St Function
As of 3/31/25

St Revenue/Function	Description		Original Budget	1st Amended Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue								
St Revenue: 100	Revenue from Local Sources	Total:	6,310,500.00	8,645,668.00	0.00	6,365,326.51	2,280,341.49	73.62%
St Revenue: 300	Rev from State Sources	Total:	43,062,068.00	39,731,857.00	0.00	22,593,720.69	17,138,136.31	56.87%
St Revenue: 400	Rev from Federal Sources	Total:	1,862,829.00	4,540,445.00	0.00	2,989,857.30	1,550,587.70	65.85%
St Revenue: 500	Incoming Transfer/Oth Transact	Total:	2,940,000.00	3,583,456.00	0.00	2,700,986.07	882,469.93	75.37%
St Revenue: 600	Fund Modifications	Total:	1,687,000.00	2,166,021.00	0.00	-	2,166,021.00	0.00%
Type: 4		RevenueTotal:	55,862,397.00	58,667,447.00	0.00	34,649,890.57	24,017,556.43	59.06%
Type: 5 Expense								
St. Function:110	Basic Programs	Total:	21,884,914.00	22,395,123.00	167,134.89	14,494,840.20	7,900,282.80	64.72%
St. Function:120	Added Needs	Total:	11,112,868.00	10,550,697.00	8,387.21	8,174,560.20	2,376,136.80	77.48%
St. Function:210	Support Services-Pupil	Total:	4,178,712.00	3,872,146.00	-	2,964,125.62	908,020.38	76.55%
St. Function:220	Support Services-Instr Staff	Total:	3,741,471.00	3,750,803.00	35,401.54	2,254,192.59	1,496,610.41	60.10%
St. Function:230	Support Services-General Admin	Total:	793,531.00	819,193.00	2,082.91	730,764.78	88,428.22	89.21%
St. Function:240	Support Services-School Admin	Total:	2,584,742.00	2,574,941.00	2,961.74	1,736,719.67	838,221.33	67.45%
St. Function:250	Support Services-Business	Total:	810,588.00	1,208,587.00	-	945,968.75	262,618.25	78.27%
St. Function:260	Operations and Maintenance	Total:	5,965,755.00	5,924,393.00	56.34	4,009,055.63	1,915,337.37	67.67%
St. Function:270	Pupil Transportation Services	Total:	978,544.00	2,253,235.00	-	812,479.63	1,440,755.37	36.06%
St. Function:280	Support Services-Central	Total:	2,185,108.00	2,302,946.00	11,524.75	1,632,667.37	670,278.63	70.89%
St. Function:290	Support Services-Other	Total:	813,672.00	1,143,551.00	58,556.22	428,331.34	715,219.66	37.46%
St. Function:330	Community Activities	Total:	330,297.00	258,895.00	-	78,117.69	180,777.31	30.17%
St. Function:390	Other Community Services	Total:	393,000.00	316,428.00	0.00	328,271.41	(11,843.41)	103.74%
St. Function:440	Pymts to Other Govnmt	Total:	293,000.00	594,750.00	0.00	594,750.00	-	100.00%
St. Function:510	Debt Services - Long Term Only	Total:	33,000.00	0.00	0.00	-	-	0.00%
St. Function:600	Transfers Out	Total:	293,000.00	295,688.00	0.00	11,343.75	284,344.25	3.84%
Type: 5		ExpenseTotal:	56,392,202.00	58,261,376.00	286,105.60	39,196,188.63	19,065,187.37	67.28%
Grand Total:			-529,806.00	406,071.00		-4,546,298.06	4,952,369.06	

Hazel Park Schools
Detailed Check Register w FQA
Check Date From 3/1/2025 TO 3/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100600	A C BUILDERS HARDWARE	110-261-0000-0000-000-0065-55990000	EH 00001468	03/06/2025	704517	MAINT. SUPPLIES		225.00
Vendor Total:								225.00
100550	AMAZON CAPITAL SERVICES	20-213-0015-0000-600-0601-53130000	EH 00001469	03/06/2025	10675	AIDE		626.76
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	146Q7YVQXY	Spin Master Games, Clue Giant	P2500275	27.28
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	146Q7YVQXY	Spin Master Games, Candy Land	P2500275	59.79
100550	AMAZON CAPITAL SERVICES	10-111-0000-0000-170-0170-55110000	EH 00001469	03/06/2025	1DTYQ6WN769	Elmer's Disappearing Purple Sc	P2500266	28.40
100550	AMAZON CAPITAL SERVICES	10-111-0000-0000-170-0170-55110000	EH 00001469	03/06/2025	1DTYQ6WN769	EXPO Dry Erase Markers, Chisel	P2500266	70.77
100550	AMAZON CAPITAL SERVICES	10-111-0000-0000-170-0170-55110000	EH 00001469	03/06/2025	1DTYQ6WN769	Crayola Crayons Bulk (24 Packs	P2500266	38.00
100550	AMAZON CAPITAL SERVICES	10-111-0000-0000-170-0170-55110000	EH 00001469	03/06/2025	1DTYQ6WN769	Amazon Basics Desktop Stapler	P2500266	9.08
100550	AMAZON CAPITAL SERVICES	10-111-0000-0000-170-0170-55110000	EH 00001469	03/06/2025	1DTYQ6WN769	Amazon Basics Non-Glare Sheet	P2500266	44.76
100550	AMAZON CAPITAL SERVICES	10-261-0000-0000-000-0060-55990000	EH 00001469	03/06/2025	1MRWX63M6XBIC	Wite-Out Quick Dry Correct	P2500278	5.23
100550	AMAZON CAPITAL SERVICES	10-261-0000-0000-000-0060-55990000	EH 00001469	03/06/2025	1MRWX63M6XBIC	White-Out Brand EZ Correct	P2500278	5.27
100550	AMAZON CAPITAL SERVICES	10-261-0000-0000-000-0060-55990000	EH 00001469	03/06/2025	1MRWX63M6XRAZCC	Packing Tape, 12 Rolls C	P2500278	22.78
100550	AMAZON CAPITAL SERVICES	10-261-0000-0000-000-0060-55990000	EH 00001469	03/06/2025	1MRWX63M6X	Shipping Charge	P2500278	6.99
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	1RQ939MCDR3	Original LCR Left Center Right	P2500275	25.62
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	1RQ939MCDR3	Giant Sorry Classic Family Boa	P2500275	59.97
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	1RQ939MCDR3	AZEN 32 Pcs Mini Spring Party	P2500275	29 19.77
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	1RQ939MCDR3	Spin Master Games, Guess Who G	P2500275	48.00
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001469	03/06/2025	1RQ939MCDR3	Desyeryamimi 24 Pack Handheld	P2500275	55.26
Vendor Total:								1,153.73
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22025	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22025B	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22425	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22625	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22625B	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	10-293-0000-0000-300-0350-53197000	EH 00001470	03/06/2025	22825	BOOK		40.00
Vendor Total:								240.00
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001471	03/06/2025	1543041	LEGAL SERVICES THROUGH		18,535.00
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001471	03/06/2025	1543985	LEGAL SERVICES THROUGH		3,772.50
Vendor Total:								22,307.50
100139	COLLEGE ENTRANCE	110-227-0000-0000-000-0060-55110000	EH 00001472	03/06/2025	P2400505821	PSAT		2,448.00
Vendor Total:								2,448.00
100409	FRONTLINE EDUCATION	110-283-0000-0000-000-0060-54140000	EH 00001473	03/06/2025	INVUS216924	EMP. EVALUATION		250.00
Vendor Total:								250.00

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001474	03/06/2025	1634257	MAINT. SUPPLIES		119.67
Vendor Total:								119.67
100444	LIGHTING SUPPLY COMPANM	0-261-0000-0000-000-0065-55990000	EH 00001475	03/06/2025	LS25068707	MAINT. SUPPLIES		76.75
Vendor Total:								76.75
1099C	MILLER, MATTHEW	110-252-0000-0000-000-0060-53150000	EH 00001476	03/06/2025	102	ASSISTANCE WITH FINANCES		3,750.00
Vendor Total:								3,750.00
100380	OAKLAND SCHOOLS	110-261-0000-0000-000-0060-55990000	EH 00001477	03/06/2025	GR20337	P2500034		780.00
Vendor Total:								780.00
100959	PROCARE THERAPY	110-214-0021-0000-000-0660-53150000	EH 00001478	03/06/2025	21139681	SLP		4,025.00
100959	PROCARE THERAPY	110-214-0021-0000-000-0660-53150000	EH 00001478	03/06/2025	21141804	SLP		1,200.00
Vendor Total:								5,225.00
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0600-53130000	EH 00001479	03/06/2025	2357	CNA/RN		2,119.25
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0600-53130000	EH 00001479	03/06/2025	2358	CNA/LPN		3,825.57
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0600-53130000	EH 00001479	03/06/2025	2372	RN		1,470.00
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-600-0600-53130000	EH 00001479	03/06/2025	2373	CNA/LPN		2,562.50
Vendor Total:								9,977.32
100351	AIRGAS GREAT LAKES	110-113-0000-2230-300-2230-55110000	EH 00001480	03/20/2025	5514547142	WELDING CLASS		279.28
Vendor Total:								279.28
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-200-0065-55990000	EH 00001481	03/20/2025	13K66HWJG6N	MAINT. SUPPLIES - HPJH		74.20
100550	AMAZON CAPITAL SERVICES	0-351-0000-0000-150-0230-55110000	EH 00001481	03/20/2025	146QQ7VQXY9P2500275			87.07
100550	AMAZON CAPITAL SERVICES	0-118-0000-3400-190-3400-55990000	EH 00001481	03/20/2025	14DQDTVPP4J	Utopia Kitchen Clear Organizer	P2500282	203.28
100550	AMAZON CAPITAL SERVICES	0-118-0000-3400-190-3400-55990000	EH 00001481	03/20/2025	14DQDTVPP4J	500 Pack Laminating Sheets, 3	P2500282	77.90
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1C7HFVTFVLJ	Bostitch Office Personal Elect	P2500232	17.43
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1C7HFVTFVLJ	Powermax 24-Count AA Batteries	P2500232	9.72
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1C7HFVTFVLJ	Vobou Whiteout Correction Tape	P2500232	12.15
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1GXQDWLQ74	Play-Doh Modeling Compound 36-	P2500298	26.09
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1GXQDWLQ74	Braun ThermoScan 5 Ear Thermom	P2500298	41.70
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1GXQDWLQ74	Safety 1st Easy Install Walk T	P2500298	35.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1GXQDWLQ74	Brauness Direct 200 Counts Ear	P2500298	14.58
100550	AMAZON CAPITAL SERVICES	0-220-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	Office Supplies (5 Pound Box,	P2500284	34.75
100550	AMAZON CAPITAL SERVICES	0-220-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	Better Office Products Letter	P2500284	29.69
100550	AMAZON CAPITAL SERVICES	0-220-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	Dabo&Shobo 60 Pack Black Perma	P2500284	16.59
100550	AMAZON CAPITAL SERVICES	0-220-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	FILE-EZ Two-Pocket Folders wit	P2500284	53.24
100550	AMAZON CAPITAL SERVICES	0-220-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	File Folder, PANDRI 220 Pack C	P2500284	38.66

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	20-122-0140-0000-650-0650-55110000	EH 00001481	03/20/2025	1JFY9HP13JCP	EAGLES 7 Pack Plastic Badminto	P2500284	11.97
100550	AMAZON CAPITAL SERVICES	0-284-0000-0000-000-0284-55910000	EH 00001481	03/20/2025	1JR7D16TFNG7	DRAMA/TECH SUPPLIES		154.89
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1KJGKTW1GL	Rayovac High Energy D Batterie	P2500283	12.97
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1KJGKTW1GL	EXPO Dry Erase Markers, Chisel	P2500283	23.99
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1KJGKTW1GL	Rarlan Wood-Cased #2 HB Pencil	P2500283	19.96
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1KJGKTW1GL	Powermax 24-Count Double AA Ba	P2500283	7.99
100550	AMAZON CAPITAL SERVICES	0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1KJGKTW1GL	Outus 42 Pack Happy Birthday C	P2500283	9.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	UNO - Classic Colour & Number	P2500270	13.80
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	LA MODERNA, Codos, Pasta, Hech	P2500270	26.50
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	12 Pack Multi-Function Electro	P2500270	28.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	Yunsailing 108 Pcs Mini Stress	P2500270	35.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	TIHOOD 20PCS Silicone Mini Ton	P2500270	15.98
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1NP3QDYGC3	Big Bright Buttons Craft 12 In	P2500270	29.99
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1PNR1JL3XKD	The Three Little Fish and the	P2500273	7.18
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1PNR1JL3XKD	Hi! Fly Guy	P2500273	40.88
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1PNR1JL3XKD	A House for Hermit CrabReady-t	P2500273	13.47
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1PQMDFWGGX	Majestic Pure Lavender Essenti	P2500289	31 9.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1PQMDFWGGX	Better Office Products Heavywe	P2500289	166.41
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1PQMDFWGGX	Magnetic Squares, 120 Pieces M	P2500289	8.95
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1PQMDFWGGX	Chefmaster Purple Liqua-Gel Fo	P2500289	13.50
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55990000	EH 00001481	03/20/2025	1PQMDFWGGX	Cheez-It Cheese Crackers, Bake	P2500289	20.64
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-190-0065-55990000	EH 00001481	03/20/2025	1PVG19X9D4	MAINT. SUPPLIES - WEBSTER		40.97
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1QN336X4D6J7	School Smart Railroad Boards,	P2500295	14.17
100550	AMAZON CAPITAL SERVICES	30-351-0000-0000-150-0230-55110000	EH 00001481	03/20/2025	1R4DRV7GQM	AFMAT Electric Pencil Sharpene	P2500299	49.38
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001481	03/20/2025	1TCH337PJM	HP 212A Yellow Toner Cartridge	P2500287	222.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001481	03/20/2025	1TCH337PJM	HP 212A Black Toner Cartridge	P2500287	182.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001481	03/20/2025	1TCH337PJM	HP 212A Cyan Toner Cartridge W	P2500287	222.99
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001481	03/20/2025	1TCH337PJM	212A Toner Cartridges 4 Pack R	P2500287	249.00
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	The Umbrella	P2500273	9.99
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	Inch by Inch	P2500273	107.87
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	The Very Clumsy Click Beetle (P2500273	123.41
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	The Three Little Fish and the	P2500273	43.08
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	Herman the Helper	P2500273	62.93
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	The Caterpillar and the Polliw	P2500273	60.76
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	Big Al	P2500273	58.52

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	In the Tall, Tall Grass	P2500273	93.03
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	A House for Hermit CrabReady-t	P2500273	17.96
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	Ten Little Ladybugs	P2500273	76.65
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	Memoirs of a Goldfish	P2500273	101.64
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1WTKXRQ4V4	The Spider and the Fly (Illust	P2500273	83.93
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1X6CD699N6F7	Tru-Ray Construction Paper, 10	P2500281	4.55
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1X6CD699N6F7	Crayola Construction Paper - 4	P2500281	33.18
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1X6CD699N6F7	SHARPIE Markers SAN-30001 Fine	P2500281	21.04
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1X6CD699N6F7	FelixKing Office Chair, Ergono	P2500281	219.96
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-170-0170-55110000	EH 00001481	03/20/2025	1X6CD699N6F7	Ticonderoga My First Wood-Case	P2500281	65.40
100550	AMAZON CAPITAL SERVICES	I0-118-0000-0000-190-0190-55110000	EH 00001481	03/20/2025	1Y6G3FQ7VKD	Teacher Created Resources STEM	P2500270	29.28
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	BIC Round Stic Grip Xtra Comfo	P2500295	6.36
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	File Folder, 13 Cut Tab, Lette	P2500295	21.99
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	Officemate Standard Staples, 1	P2500295	13.06
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	Rarlan Wood-Cased #2 HB Pencil	P2500295	17.99
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	OWLKELA 12 Rolls Transparent T	P2500295	15.20
100550	AMAZON CAPITAL SERVICES	I0-111-0000-0000-400-0400-55110000	EH 00001481	03/20/2025	1YTCLGPK9N	36 Pack Watercolor Paint Set,	P2500295	32 26.99
100550	AMAZON CAPITAL SERVICES	I0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1YWH9KRG4R	Quality Park 9 x 12 Clasp Enve	P2500271	14.06
100550	AMAZON CAPITAL SERVICES	I0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1YWH9KRG4R	Early Buy Pop Up Sticky Notes	P2500271	10.99
100550	AMAZON CAPITAL SERVICES	I0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1YWH9KRG4R	GUSTO 3 oz - 100 Count Small P	P2500271	7.90
100550	AMAZON CAPITAL SERVICES	I0-241-0000-0000-130-0130-55910000	EH 00001481	03/20/2025	1YWH9KRG4R	Oxford Index Cards, 3 x 5 Inch	P2500271	7.21
Vendor Total:								3,784.49
101490	CALHOUN, LAKESHA MARIA	I0-293-0000-0000-300-0350-53197000	EH 00001482	03/20/2025	3525	BOOK		40.00
101490	CALHOUN, LAKESHA MARIA	I0-293-0000-0000-300-0350-53197000	EH 00001482	03/20/2025	3725B	BOOK		40.00
Vendor Total:								80.00
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-55610000	EH 00001483	03/20/2025	X400080525	FEB 25 NET PRODUCT COST		80,534.18
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53190000	EH 00001483	03/20/2025	X400080525	FEB 25 DIRECT LABOR		57,573.75
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53150000	EH 00001483	03/20/2025	X400080525	FEB 25 SUPERVISORY & CLERICAL		8,854.45
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-55640000	EH 00001483	03/20/2025	X400080525	FEB 25 TOTAL OTHER COSTS		36,926.79
100118	CHARTWELLS DINING	250-297-0000-0000-000-0000-53151000	EH 00001483	03/20/2025	X400080525	FEB 25 ADMIN & FEE EXPENSE		9,397.55
Vendor Total:								193,286.72
100402	GEMINI FORMS & SYSTEMS	I10-112-0000-0000-200-0200-55910000	EH 00001484	03/20/2025	0228231	TARDY SLIPS		151.30
Vendor Total:								151.30
100574	INSTITUTE FOR EXCELLENCE	I0-232-0000-0000-000-0060-53150000	EH 00001485	03/20/2025	2025606	MVA SUPPORT		1,500.00

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
							Vendor Total:	1,500.00
100948	KINGSCOTT ASSOCIATES INC	10-271-0000-2840-000-2840-53190000	EH 00001486	03/20/2025	18174	BUS CHARGERS		5,240.00
							Vendor Total:	5,240.00
1099C	MILLER, MATTHEW	110-252-0000-0000-000-0060-53150000	EH 00001487	03/20/2025	103	ASSISTANCE WITH FINANCES		3,750.00
							Vendor Total:	3,750.00
100520	PEDIATRIC HEALTH	110-213-0013-0000-150-0660-53130000	EH 00001488	03/20/2025	31125	PHYSICAL THERAPIST		1,187.10
							Vendor Total:	1,187.10
100959	PROCARE THERAPY	110-214-0021-0000-000-0660-53150000	EH 00001489	03/20/2025	21151813	SLP		4,025.00
100959	PROCARE THERAPY	110-214-0021-0000-000-0660-53150000	EH 00001489	03/20/2025	21158012	SLP		4,025.00
							Vendor Total:	8,050.00
100428	ROYAL ROOFING	110-261-0000-0000-200-0065-53190000	EH 00001490	03/20/2025	S127853	HPJH ROOFING		605.00
100428	ROYAL ROOFING	110-261-0000-0000-150-0065-53190000	EH 00001490	03/20/2025	S127854	WEBB ROOFING		493.00
100428	ROYAL ROOFING	110-261-0000-0000-560-0065-53190000	EH 00001490	03/20/2025	S127855	INVEST ROOFING		702.00
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100397	SCHOOL SPECIALTY	110-241-0000-0000-130-0130-55910000	EH 00001491	03/20/2025	308104669189	Hammond & Stephens Data Insert	P2500246	8.91
100397	SCHOOL SPECIALTY	110-241-0000-0000-130-0130-55910000	EH 00001491	03/20/2025	308104669189	Hammond & Stephens Cumulative	P2500246	9.64
100397	SCHOOL SPECIALTY	110-241-0000-0000-130-0130-55910000	EH 00001491	03/20/2025	308104669189	Hammond & Stephens Test Record	P2500246	8.91
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100504	SET SEG	110-000-0000-0000-000-0000-24516500	EH 00001492	03/20/2025	71247125B	WORKERS COMPENSATION Q4		51,382.00
100504	SET SEG	110-252-0000-0000-000-0060-57410000	EH 00001492	03/20/2025	SERV000570	ACA TRACKING & REPORTING		11,235.00
							Vendor Total:	62,617.00
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	2026190308	Astrobrights 85" x 11" Color C	P2500286	13.71
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	2026190308	Exact Vellum Bristol 67 lb Car	P2500286	8.76
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	2026190308	Highland Pop-up Notes, 3" x 3"	P2500286	11.51
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	6026252826	Staples Pastel 30% Recycled Co	P2500290	11.42
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	6026252826	Staples Pastel 30% Recycled Co	P2500290	11.42
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	6026252826	Astrobrights Colored Paper, 24	P2500290	17.36
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	6026252826	Astrobrights 85" x 11" Color C	P2500290	17.36
100357	STAPLES BUSINESS	110-241-0000-0000-130-0130-55910000	EH 00001493	03/20/2025	6026252826	2025 Staples 22" x 17" Desk Pa	P2500290	5.99
							Vendor Total:	97.53
100045	A & I ENTERPRISES	110-113-0000-0000-570-0570-53110000	EH 00001494	03/20/2025	32025	FEBRUARY 2025 PAYMENT		194,391.12
							Vendor Total:	194,391.12
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1DPCG7TY1HK	Kadidas Unisex-Adult Tango Glid	P2500292	92.56

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1DPCG7TY1HK	FITRELL 2 Pack Baseball Soccer	P2500292	209.85
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1DPCG7TY1HK	FITRELL 2 Pack Baseball Soccer	P2500292	74.95
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1DPCG7TY1HK	Shipping Charge	P2500292	6.99
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1HP4VQRNMJT	Penn Championship Tennis Balls	P2500288	62.84
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1HP4VQRNMJT	TCK TS All Sport Polyester Bas	P2500288	224.70
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1HP4VQRNMJT	CWVLC Soccer Socks Youth Girls	P2500288	264.60
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1HP4VQRNMJT	Wilson Ultra Power 103 Adult	P2500288	468.00
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1HP4VQRNMJT	Shipping Charge	P2500288	6.99
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	WILSON Practice and Soft Compr	P2500285	211.80
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	Champro 3-Spike Pitcher's Rubb	P2500285	52.88
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	Pocket Radar Smart Coach Speed	P2500285	399.99
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	Multi-Function Electronic Digi	P2500285	21.59
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	Jaeger J-Bands Resistance Band	P2500285	429.50
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	ACELETIQS L Screen Baseball Pi	P2500285	130.53
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	PLAYAPUT Portable Batting Tee	P2500285	449.90
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	BaseGoal Baseball and Softball	P2500285	271.92
100550	AMAZON CAPITAL SERVICES	10-296-9461-0000-000-0450-57920000	EH 00001495	03/20/2025	1KRWNXCC3T	Shipping Charge	P2500285	34 6.99
100550	AMAZON CAPITAL SERVICES	10-293-0000-0000-300-0350-55990000	EH 00001495	03/20/2025	1MMPRDM16J	YNHAY 480 Pcs Waterproof 3" Vi	P2500291	90.20
Vendor Total:								3,476.78
100292	INVEST CENTERS LLC	110-125-0000-6840-560-6840-53110000	EH 00001496	03/20/2025	31425	TITLE III EL		6,365.08
100292	INVEST CENTERS LLC	110-125-0000-6841-560-6840-53110000	EH 00001496	03/20/2025	31425A	TITLE III IMMIGRANT		4,302.97
100292	INVEST CENTERS LLC	110-125-0000-3070-560-3070-53110000	EH 00001496	03/20/2025	31425B	SECTION 41		29,243.39
100292	INVEST CENTERS LLC	110-113-0000-0000-560-0000-53110000	EH 00001496	03/20/2025	32025	FEBRUARY 2025 PAYMENT		208,533.93
Vendor Total:								248,445.37
100292	INVEST CENTERS LLC	110-125-0000-3070-560-3070-53110000	EH 00001497	03/21/2025	31825	SECTION 41		28,091.45
Vendor Total:								28,091.45
100292	INVEST CENTERS LLC	110-125-0000-6841-560-6840-53110000	EH 00001498	03/21/2025	31825A	TITLE III IMMIGRANT		3,767.76
100292	INVEST CENTERS LLC	110-125-0000-6840-560-6840-53110000	EH 00001498	03/21/2025	31825B	TITLE III EL		5,978.12
Vendor Total:								9,745.88
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-54910000	HP 00504613	03/06/2025	163303	BAND SUPPLIES/REPAIRS HPJH		37.80
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-54910000	HP 00504613	03/06/2025	163679	BAND SUPPLIES/REPAIRS		181.80
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-54910000	HP 00504613	03/06/2025	163763	INSTRUMENT REPAIR		103.60
100090	A G CENTRAL MUSIC	110-112-0000-0000-200-0200-55110000	HP 00504613	03/06/2025	163861	BAND SUPPLIES/REPAIRS HPJH		43.25
100090	A G CENTRAL MUSIC	110-112-0000-0000-200-0200-55110000	HP 00504613	03/06/2025	163904	BAND SUPPLIES/REPAIRS HPJH		58.80

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100090	A G CENTRAL MUSIC	110-113-0000-0000-300-0301-54910000	HP 00504613	03/06/2025	78062	BAND SUPPLIES/REPAIRS HPJH		62.00
							Vendor Total:	487.25
101104	AMERICAN READING	220-122-0140-0000-650-0650-53110000	HP 00504614	03/06/2025	0000220513	Proposal # 246974 - Hazel Park	P2500002	8,550.00
101104	AMERICAN READING	220-122-0140-0000-650-0650-53110000	HP 00504614	03/06/2025	0000220513	Proposal # 246974 - Hazel Park	P2500002	3,245.00
101104	AMERICAN READING	220-122-0140-0000-650-0650-53110000	HP 00504614	03/06/2025	0000220513	Proposal # 246974 - Hazel Park	P2500002	-3,245.00
101104	AMERICAN READING	220-122-0140-0000-650-0650-53110000	HP 00504614	03/06/2025	0000220513	Proposal # 246974 - Hazel Park	P2500002	-5,570.00
101104	AMERICAN READING	220-122-0140-0000-650-0650-53110000	HP 00504614	03/06/2025	0000220513	Proposal # 246974 - Hazel Park	P2500002	5,570.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00504614	03/06/2025	0000221218	PROPOSAL NUMBER: 246976- Hazel Park	P2500007	3,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00504614	03/06/2025	0000221218	***VENDOR CHANGE*** 7/16/24	P2500007	0.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00504614	03/06/2025	0000221248	PROPOSAL NUMBER: 246976- Hazel Park	P2500007	3,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00504614	03/06/2025	0000221248	***VENDOR CHANGE*** 7/16/24	P2500007	0.00
							Vendor Total:	14,550.00
101454	ARDIS MUSIC LLC	110-113-0000-0000-300-0301-54910000	HP 00504615	03/06/2025	1404	INSTRUMENT REPAIR		232.00
							Vendor Total:	232.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00504616	03/06/2025	562619	PHYSICAL EXAM & TB TEST		128.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00504616	03/06/2025	562627	PHYSICAL EXAM		50.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00504616	03/06/2025	563041	PHYSICAL EXAM		88.00
							Vendor Total:	266.00
101388	BATTELLE FOR KIDS	110-221-0000-0000-000-0221-53220000	HP 00504617	03/06/2025	INV2259	PORTRAIT OF A GRAD		16,900.00
							Vendor Total:	16,900.00
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00504618	03/06/2025	478646	MAINT. SUPPLIES		165.76
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00504618	03/06/2025	480346	MAINT. SUPPLIES		345.31
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-650-0065-55990000	HP 00504618	03/06/2025	480645	MAINT. SUPPLIES @ EDISON		57.16
							Vendor Total:	568.23
100011	CHAPTER 13 TRUSTEE	110-000-0000-0000-000-0000-24516000	HP 00504619	03/06/2025	2850/2501050	PAYROLL		268.00
							Vendor Total:	268.00
100512	CHAPTER 13 TRUSTEE - T.	110-000-0000-0000-000-0000-24516000	HP 00504620	03/06/2025	2850/2501050	PAYROLL		695.00
							Vendor Total:	695.00
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		227.50
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		185.14
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		312.22
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		185.14
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		1,300.62
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		156.90

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		269.86
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		524.02
100322	CITY HAZEL PARK WATER	110-261-0000-0000-066-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		72.18
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		213.38
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		171.02
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		269.86
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		312.22
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00504621	03/06/2025	12224	CITY OF HP WATER BILL December		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		185.14
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		142.78
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		354.58
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		36 213.38
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		1,244.14
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		86.30
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		340.46
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		2,331.38
100322	CITY HAZEL PARK WATER	110-261-0000-0000-066-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		72.18
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		241.62
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		185.14
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		312.22
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		382.82
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00504621	03/06/2025	1225	CITY OF HP WATER BILL		43.94
							Vendor Total:	10,819.48
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-600-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		5,261.55
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-600-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		167.42

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-000-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		154.76
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-082-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		0.00
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-650-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		1,185.89
100080	CITY OF FERNDALE-WATER	110-261-0000-0000-650-0065-53830000	HP 00504622	03/06/2025	4525	CITY OF FERN WATER BILL OCT-		0.00
Vendor Total:								6,769.62
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00504623	03/06/2025	0000012322	MAINT. FUEL		1,863.03
100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-53710000	HP 00504623	03/06/2025	0000012322	TRANSPORTATION FUEL		2,018.28
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00504623	03/06/2025	0000012323	MAINT. FUEL		2,447.44
100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-55710000	HP 00504623	03/06/2025	0000012323	TRANSPORTATION FUEL		2,759.87
100321	CITY OF HAZEL PARK	110-219-0000-3060-300-3060-53190000	HP 00504623	03/06/2025	11625	QANI TORO REIMBURSEMENT		394.00
Vendor Total:								9,482.62
100308	COCHRANE SUPPLY	110-261-0000-0000-200-0065-55990000	HP 00504624	03/06/2025	1414021	MAINT. SUPPLIES		261.92
Vendor Total:								261.92
100888	CONSTELLATION	110-261-0000-0000-083-0065-55520000	HP 00504625	03/06/2025	4234697	45 E PEARL		116.09
100888	CONSTELLATION	110-261-0000-0000-060-0065-55520000	HP 00504625	03/06/2025	4234697	1620 E ELZA		1,765.58
100888	CONSTELLATION	110-261-0000-0000-600-0065-55520000	HP 00504625	03/06/2025	4234697	2100 WDWRD HTS - JARDON		1,141.91
100888	CONSTELLATION	110-261-0000-0000-150-0065-55520000	HP 00504625	03/06/2025	4234697	2100 WDWRD HTS - WEBB		37,029.87
100888	CONSTELLATION	110-261-0000-0000-300-0065-55520000	HP 00504625	03/06/2025	4234697	23400 HUGHES		9,243.06
100888	CONSTELLATION	110-261-0000-0000-060-0065-55520000	HP 00504625	03/06/2025	4234697	MAINTENANCE		820.14
100888	CONSTELLATION	110-261-0000-0000-200-0065-55520000	HP 00504625	03/06/2025	4234697	22770 HIGHLAND		3,689.33
100888	CONSTELLATION	110-261-0000-0000-130-0065-55520000	HP 00504625	03/06/2025	4234697	23720 HOOVER		2,131.32
100888	CONSTELLATION	110-261-0000-0000-550-0065-55520000	HP 00504625	03/06/2025	4234697	570 E MAPLEDALE		1,301.10
100888	CONSTELLATION	110-261-0000-0000-560-0065-55520000	HP 00504625	03/06/2025	4234697	24131 STEPHENSON		2,075.39
100888	CONSTELLATION	110-261-0000-0000-170-0065-55520000	HP 00504625	03/06/2025	4234697	1001 E. HARRY		1,525.34
100888	CONSTELLATION	110-261-0000-0000-190-0065-55520000	HP 00504625	03/06/2025	4234697	431 W JARVIS		2,082.74
100888	CONSTELLATION	110-261-0000-0000-650-0065-55520000	HP 00504625	03/06/2025	4234697	1650 MAPLEDALE		1,404.86
Vendor Total:								33,326.73
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00504626	03/06/2025	276931225	ACT#100011932769		42.65
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00504626	03/06/2025	284331225	ACT#100011932843		26.59
Vendor Total:								69.24
100459	CONVERGENT TECH	110-284-0000-0000-000-0284-54910000	HP 00504627	03/06/2025	19202	SERVICE FOR HPS		150.00
Vendor Total:								150.00
100609	DAVID RUSKIN	110-000-0000-0000-000-0000-24516000	HP 00504628	03/06/2025	2850/2501050	PAYROLL		415.38
Vendor Total:								415.38

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100310	DAVIDS GOLD MEDAL	110-293-0000-0000-300-0350-55990000	HP 00504629	03/06/2025	6763	WRESTLING MAT CLEANER		230.00
100310	DAVIDS GOLD MEDAL	110-293-0000-0000-300-0350-55990000	HP 00504629	03/06/2025	6805	WRESTLING ANKLE BANDS		36.00
Vendor Total:								266.00
100533	DRAMATIC GRAPHICS	290-296-9312-0000-000-0300-57920000	HP 00504630	03/06/2025	2704	T SHIRTS		834.00
Vendor Total:								834.00
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00504631	03/06/2025	212031025	ACT#920050742120		15,340.36
100313	DTE ENERGY	110-261-0000-0000-200-0065-55520000	HP 00504631	03/06/2025	698031025	ACT#910040946980		11,496.28
Vendor Total:								26,836.64
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0600-53130000	HP 00504632	03/06/2025	38348	JARDON MOCI		225.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0601-53130000	HP 00504632	03/06/2025	38348	JARDON ASD		225.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0602-53130000	HP 00504632	03/06/2025	38348	JARDON SXI		225.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0600-53130000	HP 00504632	03/06/2025	38349	MOCI		337.50
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00504632	03/06/2025	38349	ASD		168.75
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00504632	03/06/2025	38349	SXI		337.50
Vendor Total:								1,518.75
101482	GRAFTON SCHOOL	220-122-0140-0000-130-0660-53220000	HP 00504633	03/06/2025	GIHNINV00575	SUPPLIES		748.02
Vendor Total:								38 748.02
100455	GRAINGER	110-261-0000-0000-000-0065-55990000	HP 00504634	03/06/2025	9424615095	MAINT. SUPPLIES		49.25
Vendor Total:								49.25
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00504635	03/06/2025	903467Q	MAINT. SUPPLIES		41.34
Vendor Total:								41.34
100451	J W PEPPER & SONS	110-112-0000-0000-200-0200-55110000	HP 00504636	03/06/2025	367222450	CHOIR SUPPLIES @ HPJH		34.50
Vendor Total:								34.50
100323	JOSTENS INC	290-296-9340-0000-000-0300-57920000	HP 00504637	03/06/2025	36055609	GRADUATION SUPPLIES		1,113.95
Vendor Total:								1,113.95
100868	KS VENTURES INC	110-261-0000-0000-300-0065-53190000	HP 00504638	03/06/2025	32948	MAINT. SERVICE		2,300.00
100868	KS VENTURES INC	110-261-0000-0000-650-0065-53190000	HP 00504638	03/06/2025	33460	MAINT. SERVICE		2,300.00
100868	KS VENTURES INC	110-261-0000-0000-650-0065-53190000	HP 00504638	03/06/2025	34125	MAINT. SERVICE		720.00
100868	KS VENTURES INC	110-261-0000-0000-650-0065-53190000	HP 00504638	03/06/2025	34310	MAINT. SERVICE		3,260.00
100868	KS VENTURES INC	110-261-0000-0000-650-0065-53190000	HP 00504638	03/06/2025	34319	MAINT. SERVICE		2,500.00
100868	KS VENTURES INC	110-261-0000-0000-650-0065-53190000	HP 00504638	03/06/2025	34354	MAINT. SERVICE		950.00
Vendor Total:								12,030.00
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504639	03/06/2025	62267	CHARTWELLS - REPAIRS		225.00

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504639	03/06/2025	62274	CHARTWELLS - REPAIRS		225.00
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504639	03/06/2025	62292	CHARTWELLS - REPAIRS		345.00
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504639	03/06/2025	62316	CHARTWELLS - REPAIRS		488.50
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504639	03/06/2025	62319	CHARTWELLS - REPAIRS		795.18
Vendor Total:								2,078.68
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	CMC Workbook 1 - Level C	P2500274	146.40
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Workb	P2500274	146.40
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Teach	P2500274	598.89
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Teach	P2500274	0.00
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Stude	P2500274	97.20
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Textb	P2500274	965.94
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Workb	P2500274	101.52
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Teach	P2500274	482.22
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts - Tea	P2500274	0.00
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Connecting Math Concepts Stude	P2500274	155.52
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	Shipping and Handling Cost	P2500274	161.08
100413	MCGRAW HILL BOOK CO	110-112-0000-0000-200-0201-55110000	HP 00504640	03/06/2025	136156434001	FOR HPJH - MATH DEPARTMENT	P2500274	39 0.00
Vendor Total:								2,855.17
100089	MCNAUGHTON-MCKAY	110-261-0000-0000-000-0065-55990000	HP 00504641	03/06/2025	2548059300	MAINT. SUPPLIES		10.28
100089	MCNAUGHTON-MCKAY	110-261-0000-0000-000-0065-55990000	HP 00504641	03/06/2025	2548301800	MAINT. SUPPLIES		37.66
Vendor Total:								47.94
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504642	03/06/2025	2825/2501050	PAYROLL		17.69
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504642	03/06/2025	2825/2501050	PAYROLL		29.46
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504642	03/06/2025	2825/2501050	PAYROLL		20.91
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504642	03/06/2025	2825/2501050	PAYROLL		28.93
Vendor Total:								96.99
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14016	BAND SUPPLIES/REPAIRS HPJH		180.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14033	BAND SUPPLIES/REPAIRS HPJH		90.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14061	BAND SUPPLIES/REPAIRS HPJH		160.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14104	BAND SUPPLIES/REPAIRS HPJH		268.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14136	BAND SUPPLIES/REPAIRS HPJH		95.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14140	BAND SUPPLIES/REPAIRS HPJH		170.00
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504643	03/06/2025	14153	BAND SUPPLIES/REPAIRS HPJH		75.00
Vendor Total:								1,038.00

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PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101412	MICHIGAN ATHLETIC	110-293-0000-0000-300-0350-53191000	HP 00504644	03/06/2025	22625	2025 HP WINTER FEBRUARY		2,820.00
							Vendor Total:	2,820.00
100589	MILLENNIUM BUSINESS	110-113-0000-0000-560-0560-54220000	HP 00504645	03/06/2025	38568026	INVEST COPIER		843.20
							Vendor Total:	843.20
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504646	03/06/2025	2800/2501050	PAYROLL		88.05
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504646	03/06/2025	2800/2501050	PAYROLL		105.06
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504646	03/06/2025	2800/2501050	PAYROLL		144.60
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504646	03/06/2025	2800/2501050	PAYROLL		52.64
							Vendor Total:	390.35
101052	NORTHSTAR MAT SERVICE	110-252-0000-0000-000-0060-54910000	HP 00504647	03/06/2025	0694590	ADMIN		62.84
101052	NORTHSTAR MAT SERVICE	220-122-0120-0000-600-0600-54910000	HP 00504647	03/06/2025	0694590	JARDON		123.15
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-150-0150-54910000	HP 00504647	03/06/2025	0694590	WEBB		54.06
101052	NORTHSTAR MAT SERVICE	110-113-0000-0000-300-0300-54910000	HP 00504647	03/06/2025	0694590	HPSH		230.63
101052	NORTHSTAR MAT SERVICE	110-112-0000-0000-200-0200-54910000	HP 00504647	03/06/2025	0694590	HPJH		135.22
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-130-0130-54910000	HP 00504647	03/06/2025	0694590	HOOVER		70.51
101052	NORTHSTAR MAT SERVICE	110-111-0000-0000-170-0170-54910000	HP 00504647	03/06/2025	0694590	UNITED OAKS		84.77
101052	NORTHSTAR MAT SERVICE	230-351-0000-0000-190-0230-54910000	HP 00504647	03/06/2025	0694590	WEBSTER		104.51
101052	NORTHSTAR MAT SERVICE	110-113-0000-0000-400-0400-54910000	HP 00504647	03/06/2025	0694590	ADVANTAGE		58.45
							Vendor Total:	924.14
100337	PETERSON GLASS CO	110-261-0000-0000-650-0065-55990000	HP 00504648	03/06/2025	25279	MAINT. SUPPLIES		251.37
							Vendor Total:	251.37
100434	PIONEER REVERE	110-293-0000-0000-300-0350-55990000	HP 00504649	03/06/2025	INV237079	FIELD MAINTENANCE		493.20
							Vendor Total:	493.20
101298	POLAR PARADICE INC	250-297-0000-0000-000-0000-55990000	HP 00504650	03/06/2025	677	CHARTWELLS SUPPLIES		1,012.50
							Vendor Total:	1,012.50
101493	REGAL AWARDS INC	290-296-9202-0000-000-0200-57920000	HP 00504651	03/06/2025	226375	Bands shirts including shippin	P2500259	1,138.29
							Vendor Total:	1,138.29
100064	REPUBLIC SERVICES INC	110-261-0000-0000-081-0065-53840000	HP 00504652	03/06/2025	0237002143324	WASTE REMOVAL		1.84
							Vendor Total:	1.84
100749	SONITROL GREAT LAKES	110-266-0000-0000-200-0066-53190000	HP 00504653	03/06/2025	572204	HPJH		1,022.88
							Vendor Total:	1,022.88
101391	STAGES PUBLISHING	110-122-0140-0000-130-0660-55110000	HP 00504654	03/06/2025	940419	ARIS CLASROOM SUBSCRIPTION		999.00
							Vendor Total:	999.00

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100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25107	TRANSPORTATION REPAIRS		285.93
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25172	TRANSPORTATION REPAIRS		277.83
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25173	TRANSPORTATION REPAIRS		1,346.95
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25190	TRANSPORTATION REPAIRS		2,039.71
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25195	TRANSPORTATION REPAIRS		565.30
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504655	03/06/2025	25211	TRANSPORTATION REPAIRS		588.00
Vendor Total:								5,103.72
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00504656	03/06/2025	2825/2501050	PAYROLL		212.50
Vendor Total:								212.50
101512	THE REPTARIUM	290-296-9161-0000-000-0170-57920000	HP 00504657	03/06/2025	102766	FIELD TRIP		500.00
Vendor Total:								500.00
101439	VELO LAW OFFICE	110-000-0000-0000-000-0000-24516000	HP 00504658	03/06/2025	2840/2501050	PAYROLL		48.17
Vendor Total:								48.17
100032	VERIZON WIRELESS	110-261-0000-0000-000-0060-53410000	HP 00504659	03/06/2025	6106063158	AK & BW CELL PHONES		102.46
100032	VERIZON WIRELESS	110-261-0000-0000-000-0065-53415000	HP 00504659	03/06/2025	6106063158	GR CELL PHONE		51.23
Vendor Total:								153.69
100996	WILSON, SHARON	110-293-0000-0000-300-0350-55990000	HP 00504660	03/06/2025	24054	SENIOR BANNERS FOR WINTER		810.00
Vendor Total:								810.00
101206	COX, JODY	290-296-9469-0000-000-0450-57920000	HP 00504661	03/07/2025	3525	DANCE COMP. JUDGE		250.00
101206	COX, JODY	290-296-9469-0000-000-0450-57920000	HP 00504661	03/07/2025	3525	MILEAGE REIMBURSEMENT		52.26
Vendor Total:								302.26
100313	DTE ENERGY	110-261-0000-0000-560-0065-55520000	HP 00504662	03/07/2025	09783325	ACT#910013450978		1,969.26
Vendor Total:								1,969.26
101204	GOLEN, ISABELLA MARIE	290-296-9469-0000-000-0450-57920000	HP 00504663	03/07/2025	3525	DANCE COMP. JUDGE		212.50
101204	GOLEN, ISABELLA MARIE	290-296-9469-0000-000-0450-57920000	HP 00504663	03/07/2025	3525	DANCE COMP. JUDGE - MILEAGE		200.00
Vendor Total:								412.50
101517	HUGHES, IRELLE	290-296-9469-0000-000-0450-57920000	HP 00504664	03/07/2025	3525	DANCE COMP JUDGE		212.50
Vendor Total:								212.50
101208	JUNE , ALICIA	290-296-9469-0000-000-0450-57920000	HP 00504665	03/07/2025	3525	DANCE COMP. JUDGE		212.50
Vendor Total:								212.50
101207	MIKKELSON, ALISHA	290-296-9469-0000-000-0450-57920000	HP 00504666	03/07/2025	3525	DANCE COMP. JUDGE		212.50
Vendor Total:								212.50
101513	SCHEICHER, ASHLEY	290-296-9469-0000-000-0450-57920000	HP 00504667	03/07/2025	3525	DANCE COMP. JUDGE		250.00

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101513	SCHEICHER, ASHLEY	290-296-9469-0000-000-0450-57920000	HP 00504667	03/07/2025	3525	DANCE COMP. JUDGE - MILEAGE		58.96
							Vendor Total:	308.96
101514	SIX, ELLA M	290-296-9469-0000-000-0450-57920000	HP 00504668	03/07/2025	3525	DANCE COMP. JUDGE		250.00
							Vendor Total:	250.00
101515	SIX, PAMELA L	290-296-9469-0000-000-0450-57920000	HP 00504669	03/07/2025	3525	DANCE COMP. JUDGE		350.00
101515	SIX, PAMELA L	290-296-9469-0000-000-0450-57920000	HP 00504669	03/07/2025	3525	DANCE COMP. JUDGE - MILEAGE		330.98
							Vendor Total:	680.98
101516	SMITH, TRACIE L	290-296-9469-0000-000-0450-57920000	HP 00504670	03/07/2025	3525	DANCE COMP. JUDGE		350.00
101516	SMITH, TRACIE L	290-296-9469-0000-000-0450-57920000	HP 00504670	03/07/2025	3525	DANCE COMP. JUDGE		314.90
							Vendor Total:	664.90
100399	STATE OF MICHIGAN - LARA	110-261-0000-0000-190-0065-54120000	HP 00504671	03/07/2025	BLR479012	BOILER INSPECTIONS - WEBSTER		150.00
							Vendor Total:	150.00
101104	AMERICAN READING	110-111-0000-0000-130-0131-55110000	HP 00504672	03/07/2025	0000218165	PROPOSAL NUMBER: 246999 - Hazardous Waste	2500004	3,245.00
101104	AMERICAN READING	110-111-0000-0000-130-0131-55110000	HP 00504672	03/07/2025	0000218165	OVERAGE OF PO		860.00
101104	AMERICAN READING	110-111-0000-0000-130-0131-55110000	HP 00504672	03/07/2025	0000218166	PROPOSAL NUMBER: 246999 - Hazardous Waste	2500004	2,420.00
101104	AMERICAN READING	110-111-0000-0000-130-0131-55110000	HP 00504672	03/07/2025	0000218167	PROPOSAL NUMBER: 246999 - Hazardous Waste	2500004	1,980.00
101104	AMERICAN READING	110-111-0000-0000-130-0131-55110000	HP 00504672	03/07/2025	0000220049	PROPOSAL NUMBER: 246999 - Hazardous Waste	2500004	6,525.00
							Vendor Total:	15,030.00
101231	LITTLE CAESARS	290-296-9132-0000-000-0150-57920000	HP 00504673	03/12/2025	54588	5TH GRADE CAMP FUNDRAISER		2,327.00
							Vendor Total:	2,327.00
100085	EASTERN MICHIGAN	110-293-0000-0000-300-0350-57410000	HP 00504674	03/14/2025	31325	HIGH SCHOOL TRACK MEET		450.00
							Vendor Total:	450.00
100533	DRAMATIC GRAPHICS	290-296-9312-0000-000-0300-57920000	HP 00504675	03/14/2025	2747	8TH GRADE SHIRTS		486.00
							Vendor Total:	486.00
100309	CONSUMERS ENERGY	110-261-0000-0000-550-0065-55510000	HP 00504676	03/17/2025	02574325	act#100068070257		1,353.81
100309	CONSUMERS ENERGY	110-261-0000-0000-650-0065-55510000	HP 00504676	03/17/2025	46694325	ACT#103035624669		1,700.21
100309	CONSUMERS ENERGY	110-261-0000-0000-550-0065-55510000	HP 00504676	03/17/2025	8114325	ACT#100000008811		28.43
100309	CONSUMERS ENERGY	110-261-0000-0000-190-0065-55510000	HP 00504676	03/17/2025	87954325A	ACT#100000008795		2,067.35
100309	CONSUMERS ENERGY	110-261-0000-0000-200-0065-55510000	HP 00504676	03/17/2025	88374325	ACT#100000008837		3,739.20
100309	CONSUMERS ENERGY	110-261-0000-0000-170-0065-55510000	HP 00504676	03/17/2025	88454325	ACT#100000008845		1,630.09
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00504676	03/17/2025	88604325	ACT#100000008860		44.35
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00504676	03/17/2025	88784325	ACT#100000008878		1,954.93
100309	CONSUMERS ENERGY	110-261-0000-0000-300-0065-55510000	HP 00504676	03/17/2025	890232725	ACT#100000008902		4,490.61
100309	CONSUMERS ENERGY	110-261-0000-0000-130-0065-55510000	HP 00504676	03/17/2025	891032725	ACT#100000008910		1,027.70

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100309	CONSUMERS ENERGY	110-261-0000-0000-150-0065-55510000	HP 00504676	03/17/2025	893632725	ACT#100000008936		357.95
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00504676	03/17/2025	894432725	ACT#100000008944		425.27
100309	CONSUMERS ENERGY	110-261-0000-0000-150-0065-55510000	HP 00504676	03/17/2025	895132725	ACT#100000008951		3,425.53
100309	CONSUMERS ENERGY	110-261-0000-0000-560-0065-55510000	HP 00504676	03/17/2025	89694425	ACT#100000008969		3,911.12
Vendor Total:								26,156.55
100313	DTE ENERGY	110-261-0000-0000-560-0065-55520000	HP 00504677	03/17/2025	097832525	aCT#910013450978		2,027.08
100313	DTE ENERGY	110-261-0000-0000-083-0065-55520000	HP 00504677	03/17/2025	169133125	ACT#910039981691		52.52
100313	DTE ENERGY	110-261-0000-0000-150-0065-55520000	HP 00504677	03/17/2025	21124125	ACT#920050742112		11,125.97
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00504677	03/17/2025	320741025	ACT#910040563207		1,254.15
100313	DTE ENERGY	110-261-0000-0000-550-0065-55520000	HP 00504677	03/17/2025	39644125	ACT#920006433964		1,636.99
100313	DTE ENERGY	110-261-0000-0000-170-0065-55520000	HP 00504677	03/17/2025	497433125	ACT#910005744974		5,535.02
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00504677	03/17/2025	508833125	ACT#910005745088		3,360.78
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00504677	03/17/2025	53514125	ACT#910005745351		17.65
100313	DTE ENERGY	110-261-0000-0000-130-0065-55520000	HP 00504677	03/17/2025	54684125	ACT#910005745468		4,647.98
100313	DTE ENERGY	110-261-0000-0000-190-0065-55520000	HP 00504677	03/17/2025	56094125	ACT#910005745609		3,358.19
100313	DTE ENERGY	110-261-0000-0000-650-0065-55520000	HP 00504677	03/17/2025	64424225	ACT#910039996442		3,652.34
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00504677	03/17/2025	66634125	ACT#91003181663		43 189.09
Vendor Total:								36,857.76
101162	ALRO STEEL CORPORATION	110-113-0000-2230-300-2230-55110000	HP 00504678	03/20/2025	FCJ7066TZ	WELDING CLASS		304.40
Vendor Total:								304.40
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00504679	03/20/2025	563308	PHYSICAL EXAM		50.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00504679	03/20/2025	564160	PHYSICAL EXAM		88.00
Vendor Total:								138.00
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00504680	03/20/2025	7791	KEYS/CORES		1,461.99
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00504680	03/20/2025	7802	MAINT. SUPPLIES - KEYS		1,183.25
Vendor Total:								2,645.24
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00504681	03/20/2025	480724	MAINT. SUPPLIES		22.55
Vendor Total:								22.55
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00504682	03/20/2025	52880969RI	PERFECT SOLUTION SQUID, UP TO 2500022		190.00
Vendor Total:								190.00
101496	CITY CONTRACTING	110-456-0000-8830-000-8830-56220000	HP 00504683	03/20/2025	12025	DOORS PROJECT		408,200.00
101496	CITY CONTRACTING	420-456-0000-0000-000-0000-56220000	HP 00504683	03/20/2025	12025	DOORS PROJECT		57,100.00
Vendor Total:								465,300.00
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00504684	03/20/2025	0167	MAINTENANCE FUEL		2,250.20

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100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-53710000	HP 00504684	03/20/2025	0167	TRANSPORTATION FUEL		2,537.44
							Vendor Total:	4,787.64
101404	CLARKSTON COMMUNITY	110-113-0000-0000-300-0300-57410000	HP 00504685	03/20/2025	21825	CLARKSTON INVITATIONAL -		225.00
							Vendor Total:	225.00
100308	COCHRANE SUPPLY	110-261-0000-0000-200-0065-55990000	HP 00504686	03/20/2025	1407638	MAINT. SUPPLIES - HPJH		392.09
100308	COCHRANE SUPPLY	110-261-0000-0000-200-0065-55990000	HP 00504686	03/20/2025	1407879	MAINT. SUPPLIES - HPJH		38.47
							Vendor Total:	430.56
100888	CONSTELLATION	110-261-0000-0000-083-0065-55520000	HP 00504687	03/20/2025	4257007	45 E PEARL		207.66
100888	CONSTELLATION	110-261-0000-0000-060-0065-55520000	HP 00504687	03/20/2025	4257007	1620 E ELZA		2,172.82
100888	CONSTELLATION	110-261-0000-0000-600-0065-55520000	HP 00504687	03/20/2025	4257007	2100 WDWRD HTS - JARDON		729.01
100888	CONSTELLATION	110-261-0000-0000-150-0065-55520000	HP 00504687	03/20/2025	4257007	2100 WDWRD HTS - WEBB		5,708.05
100888	CONSTELLATION	110-261-0000-0000-300-0065-55520000	HP 00504687	03/20/2025	4257007	23400 HUGHES		8,117.64
100888	CONSTELLATION	110-261-0000-0000-060-0065-55520000	HP 00504687	03/20/2025	4257007	MAINTENANCE		879.28
100888	CONSTELLATION	110-261-0000-0000-200-0065-55520000	HP 00504687	03/20/2025	4257007	22770 HIGHLAND		4,376.43
100888	CONSTELLATION	110-261-0000-0000-130-0065-55520000	HP 00504687	03/20/2025	4257007	23720 HOOVER		2,170.90
100888	CONSTELLATION	110-261-0000-0000-550-0065-55520000	HP 00504687	03/20/2025	4257007	570 E MAPLEDALE		1,524.00
100888	CONSTELLATION	110-261-0000-0000-560-0065-55520000	HP 00504687	03/20/2025	4257007	24131 STEPHENSON		44,225.48
100888	CONSTELLATION	110-261-0000-0000-170-0065-55520000	HP 00504687	03/20/2025	4257007	1001 E. HARRY		689.03
100888	CONSTELLATION	110-261-0000-0000-190-0065-55520000	HP 00504687	03/20/2025	4257007	431 W JARVIS		2,643.67
100888	CONSTELLATION	110-261-0000-0000-650-0065-55520000	HP 00504687	03/20/2025	4257007	1650 MAPLEDALE		2,120.15
							Vendor Total:	33,564.12
100459	CONVERGENT TECH	110-284-0000-0000-000-0284-54910000	HP 00504688	03/20/2025	19250	EMAILS REGARDING LOA		225.00
							Vendor Total:	225.00
101059	COURAGEOUS INC	110-293-0000-0000-300-0350-57410000	HP 00504689	03/20/2025	31725	VARSITY GIRLS AND BOYS TRACK		350.00
							Vendor Total:	350.00
100891	DAKOTA HIGH SCHOOL	110-293-0000-0000-300-0350-57410000	HP 00504690	03/20/2025	4525	TRACK AND FIELD		300.00
							Vendor Total:	300.00
100889	DIVINE CHILD HIGH SCHOOL	110-293-0000-0000-300-0350-57410000	HP 00504691	03/20/2025	42625	TRACK AND FIELD EVENT		200.00
							Vendor Total:	200.00
101132	ENTECH MEDICALL	220-213-0015-0000-600-0601-53130000	HP 00504692	03/20/2025	10675	AIDE		626.76
101132	ENTECH MEDICALL	220-213-0015-0000-600-0601-53130000	HP 00504692	03/20/2025	10792	AIDE		895.38
							Vendor Total:	1,522.14
100446	FAR THERAPEUTIC &	220-219-0072-0000-600-0602-53130000	HP 00504693	03/20/2025	38501	GROUP ART THERAPY JARDON		168.75
100446	FAR THERAPEUTIC &	220-219-0072-0000-600-0601-53130000	HP 00504693	03/20/2025	38501	GROUP ART THERAPY JARDON		168.75

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100446	FAR THERAPEUTIC &	220-219-0072-0000-150-0603-53130000	HP 00504693	03/20/2025	38502	GROUP ART THERAPY WEBB		337.50
100446	FAR THERAPEUTIC &	220-219-0075-0000-150-0603-53130000	HP 00504693	03/20/2025	38503	GROUP ART THERAPY WEBB SXI		168.75
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0600-53130000	HP 00504693	03/20/2025	38504	GROUP MOVEMENT MOCI		168.75
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0601-53130000	HP 00504693	03/20/2025	38504	GROUP MOVEMENT ASD		168.75
100446	FAR THERAPEUTIC &	220-219-0075-0000-600-0602-53130000	HP 00504693	03/20/2025	38504	GROUP MOVEMENT SXI		168.75
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0604-53130000	HP 00504693	03/20/2025	38505	GROUP ART THERAPY WEBB ASD		112.50
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00504693	03/20/2025	38505	GROUP ART THERAPY WEBB SXI		225.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0600-53130000	HP 00504693	03/20/2025	38506	MUSIC JARDON MOCI		225.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00504693	03/20/2025	38506	MUSIC JARDON ASD		112.50
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00504693	03/20/2025	38506	MUSIC JARDON SXI		225.00
Vendor Total:								2,250.00
100498	FERRELLGAS	110-261-0000-0000-081-0065-55510000	HP 00504694	03/20/2025	1129591953	PROPANE AND HAZELWOOD		178.82
100498	FERRELLGAS	110-261-0000-0000-081-0065-55510000	HP 00504694	03/20/2025	RN10803047	RENTAL		59.00
Vendor Total:								237.82
100640	FIBER LINK INC	110-284-0000-0000-000-0284-53190000	HP 00504695	03/20/2025	20213	MISS DIG TICKETS		39.00
Vendor Total:								39.00
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00504696	03/20/2025	903107Q	MAINT. SUPPLIES		22.97
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00504696	03/20/2025	905389Q	MAINT. SUPPLIES		86.11
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00504696	03/20/2025	905524Q	MAINT. SUPPLIES		92.42
Vendor Total:								201.50
100371	HAZEL PARK AUX POLICE	110-266-0000-0000-300-0066-54910000	HP 00504697	03/20/2025	BB2025	AUX POLICE 11/26/24 to 3/7/25		6,900.00
Vendor Total:								6,900.00
100488	HOME DEPOT CREDIT	110-261-0000-0000-000-0065-55990000	HP 00504698	03/20/2025	94103525	ACT#6035322501379410		165.28
Vendor Total:								165.28
101224	HOPSKIPDRIVE INC	110-271-0000-6010-000-6010-53310000	HP 00504699	03/20/2025	27665	MV TRANSPORTATION		37,991.96
101224	HOPSKIPDRIVE INC	110-271-0099-0000-000-0660-53310000	HP 00504699	03/20/2025	27665	SPED TRANSPORTATION		3,854.05
Vendor Total:								41,846.01
100569	INTEGRITY BUSINESS	110-261-0000-0000-000-0060-55110000	HP 00504700	03/20/2025	26542590	PAPER FOR DISTRICT		1,439.60
100569	INTEGRITY BUSINESS	110-111-0000-0000-170-0170-55110000	HP 00504700	03/20/2025	26579220	PAPER - UNITED OAKS		1,439.60
Vendor Total:								2,879.20
100830	INTERACTIVE LIGHTING	110-261-0000-0000-000-0060-54110000	HP 00504701	03/20/2025	INV20215235	LIGHTS		170.94
100830	INTERACTIVE LIGHTING	110-261-0000-0000-300-0065-55990000	HP 00504701	03/20/2025	INV20215293	MAINT. SUPPLIES - HS		186.10
Vendor Total:								357.04
100451	J W PEPPER & SONS	110-112-0000-0000-200-0200-55110000	HP 00504702	03/20/2025	367279554	HPJH SUPPLIES		57.00

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							Vendor Total:	57.00
100323	JOSTENS INC	290-296-9340-0000-000-0300-57920000	HP 00504703	03/20/2025	36297867	GRADUATION SUPPLIES		12.90
100323	JOSTENS INC	290-296-9340-0000-000-0300-57920000	HP 00504703	03/20/2025	36317965	GRADUATION SUPPLIES		38.70
							Vendor Total:	51.60
101401	LAKE ORION BAND	110-113-0000-0000-300-0300-57410000	HP 00504704	03/20/2025	21825	LAKE ORION INVITATIONAL -		225.00
							Vendor Total:	225.00
100978	LL JOHNSON LUMBER MFG	110-127-0567-0000-300-0000-55990000	HP 00504705	03/20/2025	242292	WOODSHOP SUPPLIES		1,584.14
							Vendor Total:	1,584.14
101350	LUCAS, ALLISON	110-216-0041-0000-300-0660-53210000	HP 00504706	03/20/2025	31725	MILEAGE REIMBURSMENT		200.00
101350	LUCAS, ALLISON	110-216-0041-0000-300-0660-53210000	HP 00504706	03/20/2025	3325	TRANSPORTATION		100.00
							Vendor Total:	300.00
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00504707	03/20/2025	62382	CHARTWELLS - REPAIRS		225.00
							Vendor Total:	225.00
101273	MADISON HEIGHTS PLBG &	110-261-0000-0000-170-0065-55990000	HP 00504708	03/20/2025	213638	MAINT. SUPPLIES - UNITED OAKS		142.68
							Vendor Total:	142.68
101367	MAGIERA, DAVID J	110-293-0000-0000-300-0450-54910000	HP 00504709	03/20/2025	0536	FILMING HUDDLE		46 450.00
							Vendor Total:	450.00
101413	MCBA	110-113-0000-0000-300-0300-57410000	HP 00504710	03/20/2025	21825	25/26 MCBA UNIT MEMBERSHIP		500.00
							Vendor Total:	500.00
100843	MEA - MEMBERSHIP	110-231-0000-0000-000-0060-57410000	HP 00504711	03/20/2025	INV516	HPEA CONTRACTS		1,381.31
							Vendor Total:	1,381.31
100447	MERIDIAN WINDS	110-112-0000-0000-200-0200-55110000	HP 00504712	03/20/2025	14164	BAND SUPPLIES/REPAIRS HPJH		175.00
							Vendor Total:	175.00
100066	MHSAA	110-293-0000-0000-300-0450-57410000	HP 00504713	03/20/2025	1543564886	CAP CLASS TRAINING		60.00
							Vendor Total:	60.00
100159	MICHIGAN ASSOC OF	110-231-0000-0000-000-0060-57410000	HP 00504714	03/20/2025	INV130111	WORKSHOP		967.60
							Vendor Total:	967.60
100276	MICHIGAN SPORTS	110-293-0000-0000-300-0350-53199000	HP 00504715	03/20/2025	1019	REF ASSIGNER FEES		755.00
							Vendor Total:	755.00
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78

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100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-221-0000-0000-000-0221-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.80
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		49.07
100589	MILLENNIUM BUSINESS	110-125-0000-0000-400-0400-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-241-0000-0000-170-0170-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		49.07
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		47 108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		72.03
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		167.28
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		136.01
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		127.97
100589	MILLENNIUM BUSINESS	110-221-0000-0000-000-0221-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		68.79
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		37.74
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		5.36
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		186.26
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		82.52
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		28.48
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		202.90
100589	MILLENNIUM BUSINESS	250-297-0000-0000-000-0000-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		1.34
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54129000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		306.21
100589	MILLENNIUM BUSINESS	250-297-0000-0000-000-0000-54220000	HP 00504716	03/20/2025	38791121	MILLENNIUM INVOICE		78.85
Vendor Total:								3,775.50
101130	NAVIGATE 360 LLC	110-283-0000-0000-000-0060-54140000	HP 00504717	03/20/2025	INV33838	COMPASS SEL		8,407.63

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Selection:

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Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 3/1/2025 TO 3/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
							Vendor Total:	8,407.63
101402	NOVI COMMUNITY SCHOOL	110-113-0000-0000-300-0300-57410000	HP 00504718	03/20/2025	21825	2025 MCBA ENTRY FEE		225.00
							Vendor Total:	225.00
100202	ORKIN LLC	110-261-0000-0000-081-0065-54910000	HP 00504719	03/20/2025	270691984	MONTHLY INVOICE		174.00
							Vendor Total:	174.00
100497	OTIS ELEVATOR	110-261-0000-0000-300-0065-54910000	HP 00504720	03/20/2025	100401811128	ELEVATOR SERVICE/MAINT.		3,027.96
							Vendor Total:	3,027.96
100543	PETTY CASH	220-122-0120-0000-600-0600-55110000	HP 00504721	03/20/2025	31025	PETTY CASH		78.85
100543	PETTY CASH	220-122-0193-0000-600-0601-55110000	HP 00504721	03/20/2025	31025	PETTY CASH		139.69
100543	PETTY CASH	220-122-0120-0000-600-0600-55110000	HP 00504721	03/20/2025	31025A	PETTY CASH		55.75
100543	PETTY CASH	220-122-0193-0000-600-0601-55110000	HP 00504721	03/20/2025	31025A	PETTY CASH		148.28
100543	PETTY CASH	220-122-0120-0000-600-0600-55110000	HP 00504721	03/20/2025	31025B	PETTY CASH		41.33
100543	PETTY CASH	220-122-0193-0000-600-0601-55110000	HP 00504721	03/20/2025	31025B	PETTY CASH		79.10
100543	PETTY CASH	220-122-0120-0000-600-0600-55110000	HP 00504721	03/20/2025	31125	PETTY CASH		19.54
100543	PETTY CASH	220-122-0193-0000-600-0601-55110000	HP 00504721	03/20/2025	31125	PETTY CASH		119.92
100543	PETTY CASH	220-122-0120-0000-600-0600-55110000	HP 00504721	03/20/2025	31125A	PETTY CASH		32.35
100543	PETTY CASH	220-122-0193-0000-600-0601-55110000	HP 00504721	03/20/2025	31125A	PETTY CASH		132.84
							Vendor Total:	847.65
100338	QUICK MADE SIGNS &	110-293-0000-0000-300-0350-55990000	HP 00504722	03/20/2025	3140	CHEER TROPHIES		60.00
							Vendor Total:	60.00
101455	RPM	110-261-0000-0000-300-0065-55990000	HP 00504723	03/20/2025	80763650	MAINT. SUPPLIES - HPHS		71.66
							Vendor Total:	71.66
100856	SHOWCASE AMERICA	290-296-9469-0000-000-0450-57920000	HP 00504724	03/20/2025	3525	NATIONAL SOLOS & ENSEMBLES		600.00
							Vendor Total:	600.00
100740	SPECTRUM WIRELESS USA	110-284-0000-0000-000-0284-56420000	HP 00504725	03/20/2025	0000006894	MONTHLY RENTAL		302.50
							Vendor Total:	302.50
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504726	03/20/2025	25074	BUS MAINTENANCE		2,116.47
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504726	03/20/2025	25105	BUS MAINTENANCE		222.83
100341	SULLIVANS FLEET SERV INC	10-271-0000-0000-000-0061-54120000	HP 00504726	03/20/2025	25108	BUS MAINTENANCE		74.45
							Vendor Total:	2,413.75
101450	UHY CERTIFIED PUBLIC	110-231-0000-0000-000-0060-53180000	HP 00504727	03/20/2025	550451952	AUDIT SERVICES		69,243.88
							Vendor Total:	69,243.88
100556	UNIVERSITY TRANSLATORS	10-226-0082-0000-000-0660-53150000	HP 00504728	03/20/2025	40867	TRANSLATOR SERVICE		293.76

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Hazel Park Schools
Detailed Check Register w FQA
Check Date From 3/1/2025 TO 3/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
Vendor Total:								293.76
100364	VIGILANTE SECURITY INC	110-261-0000-0000-083-0065-53155000	HP 00504729	03/20/2025	758380	45 E PEARL		30.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	HP 00504729	03/20/2025	758380	1620 E ELZA		128.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-600-0065-53155000	HP 00504729	03/20/2025	758380	2100 WDWRD HTS - JARDON		63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-150-0065-53155000	HP 00504729	03/20/2025	758380	2100 WDWRD HTS - WEBB		63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-300-0065-53155000	HP 00504729	03/20/2025	758380	23400 HUGHES		145.50
100364	VIGILANTE SECURITY INC	250-297-0000-0000-000-0000-53190000	HP 00504729	03/20/2025	758380	HP SCHOOLS FREEZERS		17.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	HP 00504729	03/20/2025	758380	MAINTENANCE		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-200-0065-53155000	HP 00504729	03/20/2025	758380	22770 HIGHLAND		111.00
100364	VIGILANTE SECURITY INC	110-271-0000-0000-000-0061-53155000	HP 00504729	03/20/2025	758380	TRANSPORTATION		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-130-0065-53155000	HP 00504729	03/20/2025	758380	23720 HOOVER		111.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-550-0065-53155000	HP 00504729	03/20/2025	758380	570 E MAPLEDALE		118.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-560-0065-53155000	HP 00504729	03/20/2025	758380	24131 STEPHENSON		35.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-170-0065-53155000	HP 00504729	03/20/2025	758380	1001 E. HARRY		69.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-190-0065-53155000	HP 00504729	03/20/2025	758380	431 W JARVIS		103.50
Vendor Total:								1,081.50
101037	WARREN LINCOLN HIGH	110-293-0000-0000-300-0350-57410000	HP 00504730	03/20/2025	31525	WRESTLING TOURNAMENT		350.00
Vendor Total:								350.00
100522	WWILLIAMS	110-261-0000-0000-170-0065-54110000	HP 00504731	03/20/2025	056W22165	MAINT. SERV. - UO		430.00
Vendor Total:								430.00
100011	CHAPTER 13 TRUSTEE	110-000-0000-0000-000-0000-24516000	HP 00504732	03/20/2025	2850/2501060	PAYROLL		268.00
Vendor Total:								268.00
100512	CHAPTER 13 TRUSTEE - T.	110-000-0000-0000-000-0000-24516000	HP 00504733	03/20/2025	2850/2501060	PAYROLL		695.00
Vendor Total:								695.00
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504734	03/20/2025	2825/2501060	PAYROLL		17.69
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504734	03/20/2025	2825/2501060	PAYROLL		29.46
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504734	03/20/2025	2825/2501060	PAYROLL		20.91
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504734	03/20/2025	2825/2501060	PAYROLL		28.93
100843	MEA - MEMBERSHIP	110-000-0000-0000-000-0000-24517000	HP 00504734	03/20/2025	2825/2501060	PAYROLL		29.25
Vendor Total:								126.24
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504735	03/20/2025	2800/2501060	PAYROLL		88.05
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504735	03/20/2025	2800/2501060	PAYROLL		105.06
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504735	03/20/2025	2800/2501060	PAYROLL		144.60
100387	MISDU	110-000-0000-0000-000-0000-24516000	HP 00504735	03/20/2025	2800/2501060	PAYROLL		52.64

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Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 3/1/2025 TO 3/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
Vendor Total:								390.35
101154	ROOSEN, VARCHETTI &	110-000-0000-0000-000-0000-24516000	HP 00504736	03/20/2025	2840/2501060	PAYROLL		284.83
Vendor Total:								284.83
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00504737	03/20/2025	2825/2501060	PAYROLL		200.00
Vendor Total:								200.00
101461	WEISSMAN THEATRICAL	290-296-9469-0000-000-0450-57920000	HP 00504738	03/20/2025	254246284	Item # 14190 Cerise as color	P2500277	252.77
101461	WEISSMAN THEATRICAL	290-296-9469-0000-000-0450-57920000	HP 00504738	03/20/2025	254246284	Item # 14190	P2500277	54.95
101461	WEISSMAN THEATRICAL	290-296-9469-0000-000-0450-57920000	HP 00504738	03/20/2025	254246284	Item # 14190	P2500277	109.90
101461	WEISSMAN THEATRICAL	290-296-9469-0000-000-0450-57920000	HP 00504738	03/20/2025	254246284	Fed X priority they need ASAP	P2500277	28.06
Vendor Total:								445.68
100856	SHOWCASE AMERICA	290-296-9469-0000-000-0450-57920000	HP 00504739	03/25/2025	32525	HAZEL PARK DANCE		4,590.00
Vendor Total:								4,590.00
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00504740	03/26/2025	276941025	ACT#100011932769		41.83
100309	CONSUMERS ENERGY	110-261-0000-0000-081-0065-55510000	HP 00504740	03/26/2025	284341025	ACT#100011932843		25.98
100309	CONSUMERS ENERGY	110-261-0000-0000-083-0065-55510000	HP 00504740	03/26/2025	88864325	ACT#100000008886		220.09
Vendor Total:								287.90
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00504741	03/26/2025	21204825	ACT#920050742120		15,741.39
100313	DTE ENERGY	110-261-0000-0000-200-0065-55520000	HP 00504741	03/26/2025	69804825	ACT#910040946980		12,917.07
Vendor Total:								28,658.46
Total # of Checks:							160	
End of Report								
Grand Total:							1,760,019.75	

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY

JAMIE BUCZKO						
XXXX XXXX XXXX 8074		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$1,186.41	\$0.00	\$0.00	\$290.71 CR	\$895.70
Post Date	Tran Date	Reference Number	Transaction Description			Amount
03/05	03/04	87021301Z0001JQGN	OAKLAND SCHOOLS WATERFORD MI			360.00
03/07	03/06	5543687224YY8WWZQ	DOUBLETREE HOTELS NEW ORLEANS LA			290.71
CHECK IN:03/05/2025 NUMBER OF NIGHTS:						
CHECK OUT:03/06/2025						
DAILY RATE: 0.00						
03/13	03/13	5543286285ZDZS8WH	PANERA BREAD #600694 O 248-616-0116 MI			27.70
03/14	03/13	5543286285ZM2QX9F	AMERICAN RED CROSS 800-733-2767 DC			35.00
03/14	03/13	5543687293TR25BRA	BRENTWOOD PEDIATRICS A LIVONIA MI			275.00
03/18	03/06	55436872Q7JRKYBWP	DOUBLETREE HOTELS NEW ORLEANS LA CREDIT			290.71 CR
CHECK IN:03/05/2025 NUMBER OF NIGHTS:						
CHECK OUT:03/06/2025						
DAILY RATE: 0.00						
03/21	03/20	51043232F1YX4DXDE	MASB 5173275900 MI			198.00

DEBRA DIMAS						
XXXX XXXX XXXX 8828		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$1,534.26	\$0.00	\$0.00	\$0.00	\$1,534.26
Post Date	Tran Date	Reference Number	Transaction Description			Amount
03/02	02/27	55432861V5VAASZDX	TST*NEW YORK BAGEL - F FERNDAL MI			143.00
03/05	03/04	054368420BLJW4XAP	SAMS CLUB #6659 MADISON HEIGH MI			32.96
03/05	03/04	82305091ZEHM8A0AW	AMAZON MARK* 104MY03M3 SEATTLE WA			95.54
03/06	03/05	5543286215XBR0W3H	TST*NEW YORK BAGEL - F FERNDAL MI			103.10
03/06	03/05	85369432095LMGN6V	EDDIES PIZZA WARREN MI			50.89
03/06	03/06	823050921000GVFRH	AMAZON MARK* J32341J73 SEATTLE WA			29.18
03/07	03/05	75265862196YD070V	OTC BRANDS *OTC BRAND OMAHA NE			87.82
03/13	03/12	5543286285ZG2T01X	TST*NEW YORK BAGEL - F FERNDAL MI			143.00
03/13	03/12	5548382280751WVMT	SAMSClub #6659 MADISON HEIGH MI			35.35
03/14	03/13	0543684288PK76JDP	KROGER #447 HAZEL PARK MI			28.37
03/14	03/13	0543684288PK76JKD	KROGER #447 HAZEL PARK MI			2.40
03/14	03/13	8230509290003ALQM	AMAZON MARK* LQ9AI50M3 SEATTLE WA			59.95
03/14	03/13	8230509290003P2WG	AMAZON MARK* 4E6RA4CS3 SEATTLE WA			92.97
03/16	03/14	823050929EHMY10RS	AMAZON MARK* 3085Q1CD3 SEATTLE WA			113.99
03/19	03/18	05416012D43ABRQT2	SAMSClub #6659 MADISON HEIGH MI			329.75
03/20	03/19	55432862F61LJHPDW	TST*NEW YORK BAGEL - F FERNDAL MI			143.00
03/20	03/19	82305092EEHN129EK	AMAZON MARK* OC8180P43 SEATTLE WA			42.99

AMY KRUPPE						
XXXX XXXX XXXX 5012		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$0.00		\$299.00	\$0.00	\$0.00	\$0.00	\$299.00
Post Date	Tran Date	Reference Number	Transaction Description			Amount
03/02	03/01	25247701X1KZML2T9	SOCIETYFORHUMANRESOURC ALEXANDRIA VA			299.00

CORRI NASTASI						
XXXX XXXX XXXX 6896		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$1,646.92	\$0.00	\$0.00	\$0.00	\$1,646.92
Post Date	Tran Date	Reference Number	Transaction Description			Amount
03/02	02/27	05436841VEHV9G8TW	LITTLE CAESARS #174 FERNDAL MI			33.94

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

CORRI NASTASI					
XXXX XXXX XXXX 6896					
CREDIT LIMIT \$5,000.00					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03/02	02/27	05436841VEHV9G8ZJ	LITTLE CAESARS #174 FERNDALE MI	33.94	
03/02	03/02	55432861X5W2S65BZ	AMAZON MKTPL*IR2A22XF3 AMZN.COM/BILL WA	27.99	
03/02	03/02	55432861X5W2VY330	AMAZON MKTPL*GF0XP2R63 AMZN.COM/BILL WA	27.99	
03/05	03/04	55432861Z5WWY9DES	AMAZON MKTPL*9I27U4UX3 AMZN.COM/BILL WA	15.99	
03/05	03/05	5543286205X0KWY0W	AMAZON MKTPL*AK4WI9PN3 AMZN.COM/BILL WA	29.99	
03/06	03/04	5543286205X41YRRY	TST*NEW YORK BAGEL - F FERNDALE MI	123.05	
03/06	03/05	5543286205X52T2DM	MEIJER # 237 WARREN MI	40.11	
03/07	03/07	5543286225XKNF7DF	AMAZON MKTPL*Q26CK4343 AMZN.COM/BILL WA	67.92	
03/07	03/07	5543286225XK9HE6R	AMAZON.COM*D33MB92A3 AMZN.COM/BILL WA	10.21	
03/09	03/07	05416012243AQ9T3L	SAMSClub #6664 UTICA MI	71.55	
03/13	03/12	5543286285ZG2RZXG	TST*NEW YORK BAGEL - F FERNDALE MI	123.05	
03/19	03/18	05436842EBLK015EM	SAMS CLUB #6664 UTICA MI	50.60	
03/19	03/18	05436842EBLK0156E	SAMS CLUB #6664 UTICA MI	96.68	
03/19	03/18	05436842EBLK01591	SAMS CLUB #6664 UTICA MI	45.92	
03/20	03/19	55432862E61DGT41H	AMAZON.COM*NR04T08J3 AMZN.COM/BILL WA	135.83	
03/20	03/19	55432862F61LJHP67	TST*NEW YORK BAGEL - F FERNDALE MI	123.05	
03/20	03/19	05436842E8PK4K3PJ	KROGER #759 WHITE LAKE MI	55.71	
03/20	03/19	05436842FEHSY7Q5B	LITTLE CAESARS #174 FERNDALE MI	433.40	
03/21	03/20	52704872G4ZK1BM2W	CULVERS SHELBY TOWNSHI SHELBY TOWNSH MI	50.00	
03/23	03/20	02305372G2X7LB765	BARNES & NOBLE #2830 SHELBY TOWNSH MI	50.00	

SHEILA OKANE						
XXXX XXXX XXXX 1086						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
03/16	03/14	82305092AEHMBWS2R	LIBIB.COM COVINA CA	11.00		

MEGAN PAPASIAN-BROADWELL						
XXXX XXXX XXXX 5029						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$69.00	\$0.00	\$0.00	\$0.00	\$69.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
03/23	03/21	87021302GEHMAN1Y4	TRIFOIA.COM/COURSES EUGENE OR	69.00		

GREG RICHARDSON						
XXXX XXXX XXXX 2959						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$1,693.09	\$0.00	\$0.00	\$0.00	\$1,693.09
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
03/02	02/28	55310201W4KXMF05J	TONYS ACE HDWE HAZEL PARK MI	14.21		
03/04	03/03	55310201Z4MMTBHK6	TONYS ACE HDWE HAZEL PARK MI	52.33		
03/04	03/03	55310201Z4MMTBH9K	TONYS ACE HDWE HAZEL PARK MI	8.54		
03/05	03/04	5531020204N8M5NH2	TONYS ACE HDWE HAZEL PARK MI	22.79		
03/05	03/04	5531020204N8M5N5R	TONYS ACE HDWE HAZEL PARK MI	9.10		
03/06	03/05	5531020214NVX5S9D	TONYS ACE HDWE HAZEL PARK MI	42.90		
03/06	03/05	5531020214NVX5S9M	TONYS ACE HDWE HAZEL PARK MI	23.86		
03/07	03/06	5554750213B4X11QS	PHOENIX STONE COMPANY MT CLEMENS MI	756.00		
03/07	03/06	5531020224PF2NDZK	TONYS ACE HDWE HAZEL PARK MI	26.59		
03/11	03/10	5531020264TTAYTT1	TONYS ACE HDWE HAZEL PARK MI	63.61		

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

GREG RICHARDSON
 XXXX XXXX XXXX 2959
 CREDIT LIMIT \$5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/11	03/10	5531020264TTAYTT9	TONYS ACE HDWE HAZEL PARK MI	0.79
03/12	03/11	5531020274SQ4ZTN1	TONYS ACE HDWE HAZEL PARK MI	16.14
03/13	03/12	5531020284SZ7BPJQ	TONYS ACE HDWE HAZEL PARK MI	28.49
03/13	03/12	5531020284SZ7BPJW	TONYS ACE HDWE HAZEL PARK MI	3.41
03/13	03/12	5531020284SZ7BPWM	TONYS ACE HDWE HAZEL PARK MI	38.35
03/13	03/12	5531020284SZ7BPXY	TONYS ACE HDWE HAZEL PARK MI	27.54
03/13	03/12	5531020284SZ7BPX4	TONYS ACE HDWE HAZEL PARK MI	63.76
03/18	03/17	55310202D4XWJYL GK	TONYS ACE HDWE HAZEL PARK MI	6.26
03/19	03/18	55310202E4YFJSNMV	TONYS ACE HDWE HAZEL PARK MI	6.88
03/19	03/18	55310202E4YFJSN3S	TONYS ACE HDWE HAZEL PARK MI	93.19
03/20	03/19	55310202F4Z2WTZ6A	TONYS ACE HDWE HAZEL PARK MI	11.90
03/26	03/25	55310202M52K778LA	TONYS ACE HDWE HAZEL PARK MI	41.77
03/26	03/25	55310202M52K778LH	TONYS ACE HDWE HAZEL PARK MI	48.46
03/26	03/25	55310202M52K7797B	TONYS ACE HDWE HAZEL PARK MI	43.45
03/27	03/26	55310202N539HH0F0	TONYS ACE HDWE HAZEL PARK MI	77.60
03/27	03/26	55310202N539HH04M	TONYS ACE HDWE HAZEL PARK MI	15.18
03/27	03/26	55310202N539HH09T	TONYS ACE HDWE HAZEL PARK MI	48.42
03/28	03/27	55310202P53X39JDY	TONYS ACE HDWE HAZEL PARK MI	61.73
03/28	03/27	55310202P53X39JEE	TONYS ACE HDWE HAZEL PARK MI	39.84

TAMMY MCHENRY
 XXXX XXXX XXXX 9812
 CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$2,732.41	\$0.00	\$0.00	\$79.10 CR	\$2,653.31

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/02	03/01	55432861W5VR41TXM	AMAZON MKTPL*ZN12J1Y53 AMZN.COM/BILL WA	29.99
03/03	03/02	55432861X5WB30P0V	AMAZON MKTPL*5Y9V710M3 AMZN.COM/BILL WA	78.98
03/03	03/02	55432861X5W8YMMVM2	AMAZON MKTPL*6X15B17E3 AMZN.COM/BILL WA	6.88
03/04	03/04	55432861Z5WMP5G58	AMAZON MKTPL*9Z3D92RI3 AMZN.COM/BILL WA	84.47
03/05	03/05	5543286205WZ6W1PT	AMAZON MKTPL*EV3Z014T3 AMZN.COM/BILL WA	79.83
03/05	03/05	5543286205X1F8DKH	AMAZON MKTPL*6H12X3TK3 AMZN.COM/BILL WA	10.78
03/06	03/05	5543286205X2PA9AQ	AMAZON MKTPL*ZE2WA28F3 AMZN.COM/BILL WA	636.28
03/06	03/05	751873820S66DJ3H9	QUICK MADE TROPHY SALE WARREN MI	294.00
03/07	03/06	5543286215XED6YB8	AMAZON MKTPL*JW0U76TS3 AMZN.COM/BILL WA	48.98
03/10	03/09	5543286245YE9Y6HE	AMAZON MKTPL*5M00M4JL3 AMZN.COM/BILL WA	54.99
03/11	03/10	5543286255YLWDMWN	AMAZON MKTPL*XY7FX1193 AMZN.COM/BILL WA	25.90
03/11	03/10	5543286255YMM9A34	AMAZON MKTPL*2N08C1JM3 AMZN.COM/BILL WA	19.99
03/13	03/12	054368428BLK02BP7	SAMS CLUB #6659 MADISON HEIGH MI	413.91
03/14	03/12	0543684285SAJL8BT	GFS STORE #1907 ROYAL OAK MI	154.36
03/14	03/12	0543684285SAJL86D	GFS STORE #1907 ROYAL OAK MI	86.97
03/14	03/14	5543286295ZPYVYXY	AMAZON MKTPL*7454Y3XP3 AMZN.COM/BILL WA	411.66
03/16	03/15	55432862A60963V48	AMAZON.COM*7Q7S56323 AMZN.COM/BILL WA	20.00
03/17	03/16	55432862B60H068MD	AMAZON MKTPL*0T1AD9NF3 AMZN.COM/BILL WA	9.99
03/19	03/18	05436842E00BTGGJZ	DOLLAR TREE WARREN MI	37.50
03/23	03/21	55432862G6224GAGQ	AMAZON MKTPL*PLACE PMTS AMZN.COM/BIL CREDIT	79.10 CR
03/23	03/21	82305092GEHN8BD7D	CANVA* I04462-34555554 CAMDEN DE	60.00
03/23	03/23	55432862J62GDKDWQ	AMAZON MKTPL*Q72DT2NL3 AMZN.COM/BILL WA	69.98
03/23	03/23	55432862J62GEAT1V	AMAZON MKTPL*IJ1NO8Z63 AMZN.COM/BILL WA	96.97

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

ACCOUNTS PAYABLE					
XXXX XXXX XXXX 0249	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$250,000.00	\$3,039.69	\$0.00	\$0.00	\$0.00	\$3,039.69

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/06	03/05	5543286205X6GBXLE	SUPPLYHOUSE.COM 888-757-4774 NY	423.96
03/13	03/12	5543286275ZB36V29	SUPPLYHOUSE.COM 888-757-4774 NY	282.67
03/16	03/15	55432862A608NM395	TMOBILE*AUTO PAY 800-937-8997 WA	629.93
03/18	03/17	55446412Q1ZA6D9X1	CORRIGAN MOVING SYSTEM FARMINGTON HI MI	411.00
03/20	03/19	55506292E83626YDH	ECOLAB INC SAINT PAUL MN	174.90
03/20	03/19	55506292E83626YD9	ECOLAB INC SAINT PAUL MN	169.07
03/20	03/19	55506292E83626YEB	ECOLAB INC SAINT PAUL MN	99.11
03/20	03/19	55506292E83626YEJ	ECOLAB INC SAINT PAUL MN	99.11
03/20	03/19	55506292E83626YES	ECOLAB INC SAINT PAUL MN	99.11
03/20	03/19	55506292E83626YE3	ECOLAB INC SAINT PAUL MN	87.45
03/20	03/19	55506292E83626YFL	ECOLAB INC SAINT PAUL MN	99.11
03/20	03/19	55506292E83626YF2	ECOLAB INC SAINT PAUL MN	464.27

ROCHELLE TASSIE					
XXXX XXXX XXXX 9695	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00	\$1,740.03	\$0.00	\$0.00	\$0.00	\$1,740.03

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/03	03/02	82305091X0019K31T	AMAZON MARK* ZC78Y2I13 SEATTLE WA	145.05
03/07	03/06	82305092200035138	AMAZON MARK* A36YX29P3 SEATTLE WA	157.94
03/09	03/08	5543286235XYZ5Z2X	AWL*PEARSON EDUCATION PRSONCS.COM NJ	277.51
03/11	03/10	827111626EHM58EDG	RIVERSIDE INSIGHTS ITASCA IL	340.93
03/13	03/13	5543286285ZFEFK2M	AWL*PEARSON EDUCATION PRSONCS.COM NJ	376.10
03/14	03/14	5543286295ZTQQSN0	AWL*PEARSON EDUCATION PRSONCS.COM NJ	182.50
03/18	03/17	82305092QEHN1F924	IMSE SOUTHFIELD MI	125.00
03/23	03/22	55432862H627XNSK9	AWL*PEARSON EDUCATION PRSONCS.COM NJ	135.00

BRADLEY WILKINS					
XXXX XXXX XXXX 6906	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$100,000.00	\$14,003.91	\$0.00	\$0.00	\$182.06 CR	\$13,821.85

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/02	02/27	05436841V2X6D37PF	MICRO CENTER #055-RETA MADISON HEIGH MI	109.98
03/02	03/01	55432861W5VMF6RS1	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/01	55432861W5VMF6RS9	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1KG3	APPLE.COM/US 800-676-2775 CA	717.95
03/02	03/02	55432861X5W1N1KTA	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1L2Q	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1L2X	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1L47	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1L7A	APPLE.COM/US 800-676-2775 CA	467.95
03/02	03/02	55432861X5W1N1M0J	APPLE.COM/US 800-676-2775 CA	617.95
03/02	03/02	55131581X7HTSGTFQ	APPLE.COM/US CUPERTINO CA	467.95
03/04	03/03	55480771Y2BVX0GQL	VOXTELESYS LLC WAHOO NE	1,563.48
03/04	03/03	82305091Y001E04RP	AMAZON MARK* UA0PY8PN3 SEATTLE WA	107.46
03/07	03/06	7541823216GBXF7Y9	B&H PHOTO 800-606-696 NEW YORK NY	182.06
03/07	03/06	7541823216GBYZZRB	B&H PHOTO 800-606-696 NEW YORK NY	171.75
03/07	03/07	5543286225XK8TBG4	APPLE.COM/US 800-676-2775 CA	467.95
03/09	03/07	7541823226GE1T1MP	B&H PHOTO 800-606-696 NEW YORK N CREDIT	182.06 CR

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

BRADLEY WILKINS					
XXXX XXXX XXXX 6906					
CREDIT LIMIT \$100,000.00					
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
03/11	03/10	5541734257JT91HPT	PRECISION ROLLER PHOENIX AZ	163.93	
03/12	03/11	5543286265YYQQ166	GOOGLE *CLOUD WZ5JVJ 650-253-0000 CA	0.07	
03/12	03/11	821175526EHM9M81E	LANYARD* CUSTOMLANYARD SUGAR LAND TX	436.49	
03/13	03/12	5541734277W41RZHJ	PRECISION ROLLER PHOENIX AZ	189.90	
03/13	03/12	7541823276GTHNFAN	FS *PAPERCUT SANTA BARBAR CA	277.00	
03/13	03/12	8230509280005GV21	ZOOM.COM 888-799-9666 SAN JOSE CA	2,700.00	
03/18	03/17	55417342Q7JVBXLLF	PRECISION ROLLER PHOENIX AZ	37.83	
03/19	03/17	85353352DEVA0A66K	TFD SUPPLIE 6186283106 IL	682.50	
03/19	03/18	55446412D1ZH5JL7B	MACUL LANSING MI	183.34	
03/21	03/19	85179722FLDN7XB3J	HUNTINGTON PL ROOF DETROIT MI	25.00	
03/21	03/19	75369432FBHEKS2W8	MEXICAN VILLAGE DETROI DETROIT MI	29.38	
03/21	03/21	55263522G84HT3SRR	HUNTINGTON PLACE CONC DETROIT MI	28.00	
03/23	03/20	85186872GLDXTDFYY	HUNTINGTON PL WASHINGT DETROIT MI	25.00	
03/24	03/21	85186872JLDTXDGBG	HUNTINGTON PL WASHINGT DETROIT MI	25.00	
03/26	03/25	85383902LEHMYZDPD	ALOHI * FAXPLUS PLAN-LES-OUAT DU	199.79	
03/30	03/29	82117552REHMEG6Y2	TERMIUS CORPORATION SAN FRANCISCO CA	720.00	
03/30	03/29	57540242RLR068L6P	COURSRA*1BDV9KO9B6XSL3 6509639884 CA	598.50	

CHARLES PLEINESS						
XXXX XXXX XXXX 4166						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$547.07	\$0.00	\$0.00	\$0.00	\$547.07
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
03/06	03/04	851793920WGNBFQBL	BURKE S SPORTS HAVEN EASTPOINTE MI	97.97		
03/14	03/12	853694328AQMMY2KZ	GRAND TRAVERSE RESORT ACME MI	149.70		
CHECK IN:03/10/2025 NUMBER OF NIGHTS:0000						
CHECK OUT:03/12/2025						
DAILY RATE: 0.00						
03/31	03/31	82305092SEHMXQLRH	CANVA* I04472-32196110 CAMDEN DE	299.40		

LINDA YATES						
XXXX XXXX XXXX 0268						
CREDIT LIMIT \$10,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$3,894.03	\$0.00	\$0.00	\$212.40 CR	\$3,681.63
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
03/05	03/03	85353351ZETZLKE3S	MSBO 5173272584 MI	115.00		
03/05	03/04	05436841Z8PK0HJK5	KROGER #602 WARREN MI	25.00		
03/05	03/04	87021301Z0001V3AA	OAKLAND SCHOOLS WATERFORD MI	40.00		
03/06	03/05	8211755200005GXNL	MICHIGAN ALT ED ORG WHITEHALL MI	1,230.00		
03/09	03/07	5548077232D62FBWZ	OAKLAND PRESS PONTIAC MI	14.00		
03/10	03/08	754549124S66E0DXP	GRAND BEACH RESORT TRAVERSE CITY MI	252.78		
CHECK IN:03/08/2025 NUMBER OF NIGHTS:0000						
CHECK OUT:03/08/2025						
DAILY RATE: 0.00						
03/16	03/15	55436872B4MNVG1PR	WYNDHAM DETROIT MI	179.85		
CHECK IN:03/13/2025 NUMBER OF NIGHTS:						
CHECK OUT:03/15/2025						
DAILY RATE: 0.00						
03/19	03/17	52704872D4XZRFJKN	HI GRAND RAPIDS B4 GRAND RAPIDS MI	339.65		

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

LINDA YATES
 XXXX XXXX XXXX 0268
CREDIT LIMIT \$10,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
			CHECK IN:03/17/2025 NUMBER OF NIGHTS:0001 CHECK OUT:03/17/2025 DAILY RATE: 0.00	
03/19	03/17	52704872D4XZW1SDT	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	155.81
			CHECK IN:03/17/2025 NUMBER OF NIGHTS:0001 CHECK OUT:03/18/2025 DAILY RATE: 0.00	
03/19	03/18	52653842DMM0TP48L	VEX*ROBOTICS 9034530802 TX	145.54
03/19	03/19	F0260232M000TR085	ADJUSTMENT-PURCHASES	212.40 CR
03/21	03/19	52704872F4Z6TMJFL	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	212.40
			CHECK IN:03/18/2025 NUMBER OF NIGHTS:0001 CHECK OUT:03/19/2025 DAILY RATE: 0.00	
03/23	03/21	55436872H7JWPS2JB	WYNDHAM DETROIT MI	697.60
			CHECK IN:03/13/2025 NUMBER OF NIGHTS: CHECK OUT:03/21/2025 DAILY RATE: 0.00	
03/26	03/25	55432862L63BJT64N	NYTIMES DISC* 800-698-4637 NY	4.00
03/27	03/19	52704872M52VRM7BZ	HOLIDAY INN GRAND RAPI GRAND RAPIDS MI	212.40
			CHECK IN:03/18/2025 NUMBER OF NIGHTS:0001 CHECK OUT:03/19/2025 DAILY RATE: 0.00	
03/28	03/27	05436842N8PKBJS7A	KROGER #447 HAZEL PARK MI	50.00
03/28	03/27	85353352NEXEDP9VD	MSBO 5173272584 MI	220.00

CARLA BEACH
 XXXX XXXX XXXX 1145
CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$432.74	\$0.00	\$0.00	\$0.00	\$432.74

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/05	03/04	82305091Z000Y8317	AMAZON MARK* FX3UP9KD3 SEATTLE WA	39.66
03/05	03/04	82305091Z001EHWH1	AMAZON MARK* IR5E76R73 SEATTLE WA	163.10
03/07	03/06	0543684215SAGKZMZ	WALMART.COM 8009256278 BENTONVILLE AR	119.57
03/12	03/11	0543684268PK2Z64Z	KROGER #447 HAZEL PARK MI	47.46
03/13	03/11	853096127WGNWZ5TK	CHRISTINES CUISINE FERNDAL MI	62.95

JOAN RYBINSKI
 XXXX XXXX XXXX 4803
CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$440.55	\$0.00	\$0.00	\$0.00	\$440.55

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/23	03/21	05436842HEHWSKRFT	LITTLE CAESARS #174 FERNDAL MI	32.45
03/23	03/21	05123482G5SAWQK9E	SCHOLASTIC BOOK FAIRS LAKE MARY FL	408.10

HEIDI KUNZ
 XXXX XXXX XXXX 7221
CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$426.52	\$0.00	\$0.00	\$0.00	\$426.52

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/04	03/03	05436841ZBLK1N4AQ	SAMS CLUB #6659 MADISON HEIGH MI	24.66

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

HEIDI KUNZ
 XXXX XXXX XXXX 7221
 CREDIT LIMIT \$5,000.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/07	03/06	5543286215XFWR6EF	AMAZON MKTPL*BR9CL3NV3 AMZN.COM/BILL WA	10.95
03/09	03/08	0543684238PK9YAK4	KROGER #776 WARREN MI	78.57
03/11	03/11	5543286265Y596MW	AMAZON MKTPL*YQ8NB3BI3 AMZN.COM/BILL WA	29.29
03/12	03/11	05416012643ABKEY7	SAMSClub #6659 MADISON HEIGH MI	59.80
03/12	03/11	054368427BLJZYSVB	SAMS CLUB #6659 MADISON HEIGH MI	64.66
03/17	03/17	55432862Q60PALF4E	AMAZON MKTPL*AS4XJ9I73 AMZN.COM/BILL WA	88.77
03/17	03/17	55432862Q60P9K5LZ	AMAZON MKTPL*5D7RV71N3 AMZN.COM/BILL WA	30.88
03/18	03/17	05436842DEHSNH9YH	LITTLE CAESARS #174 FERNDALE MI	38.94

KRISTY CALES
 XXXX XXXX XXXX 1852
 CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$900.00	\$0.00	\$0.00	\$0.00	\$900.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/02	02/28	05345881V8PLZNV2M	A 1 FINGERPRINT OAK PARK MI	75.00
03/04	03/03	05345881Y8PL4XGHJ	A 1 FINGERPRINT OAK PARK MI	75.00
03/07	03/06	0534588218PKSH0V0	A 1 FINGERPRINT OAK PARK MI	75.00
03/09	03/07	0534588228PLKLYKQ	A 1 FINGERPRINT OAK PARK MI	75.00
03/13	03/12	053458828HEV5XRKV	A 1 FINGERPRINT OAK PARK MI	75.00
03/18	03/17	05345882DHEV77NQL	A 1 FINGERPRINT OAK PARK MI	75.00
03/19	03/18	05345882EHEV8801W	A 1 FINGERPRINT OAK PARK MI	75.00
03/19	03/18	05345882EHEV88046	A 1 FINGERPRINT OAK PARK MI	75.00
03/21	03/20	05345882GHEV7JFXH	A 1 FINGERPRINT OAK PARK MI	75.00
03/23	03/21	05345882HHEVAJ4WY	A 1 FINGERPRINT OAK PARK MI	75.00
03/26	03/25	05345882MHEV9RVMM	A 1 FINGERPRINT OAK PARK MI	75.00
03/28	03/27	05345882PHEVAL1EG	A 1 FINGERPRINT OAK PARK MI	75.00

RYANN VOSS
 XXXX XXXX XXXX 5452
 CREDIT LIMIT \$25,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$4,045.04	\$0.00	\$0.00	\$0.00	\$4,045.04

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/05	03/05	5543286205X26FLSD	AMAZON MKTPL*X778Z7QY3 AMZN.COM/BILL WA	51.98
03/11	03/10	5265384257S85WGE5	NEWEGG MARKETPLACE CITY OF INDUS CA	178.01
03/14	03/13	5548382290763AWAV	SAMS CLUB RENEWAL MADISON HEIGH MI	470.00
03/16	03/16	82305092B00042WS0	AMAZON MARK* 9094B6H43 SEATTLE WA	52.90
03/17	03/16	82305092B000GL5ZS	AMAZON MARK* 8S4VG2893 SEATTLE WA	15.89
03/17	03/16	82305092QEHM88MYQ	AMAZON MARK* DL9XO4UN3 SEATTLE WA	85.60
03/17	03/17	82305092QEHMEJVGY	AMAZON RETA* WK2R82MA3 SEATTLE WA	50.84
03/18	03/17	82305092QEHMZLSL5	AMAZON MARK* D55GD0UI3 SEATTLE WA	36.02
03/18	03/17	57540242QMKY87QHD	VISTAPRINT 8662074955 MA	109.15
03/18	03/18	55432862D60YSWTPK	AMAZON MKTPL*K189P2W23 AMZN.COM/BILL WA	117.40
03/19	03/18	55432862D616ADAS7	AMAZON MKTPL*OU5KT5TK3 AMZN.COM/BILL WA	28.83
03/19	03/18	55432862D616212H9	SUPPLYHOUSE.COM 888-757-4774 NY	179.18
03/27	03/26	85500592MS66FRVHY	GREAT LAKES TENT CO WARREN MI	1,448.68
03/27	03/26	15270212M00K2LEYH	EBAY O*13-12873-34033 SAN JOSE CA	14.95
03/28	03/27	55436872N7W8GNYS	DECKER EQUIP SCHOOL FI VASSAR MI	1,205.61

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

SHANA E WILLIAMS					
XXXX XXXX XXXX 8194	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00	\$2,333.73	\$0.00	\$0.00	\$0.00	\$2,333.73

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/04	03/03	82305091Y00169F9Q	PADDLE.NET* VECTORIZER ASTORIA NY	4.99
03/14	03/12	853533528EV5JFFQ0	PAYPAL *MHHPCHAMBER 2485425010 MI	16.00
03/18	03/17	55432862Q60VYSL6T	AMAZON.COM*388L96J93 AMZN.COM/BILL WA	15.89
03/18	03/18	55432862D610BLRKB	AMAZON MKTPL*SQ93P8HT3 AMZN.COM/BILL WA	211.94
03/18	03/18	55432862D611MFVMB	AMAZON MKTPL*1Z69P4343 AMZN.COM/BILL WA	251.45
03/19	03/17	85353352DEVA00LAY	PAYPAL *DAVEMPETERS 4029357733 CA	773.40
03/19	03/18	55432862D613A6RBB	SQ *KURT'S KUSTOM PROM FERNDAL MI	418.00
03/19	03/18	55432862D6151G79A	AMAZON MKTPL*5H4RE1UJ3 AMZN.COM/BILL WA	107.87
03/20	03/19	55432862E61E5H3RL	SQ *OAKLAND SCHOOLS GOSQ.COM MI	374.57
03/23	03/21	82305092GEHN8MJZ3	PADDLE.NET* VECTORIZER ASTORIA NY	4.99
03/27	03/26	55432862M5SA9DZN8	AMAZON MKTPL*7M8AS5UN3 AMZN.COM/BILL WA	18.01
03/30	03/28	05436842P8PLB7FJM	KROGER #447 HAZEL PARK MI	136.62

HEATHER L AGUEROS					
XXXX XXXX XXXX 8621	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00	\$294.16	\$0.00	\$0.00	\$0.00	\$294.16

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/19	03/18	05436842EBLK01KL6	SAMS CLUB #6659 MADISON HEIGH MI	130.16
03/19	03/18	05345882D8PL10Z2J	EDDIES PIZZA WARREN MI	164.00

JULIE KAMINSKI					
XXXX XXXX XXXX 0778	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/14	03/13	5554750283E7S7TFE	AWS MOTO DORAL FL	400.00

LISA BERNYS					
XXXX XXXX XXXX 3002	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00	\$3,466.05	\$0.00	\$0.00	\$0.00	\$3,466.05

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03/06	03/05	5543286205X7M1TTG	CONSUMER ENERGY 800-477-5050 MI	246.08
03/16	03/15	55432862A608DFQRZ	AMAZON MKTPL*CU7U35ND3 AMZN.COM/BILL WA	183.33
03/16	03/15	05436842BBLKAD12H	SAMS CLUB #6659 MADISON HEIGH MI	56.44
03/17	03/17	82305092Q0005D9EG	AMAZON MARK* KY1L01NP3 SEATTLE WA	47.61
03/27	03/25	55483822M07JDHVA8	SAMSLUB.COM 888-746-7726 AR	2,536.14
03/30	03/29	55432862R5V7LSGA8	AMAZON MKTPL*C44KN6CN3 AMZN.COM/BILL WA	15.89
03/30	03/29	55432862R5V9A0LA5	AMAZON MKTPL*TL27E2Q33 AMZN.COM/BILL WA	380.56



Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Dr.Catherine Cost, Interim Superintendent
From: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: 2025-2026 Handbooks
Date: 4/21/25

Purpose

The table below summarizes additional handbooks to be reviewed for approval by the Board of Education. These updates are designed to enhance the educational experience for students and families, support our staff, and ensure alignment with board policies and state and federal regulations. For clarity, revisions are highlighted in red. Thank you for your attention to these updates—we look forward to sharing them with our staff, students, and families.

Handbook Title	Status of Handbook Contents	Targeted Audience
Student Handbook	Revised	Parents/Guardians/Students
Webster Early Childhood	Revised	Staff and Administration

Funding Source: Not Applicable

Strategic Goal Alignment:

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity and fostering a positive school climate.
- Resources: The Hazel Park School District will maximize its resources to assure high-quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.
- Community Relations: The Hazel Park School District, through strong community relations and collaboration with all stakeholders, will develop high-achieving students.

Recommendation
That the Board of Education approve the revised Student Handbook and the new Health Services Handbook, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Catherine Cost
Interim Superintendent





Hazel Park Schools
Student Handbook
2024-2025

TODAY'S LEARNERS, TOMORROW'S LEADERS

HAZEL PARK SCHOOLS

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Introduction

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your student's teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May, 2024. If any of the policies or administrative guidelines referenced herein are revised after September 5, 2024 the language in the most current policy or administrative guideline prevails.

Equal Opportunity/Nondiscrimination Statement (relocated, updated to current BP)

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Hazel Park School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment.

The District is committed to maintaining a learning environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. The District shall not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or gender expression, age, religion, height, weight, marital or family status, disability, military status, genetic information, or any other legally protected category in its programs and activities, including employment. Sexual harassment (see specific requirements below) is a form of sex discrimination, and shall likewise not be permitted with respect to students or employees. The District shall not retaliate against a person who reports or opposes improper discrimination or retaliation. The District shall fully comply with all applicable federal and state civil rights statutes. Discrimination, retaliation and harassment are prohibited whether occurring at school, on District property, in a District vehicle, or at any District-related activity or event.

The Superintendent shall designate not less than two compliance officers responsible for coordinating the District's compliance with applicable federal and state laws and regulations, and for investigating reports of discrimination or harassment. The Superintendent shall ensure that all required notices under the civil rights or other laws are provided to staff members. A student who believes he or she has been or is the victim of discrimination or harassment should immediately report the situation to a teacher, counselor, social worker, the building principal or assistant principal, or the Superintendent. A staff member who observes, has knowledge of, or learns that a student has been or is the victim of discrimination or harassment shall immediately report the situation to the building principal or assistant principal or the Superintendent. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

The Superintendent shall develop and implement administrative guidelines to enforce this policy. The following person(s) has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Kristy Cales / James Patterson
Hazel Park Schools
1620 E Elza
Hazel Park, MI 48030
248-658-5241 / 248-658-5225

BP ARTICLE IV. STUDENTS Section 12. Student Discrimination and Harassment
AG V-2. Non-Discrimination and Anti-Harassment Procedures.

~~The School District's complaint procedure may be obtained from www.hazelparkschools.org. For further information, you may also contact:~~

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
OCR.Cleveland@ed.gov

Vision

Inspiring and empowering all learners to achieve excellence.

Mission Statement

The Hazel Park School District in collaboration with all Stakeholders prepares and supports students for the future through innovation and technology.

Beliefs

We believe...

- The school district supports the social, emotional, physical, and academic needs of each child.
- Kindness, respect, diversity, equity, and integrity are valued, taught, and modeled.
- A caring, healthy, safe and respectful environment is provided for all.
- Student achievement is the core of every decision.
- All students have the ability to learn.
- All students, staff, and families are engaged and support learning.
- All stakeholders are provided high quality researched-based curriculum which is aligned with state standards.

Goal Statement - School Climate and Culture

The Hazel Park School District will provide a unified system of support for all students, embracing diversity and fostering a positive school climate and culture.

Goal Statement - Curriculum & Instruction

The Hazel Park School District will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the community and ultimately the world.

Goal Statement - Community Relations

The Hazel Park School District will empower all stakeholders in order to develop high achieving students through strong community relations and collaboration with all.

Goal Statement - Resources

The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.hazelparkschools.org or at the Board office, located at: 1620 E. Elza, Hazel Park, MI 48030

~~Board of Education~~

~~The **School Board** governs the school district, and is elected by the community. Information about the current members can be accessed on the District's website: www.hazelparkschools.org~~

~~District-Level Administration~~

~~Information about the District-Level Administration can be accessed on the District's website: www.hazelparkschools.org~~

Hazel Park Schools location & administrator contact information:

Edison School

1650 Mapledale
Ferndale, MI 48220
Phone: (248) 658-5400
Fax: (248) 544-5264

Principal: Dr. Michelle Krause

Hazel Park Advantage Alternative School

1620 E. Elza Ave.
Hazel Park, MI 48030
Phone: (248) 658-5280
Fax: (248) 544-5391

Principal: Kendal Smith

Hazel Park High School

23400 Hughes
Hazel Park, MI 48030
Phone: (248) 658-5100
Fax: (248) 544-5389

Principal: Tammy McHenry
Asst. Principal: George Dimas
Asst. Principal: Corrie Chansler

Hazel Park Junior High

22770 Highland Ave.
Hazel Park, MI 48030
Phone: (248) 658-2300
Fax: (248) 586-5875

Principal: Carla Beach
Asst. Principal: Sheila O'Kane
Dean: Robert Kiger

Hoover Elementary

23720 Hoover Ave.
Hazel Park, MI 48030
Phone: (248) 658-5300
Fax: (248) 658-1131

Principal: Debra Dimas

Jardon Vocational School

2200 Woodward Heights Ave.
Ferndale, MI 48220
Phone: (248) 658-5950
Fax: (248) 544-5292

Supervisor: Heidi Kunz

United Oaks Elementary

1001 E. Harry Ave.
Hazel Park, MI 48030
Phone: (248) 658-2400
Fax: (248) 542-3530

Principal: Lisa Bernys

Webb Elementary Schools

2100 Woodward Heights Ave.
Ferndale, MI 48220
Phone: (248) 658-5900
Fax: (248) 586-5848

Principal: Corri Nastasi

Webster Early Childhood Center

431 W. Jarvis Ave.
Hazel Park, MI 48030
Phone: (248) 658-5550

Supervisor: Heather Agucros

Notices and General Information

Parent Involvement

Parent and family involvement within the schools is necessary to develop shared educational goals, and to have a positive effect on student learning for all learners. Educational research has shown that strong partnerships between home and school lead to higher levels of achievement. Parents and families are encouraged to provide input through district committees, parent-teacher organizations, school improvement teams, and other committees regarding matters of interest to students and families. Parents and families are also encouraged to visit their child's school and participate in school activities.

References to "parent" or "parents" in these policies shall be understood to include a student's legal guardian, unless the policies or their context clearly indicate otherwise.

District teachers and administrators will strive to encourage family involvement through:

- Effective Means of Communication, by facilitating open and ongoing communication between home and school; providing information and resources to families regarding safety, proper health and wellbeing; ensuring accessibility to information about District programs and policies; providing accurate and timely information regarding State and local academic standards and assessments; and engaging families in monitoring student growth and progress reports.
- Facilitating Volunteering, by creating volunteer opportunities for parents and families to participate in and contribute to school activities and encouraging family participation in volunteer activities
- Community Collaboration, by integrating programs, activities and events that support and encourage family involvement and their participation in their child's educational growth and development; and supporting parents and students in the educational process through referrals to community resources or agencies that support the district's mission.

BP ARTICLE III. CURRICULUM AND INSTRUCTION Section 2. Family Involvement.

This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District. Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare). The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child. Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner.

Communication Flow Chart Process

In order to assist parents with effective and efficient communication we have developed flow charts for all levels. (i.e. Elementary, Junior High and High School). This sequence is in place to make sure your questions and concerns are addressed to the proper school official. It is our hope that the flowchart will be utilized as a way to direct your question or concern so that it may be handled by the appropriate school official and be responded to quickly. *As always, classroom concerns and questions should be directed to the specific teacher involved.* Please note that our office staff can assist parents with locating the appropriate staff member to help you with your question or concern.

Most parent and community questions are easily and completely answered by communicating directly with the staff member closest to the situation. As you move further along the flowchart, the staff is less directly involved and usually needs additional time to research the situation before they can give you an answer. If you do not hear back from the person you have contacted within One (24 hours) business day, it is appropriate to reach out to them again before moving along to the next level of the flowchart. We do not expect your questions or concerns to go unanswered for a long period of time. Each situation should first be addressed at whatever level the initial action was taken with appeals moving to the next level on the “Communication Process Flowchart.” The easiest way to communicate is via email while a phone call is the next preferable way.

Elementary Communication Process Flowchart

Area of Concern	1st Level	2nd Level	3rd Level	4th Level	
Special Education	Teacher	Special Education Teaching Consultant	Principal	Executive Director of Student Services	
Student Concerns/ Guidance/Health Related Concerns	Teacher	District Nurse	School 504 Coordinator	Principal	
Classroom Discipline	Teacher	Principal	Superintendent		
Non- Classroom School Discipline	Principal	Asst. Supt. of Teaching & Learning	Superintendent		
Academic/Classroom Concerns	Teacher	Principal	Asst. Supt. of Teaching & Learning	Superintendent	
Transportation	Bus Driver	Transportation Supervisor	Principal	Assistant Superintendent of Business and Operations	
After School Child Care (Latchkey)	Child Care Provider	Latchkey Supervisor	Building Admin	Assistant Superintendent of Teaching & Learning	Superintendent

Junior High Communication Process Flowchart

Area of Concern	1st Level	2nd Level	3rd Level	4th Level	5th Level
Athletics	Coach	Athletic Director	Building Admin	Superintendent	
Special Education	Teacher	Counselor/ Social worker	Building Admin	Special Ed. Supervisor	Executive Director of Student Services
Student Concern: Social, Emotional and Health Related Concerns	Teacher	Counselor/ Social worker	Building Admin	Special Ed. Supervisor	Executive Director of Student Service
Classroom Discipline	Teacher	Counselor/ Social worker	Building Admin	Superintendent	
Non-Classroom School Discipline	Counselor/ Social worker	Building Admin		Superintendent	
Classroom Academic Concerns	Teacher	Counselor/ Social worker	Building Admin	Superintendent	
Transportation	Bus driver	Building Admin	Transportation Supervisor	Assistant Operations & Maintenance	

High School Communication Flowchart

Area of Concern	1st Level	2nd Level	3rd Level	4th Level	5th Level
Attendance	Attendance/Counseling Secretary	School Counselor	Assistant Principal	Principal	Superintendent
Classroom Concerns (instruction, grading, classroom behavior)	Teacher	School Counselor	Assistant Principal	Principal	Director of Teaching, Learning
Athletics	Coach or Supervising Adult	Athletic Director	Building Admin	Assistant Superintendent of Operation and Maintenance	Superintendent

After School Clubs	Teacher or Supervising Adult	Building Admin			
Special Education	Classroom Teacher	Caseload Teacher	Special Education Teaching Consultant	Building Admin	Executive Director of Student Service
Student Concerns (Guidance, health-related)	School Counselor	District Nurse	Assistant Principal	Principal	Superintendent
Non-classroom Discipline	Assistant Principal	Building Admin	Director of Student Services	Superintendent	Superintendent
Transportation	Bus Driver	Assistant Principal	Transportation Supervisor	Assistant Superintendent of Operation and Maintenance	Superintendent

Guidelines for Parent Communications to Teachers and Staff

The purpose of this section is to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email, notes, text messages on teacher apps such as PowerSchool and verbal communications such as telephone conversations, face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

Maintain Respectful and Open Communication

- Always use a respectful and polite tone.
- Request, don't demand.
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives.
- Enter the exchange with an open mind and assume a shared best interest for your child.
- Be prepared to work collaboratively to solve problems.
- Threats and/or inappropriate language will not be tolerated toward staff members.

Confidentiality

- Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors.

Time to Respond to Communications

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses.

- Be mindful of teacher work hours and please do not expect immediate response from after hours or weekend requests.
- Teachers and staff may need some time to collect needed information before responding.
- If you need to have a face-to-face meeting, parents/guardians must schedule an appointment in advance. Staff members, including the building administrator will not be readily available when parents “show up” unannounced.
- Please provide all of the necessary information pertaining to the meeting in advance.

Whom to Contact

- Most communications of classroom concerns should be directed at first to your child’s teacher.
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly.
- If you have discussed with the adult that the conflict is with and the issue has not been addressed to your satisfaction, then move to the next level.
- Please recognize that it is both the policy and the value of our school that we operate with openness, collaboration and the shared best interest for every student.

Secondary - Scheduling Concerns/Changes

In order for a schedule change to be considered, parents must first have met with the teacher and put a plan in place to support the struggling student. If after several weeks, the student is struggling, it would be appropriate to move to the next level.

Please note: Classroom questions concerning your child should be addressed with your child’s teacher before contacting the school administration. Allow for one (24 hours) business day for a response. If no response is received from a staff member during that time, send a second email or phone call to that teacher.

Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing that there is something good that has happened.

School Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors are required to produce a picture ID and inform office personnel of their reason for being at school. Approval to visit the school needs to be scheduled in advance with the principal.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors volunteering in the classroom or attending school-related events must complete an ICHAT each year and be approved before visiting the school (some exceptions may be made for certain school events). Approved visitors must wear a badge identifying themselves as a guest and leave their picture ID with the office staff. Visitors must place the badge on their outer clothing in a visible location. The badge connects to the district’s visitor management system, which allows us to electronically monitor the location of all school visitors. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself appropriately will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Checking Students Out of School Early

Parents/guardians should give the school advance notice if their student will be checked out early. At the elementary schools, no students can be checked out early after 2:30 PM. This policy is in place at the junior high and high school as well. Students should not be checked out early at the junior high after 2:15 or after 2:00 at the high school. It is disruptive to the classes and prevents important learning at the end of the day.

Visitors who are checking students out of school buildings early are required to show a picture ID and must be listed as an emergency contact on PowerSchool for that student. **The school must have prior notification (note or email/call from the email or contact number on file in the district's student information system) from the parent/guardian if a visitor/emergency contact is checking students out of the building.** Visitors who are not listed as emergency contacts in PowerSchool cannot check a student out of school.

Late Pick-Up Procedures (Elementary Buildings)

As a reminder, dismissal times for our elementary buildings are 3:10 pm or 11:20 am on half days unless your child regularly attends latchkey. While life's complex circumstances may occasionally get in the way of a timely pick-up, you must contact your school office and let them know you are running late.

Any student who is **not picked up by 3:30 pm** will be placed in the Late Pick-Up Room. The Late Pick-Up Room will be **staffed from 3:30 pm - 4:30 pm**. Starting at **3:30 pm**, a **\$10.00 fee** will be charged for **every 15 minutes** your child is in the late pick-up room. If you have more than one child, the fee will be applied to each child. We understand that a situation may occur that will impact your ability to pick your child or children up on time. Therefore, we have built some flexibility into the fees that will be charged. The fees will be charged as outlined in the table below.

First Late Pick-Up	No Fee
Second Late Pick-Up	Fee Applied (unless extreme emergency as approved by Principal)
Third Late Pick-Up	Fee Applied (up to 4:30 pm - *see note below) and follow-up phone call from the building principal
Four or More Late Pick-Ups	Fee Applied (up to 4:30 pm - *see note below) and meeting with the building principal

*** If a student is not picked up by 4:30 the Hazel Park or Ferndale Police will be contacted.**

If you are unable to pick up your child on time, it is imperative that you have an alternative plan for daily dismissal, as the office staff is not equipped to provide after school care. If you are interested in our after-school latchkey program, please contact Joan Rybinski at (248) 658-5501 or joan.rybinski@myhpsd.org for inquiries about latchkey. Space in this program is very limited but may be available.

Personal Electronic Device Use

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person, unless authorized by a teacher, administrator or IEP team. If a PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned-over to law enforcement. A confiscated device will be held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis. Students are personally

and solely responsible for the care and security of their PCDs. The District assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property. The information below provides an outline of level-based responses if a student is using a PCD, not authorized by school staff.

~~Cell Phone Use~~—Elementary

K-5 Personal devices such as cell phones, ipod, smart watches may not be out and/or used during the school day. Devices must be put into a backpack or given to the teacher. Any devices out during the day will be confiscated and available in the office at the end of the day for parent/guardian to pick up.

~~Cell Phone Use~~—Hazel Park Junior High

Non-school PCDs include but are not limited to: cell phones/smartphones, earbuds/headphones, computers/laptops, tablets/e-readers, and/or any other internet- or bluetooth-enabled devices. Hazel Park Junior High does not allow PCDs to be used during the school day. PCDs may be used at administrative discretion as a PBIS reward. If a student has a PCD and is found using it, staff will take the PCD, fill out a Office Referral for the student, and the following consequences will be implemented:

- 1st offense - PCD is taken, parents are notified, and PCD is returned at the end of the day to the student.
- 2nd offense - PCD is taken, parents are notified, a lunch detention is given, and PCD is given back to the student at the end of the day
- 3rd offense, PCD is taken, parents are notified, after school detention is given, PCD is returned, and for the following week, the PCD is turned in each morning to the Dean of Students and given back to the student at the end of the day

~~Cell Phone Use~~—Alternative Schools (Advantage, Edison, and INVEST)

Advantage students are not allowed to have cell phones during class time. If they have a phone violation, the teacher will request the phone and keep it until the end of the hour. If the student refuses to give the phone to the teacher, the student is referred to an administrator who will retain the phone until the end of the school day.

Students may have their phones during hall passing and lunch.

~~Cell Phone Use~~—Hazel Park High School

Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. When not permitted to be used, PCDs must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Non-school PCDs include but are not limited to: cell phones/smartphones, earbuds/headphones, computers/laptops, tablets/e-readers, and/or any other internet- or bluetooth-enabled devices.

- **During instructional time:** Students will not be permitted to have PCDs visible, on, or in use. Devices must be powered off completely or silenced without vibration, and must be stored out of sight. Every location during instructional time is considered a **RED ZONE**.

- **During non-instructional time:** Students may use **PCDs** only in **GREEN ZONES** (i.e., cafeteria, hallways, and or the Commons) during non-instructional time (i.e., before school, during hall passing, during assigned lunch, or after school). Earbuds/headphones must not be used while walking in the hallways.
- Any student caught using **PCDs** in **RED ZONES** (i.e., classrooms, restrooms, and locker rooms) will have their **PCD** confiscated by school personnel and face appropriate disciplinary action. The only time earbuds/headphones may be used in a **RED ZONE** is when directed by a teacher for educational purposes with a *school-issued device*.
- Disciplinary Action:
 - If a **PCD** makes any sound (e.g., ringing, vibrating) or is visible—whether being used or not—in any **RED ZONE** or anywhere during instructional time, the student will be asked by school personnel to relinquish the **PCD**, then:
 - **If the student complies:**
 - The **PCD** will be collected, the staff member will complete the HPHS discipline-referral form, and the device will be placed in the office-provided envelope to be held in the main office. Office personnel will notify the student’s parent/guardian about the incident and the resulting disciplinary action. (*Please see “Progressive Discipline” below for device-retrieval times.*)
 - Each student will be given one opportunity to retrieve the **PCD** at the end of the school day. Subsequent failures to adhere to this BP will result in only the parent or legal guardian listed in PowerSchool being allowed to retrieve the **PCD**. A parent or legal guardian may designate an Emergency Contact to retrieve the device with identification.
 - If the student does not comply:
 - The student will be escorted to the office to speak with their designated counselor or building administrator, and another request to relinquish the **PCD** will be made.
 - If the **PCD** is relinquished without further delay, the student will receive disciplinary action such as a lunch detention or after-school detention. (*Please see “Progressive Discipline” below.*)
 - If the student still does not comply, the student is considered insubordinate and will receive disciplinary consequences, including suspension.
 - Multiple violations will result in the student relinquishing their **PCD** to office personnel daily upon arrival.

Progressive Discipline for Refusal to Surrender a **PCD** to School Personnel:

1. **First offense:** Lunch detentions and/or possible after-school detention.
2. **Second offense:** One-day out of school suspension or participation in the CARE program. A parent-administrator meeting will be required before re-entry to school is permitted.

3. **Third offense:** Multiple after-school detentions, suspension from school, or participation in the CARE program, AND the student must turn **PCD** into the office each day as determined by the building administrator.

PCDs taken for violating this BP will NOT be given back to the student except for the first offense and only if the student relinquishes the device without incident. Photo identification must be provided as verification when picking up the device. The Hazel Park School District is not responsible for lost, stolen, or damaged **PCDs** brought to school, which includes devices confiscated for failure to adhere to the **PCD** policy. Students who bring **PCDs** onto school grounds are instructed to keep all devices securely in their lockers and are advised never to share their locker information with anyone.

- Hallways:
 - Students **Cafeteria:**
 - Full usage of **PCDs** and portable video game devices are permitted during breakfast and/or lunch times. However, should a school employee feel that the student is using the **PCD** (s) inappropriately, they reserve the right to follow measures 2.a.i-iii as deemed appropriate.
- Before/After School Sponsored Clubs and Sports:
 - Full usage of **PCDs** and portable video game devices are permitted during breakfast and/or lunch times. However, should a school employee feel that the student is using the **PCD**(s) inappropriately, they reserve the right to follow measures 2.a.i-iii as deemed appropriate.

Using a **PCD** to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a **PCD** to violate the privacy rights of another person may have their **PCD** confiscated and held. If the violation involves potentially illegal activity the **PCD** may be confiscated and turned-over to law enforcement. **PCDs**, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

Students are personally and solely responsible for the security of their cell phones and other electronic devices (smart watches, users own laptop, ipad, etc.). The District is not responsible for theft, loss, or damage of any cell phone or other electronic device. Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Students shall have no expectation of confidentiality with respect to their use of **PCDs** on school premises/property.

Students may not use a **PCD** in any way that might reasonably create in the mind of another person an impression of being bullied, threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using **PCDs** to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting"- i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and

child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

School Volunteers

All school volunteers must complete the **IChat** (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

BP ARTICLE VIII. SECTION 10: Community Relations
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Invitations & Gifts (K-8)

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students.

Treats, Snacks & Lunches (K-8)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Parents are asked to leave snacks/treats at the office in order to prevent distractions in the classroom and protect instructional time. We also ask that parents reserve any balloons, presents, and other party favors for home celebrations.

Food from outside vendors without prior approval from the principal may not be brought into the buildings.

Outdoor Expectations (K-5)

The students will be expected to go outside for recess and/or morning lineup when the temperature is at or above 20 degrees Fahrenheit (including wind chill). Students should bring appropriate winter gear that will meet their needs.

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

BP ARTICLE V. SECTION 2: Personnel/Non-Discrimination

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families may contact **Karla Graessley** at 248-658-5284 or **Thelma Hardy** at 248-658-5211.

AG IV-1. Category 6: Enrollment: Eligible Students. McKinney-Vento Homeless Assistance Act

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: **(1)** be involved in the education of their children, and **(2)** be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact: Dr. Stephanie Dulmage, Assistant Superintendent of Teaching & Learning at stephanie.dulmage@myhpsd.org.

Special Education

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

AG III-4. Parental Participation in Title I Programs
AG III-6. Special Education
AG IV-14. Use of Seclusion and Restraint.
ARTICLE 5 Section 2. Non-Discrimination.
Americans with Disabilities Act of 1990 (ADA)
Individuals with Disabilities Education Act (IDEA)
Family Educational Rights and Privacy Act (FERPA)

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

BP ARTICLE III. CURRICULUM AND INSTRUCTION SECTION 8. Students with Limited English Proficiency.
AG ARTICLE V. SECTION 2: Personnel/Non-Discrimination

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Mandated reporters are required to make a **report** of suspected abuse or neglect when they **have** reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

They are responsible for the child or work for an agency that is directly responsible for the child.

Student Records

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

Consent before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the students have close family relationships;
6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
8. Income, other than that required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1. **The right to inspect and copy the student’s education records within 30 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child’s education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.¹**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

This section is only applicable to high schools.

MCL 380.1136
ARTICLE III Curriculum Section 1 & 2

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports
3. Sign themselves in and out of school and may verify their own absences.
NOTE: All attendance standards continue to apply;
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

MCL 722.52
ARTICLE III Curriculum Section 1 & 2

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Title I Funds: Parent Involvement

Hazel Park Schools receive Title I funding, with specific schools receiving different types of funding based on eligibility. In compliance with legal requirements, the Board of Education has adopted a Parent and Family Engagement Policy. The district is dedicated to fostering strong relationships with families and the community by offering various opportunities for involvement in students' education. If your child attends a Title I-funded school, you may submit a written request to obtain information about their teacher's qualifications that includes the following:

- Whether the teacher has met Michigan's qualification and licensing requirements for the grade level and subject

area they teach.

- Whether the teacher is working under emergency or provisional status due to a waiver of state qualification or licensing criteria.
- The teacher's baccalaureate degree, major, and any other graduate certification or degree, including the field of study.
- Whether the student receives services from a paraprofessional and, if so, the paraprofessional qualifications.

Transportation and Parking

Bike Rules & Regulations - Elementary

- Elementary students will be allowed to ride bikes to school; While we encourage our bike riders to be in grades 4 & 5, it is up to the discretion of parents whether or not their child will be allowed to ride a bike. Scooters will not be permitted.
- Bikes must be locked to the bike rack; The school is not liable for any stolen bikes.
- Student bike riders must wear helmets.
- Students must walk their bikes, once on school grounds.
- Noncompliance with rules on school property, may mean the suspension of bike riding privileges.
- The district will offer a bike safety class/ride in the spring.

If students do not bring a lock to school, the bike will be brought inside the building and one warning will be given. After that, parents will need to pick up the bike.

If a student does not wear a helmet to school, the student will receive one warning. After that, parents will need to pick up the bike.

If a student has three violations regarding locks or helmets, the student will lose the privilege and can no longer ride a bike to school.

Bike Rules & Regulations - Secondary

- Students are allowed to ride bikes and scooters to school.
- Bikes must be locked to the bike rack;
- Students must walk their bikes, once on school grounds.
- Noncompliance with rules on school property, may mean the suspension of bike riding privileges.
- The school is not liable for any stolen bikes or scooters.

Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

An adult must be present whenever students with special needs are dropped off or the child will be brought back to the student's school and it will be the responsibility of the parent/guardian to pick the student up from school immediately.

Visitor Parking

The school has designated parking locations available for school visitor parking. Please see your student's school to learn more about the designated parking location.

Those dropping off and picking up children may do so based on the drop off and pick locations designated by your student's school.

Vehicles MAY NOT be parked or located in the bus lanes, fire lanes or drop-off lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Students should exit vehicles on the curbside of the vehicle. Vehicles should not cut through parking spaces in parking lots. At no time should any person encourage a student across a busy parking lot. All elementary students should be escorted by an adult across any lanes of traffic. Adults should always set a positive example in front of students. Adults should exhibit self control in the parking lot setting and refrain from causing any disruption.

High School Student Parking: High School Campus

Students may park their vehicles in the lot designated on Felker between the hours of 7:00am and after sports activities . Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lot located on Hughes St. is designated for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Promotion and Graduation

Grading & Promotion

School report cards are issued to students based on school schedule. For questions regarding grades, please see the classroom teacher.

The decision to promote a student to the next grade level or earn high school credit is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. Decisions about student promotion are decided on an individual basis.

AG III-24. Grading

AG III-25. Graduation Requirements

Elementary School:

Each marking period will be either nine or ten weeks in length. The teacher uses evidence from student work, formal and information assessments, and performance tasks to determine if a child is:

- 1 = Not meeting expectations
- 2 = Approaching expectations
- 3 = Meeting expectations
- 4 = Exceeding expectations

Special subjects (Art, Physical Education, Music & STEAM) will report progress twice a year at the end of each semester.

Junior High and High School:

Each marking period will be 8-10 weeks in length. Semester classes will be made up of two marking periods. A student must initiate a grade change with their counselor by the third Friday of the following semester. The correction is to be completed by the end of the semester following the receipt of the original grade.

GRADUATING SENIORS NEED TO COMPLETE THIS PROCESS BY THE END OF THE FIRST SEMESTER.

On report cards, grades will be listed for each marking period, the final exam (if given), and the final grade. It is the final course grade that determines the GPA. See the Appeal & Grievance Procedures for Non Disciplinary Decisions.

Grading Scale:

97.0-100	A+	77.0-79.00	C+
93.0-96.99	A	73.0-76.99	C
90.0-92.99	A-	70.0-72.99	C-
87.0-89.99	B+	67.0-69.99	D+
83.0-86.99	B	63.0-66.99	D
80.0-82.99	B-	60.0-62.99	D-
		0.00-59.99	E

GPA Calculation for High School & Junior High School:

A = 4.0	A- =3.7	
B+ = 3.4	B = 3.0	B- =2.7
C+ = 2.4	C = 2.0	C- =1.7
D+ = 1.4	D = 1.0	D- =.07
E = 0		
I=INCOMPLETE	NC=NO CREDIT	W=WITHDRAWN 0

AP Course GPA Calculation (High School):

A+ = 4.4	A = 4.4	A- = 4.0
B+ = 3.7	B = 3.4	B- = 3.0
C+ = 2.7	C = 2.4	C- = 2.0
D+ = 1.7	D =1.4	D- = 1.0
E=0	W=0	

Graduation Honors - Honor Cord

Single color

Academic:

(3.3 GPA or higher, with at least three full credits or 2 year successful completion of the program)

- **Performing Arts (Band, Choir, Drama):** *Purple*
- **Technical (CTE, Chrysler & OSTC):**
 - **CTE Vocational/Business:** *Black*
 - **Chrysler:** *Red*
 - **OSTC:** *Blue & Green*
- **English:** *White*
 - **Yearbook:** *Teal Blue*
- **Mathematics:** *Gold*
- **Science:** *Green*
- **Social Studies:** *Silver*
- **World Language:** *Blue*

- **Art:** *Orange*
- **Physical Education:** *Bronze Multi-color*

Extracurricular & Co-curricular:

- **DECA Club:** *Royal Blue & White*
- **National Art Honor Society:** *Rainbow*
- **NHS Service & Leadership:** *Sky Blue & Gold*
- **NTHS:** *Purple & White*
- **Science Olympiad or Robotics:** *Dark Green & White*
- **Student Council:** *Whisper Grey & Maroon*
- **Class Officers:** *Black & Gold*
- **International Thespian Society:** *Gold & White*
- **Superintendent Advisory:** *Silver & White*
- **Marching Band:** *Maroon & Blue*

Stoles and Sashes:

- **National Honor Society -** *White stole with NHS Insignia*
- **National Technical Honors Society -** *White sash*

Tassels & Medallions:

- **Cum Laude (3.0–3.499 GPA):** *Silver Tassel*
- **Magna Cum Laude (3.5–3.749 GPA):** *Blue Tassel*
- **Summa Cum Laude (3.75 or higher GPA):** *Gold Tassel*
- **Valedictorian and Salutatorian:** *Honors Medallion*
- **Graduation Recognition**

Valedictorian	<p>1. Obtain highest possible grade point average</p> <p>2. Elect no more than one credit total on a pass/fail basis. This credit cannot be a required academic course including those listed in #3</p> <p>3. Must have taken and completed a full credit of the following courses at</p>
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	<p>Hazel Park High School or equivalent courses from another accredited high school.</p> <ul style="list-style-type: none"> ● AP English 11 ● AP English 12 ● Pre-Calculus, Calculus or other AP math course ● Biology, Chemistry, and Physics ● AP World, AP US History, AP Government, or other approved offered AP social studies course <p>4. The valedictorian is not permitted to DROP and RETAKE a class to improve his/her grade point average for Valedictorian status.</p> <p>***only the following OSTC science courses, with approval by the principal or curriculum director, can be used to replace Physics.</p> <p>* Health Sciences</p> <p>*Engineering/Robotics/Mechatronics</p> <p>If there is a scheduling conflict which would not allow a student to complete all necessary courses, the student may attend a virtual option upon approval of the principal or curriculum director.</p>
Salutatorion	<p>1. Obtain the 2nd highest possible grade point average</p> <p>Same as Valedictorian requirements above</p>

Credit for Alternative Courses and Programs

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

Virtual ~~and Distance~~ Learning

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education. Additional information can be found in the district’s Virtual Learning Handbook

A student enrolled in virtual ~~or distance~~-learning course may receive credit for work completed, provided that the course meets ALL of the following requirements:

- Is capable of generating a credit or grade.
- Is not a course in which the student has previously gained credit.
- Is taught by a teacher who holds a valid Michigan teaching certificate [and who] is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level. **Contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment, including the Early Middle College pathway.**

Foreign Language Credit

Students who demonstrate proficiency in a foreign language outside of a public or private high school curriculum may be awarded credit. Proficiency can be verified through a competency test or other criteria established by the Board. The amount of credit granted will be based on the level of proficiency achieved.

BP ARTICLE III Section 8. Students with Limited English Proficiency.

Testing Out

According to the Michigan Merit Curriculum Law, Section 380.1278(a)(4)(c), "a school district or public school academy shall also grant a student credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit."

The following policy statements will apply:

1. This policy will apply equally to all students
2. Course requirements will be satisfied if a student receives an 80% or better on the test.
3. Earning an 80% or better on the test will count toward the fulfillment of a requirement of a subject area or a course sequence.
No letter grade will be earned by testing out of a course. A grade of 80% or better will provide a pass (P) notation on the transcript.
4. If students earn a "pass" notation in this course, they cannot subsequently request individual assessment for a prior course in the sequence, or enroll in a lower course in the same subject sequence.

Students who wish to "test out" must submit a completed request form to school administrators or counselors by the second Friday in November for January testing or by the second Friday in May for August testing. Contact the school to learn more about the process and to access the Test Out request form. Note: The NCAA does not accept test out credit as credit for future college-bound student athletes

Hazel Park High School - Graduation Requirements

Total Graduate Credits Required: 24

Subject Area	Credits	Courses
English	4	English 9 A, English 9 B English 10 A, English 10 B English 11 A, English 11 B English 12 A, English 12 B
Math	4	Algebra 1 A, Algebra 1 B Geometry A, Geometry B Algebra 2 A, Algebra 2 B Senior Math (0.5 credit), Senior Math (0.5 credit)
Science	3	Biology A, Biology B Complete 2 of the following 3 options: <ul style="list-style-type: none"> ● Chemistry A, Chemistry B ● Physics A, Physics B ● Other Science A, Other Science B
Social Studies	3	U.S. History A, U.S. History B World History A, World History B Civics, Economics
World Language Credits	2	Language 1 A, Language 1 B Language 2 A, Language 2 B
Visual, Performing, or Applied Arts (VPA)	1	0.5 credit, 0.5 credit
Physical Education/Health	1	PE (0.5 credit), Health (0.5 credit)
Electives	4	Financial Literacy 0.5 (required)

Alternative Schools - Graduation Requirements

Total Graduate Credits Required:

Subject Area	Credits	Courses
English	4	English 9 A, English 9 B English 10 A, English 10 B English 11 A, English 11 B English 12 A, English 12 B
Math	4	Algebra 1 A, Algebra 1 B Geometry A, Geometry B Algebra 2 A, Algebra 2 B Senior Math (0.5 credit), Senior Math (0.5 credit)
Science	3	Biology A, Biology B

		Complete 2 of the following 3 options: <ul style="list-style-type: none"> ● Chemistry A, Chemistry B ● Physics A, Physics B ● Other Science A, Other Science B
Social Studies	3	U.S. History A, U.S. History B World History A, World History B Civics, Economics
World Language Credits	2	Language 1 A, Language 1 B Language 2 A, Language 2 B
Visual, Performing, or Applied Arts (VPA)	1	0.5 credit, 0.5 credit
Physical Education/Health	1	PE (0.5 credit), Health (0.5 credit)
Electives	4	Financial Literacy 0.5 (required)

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to the first Friday in December.

Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (*i.e.*, announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

The student and a parent will schedule a conference with the principal and the graduating senior’s counselor before the last week in December of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

AG III-25. Graduation Requirements
AG III-25. Graduation Requirements : Early Graduation

Personal Curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal curriculums, please [click here](#).

In April 2006, Public Acts 123 & 124 were passed and beginning with the class of 2011, they specified 16 credits which are a minimum required to graduate from a Michigan public high school. For the class of 2016, two credits of a language other than English are added for a minimum of 18 credits. Public Act 204 allows modifications to these credits through a personal curriculum. A high school diploma may be awarded to a pupil who successfully completes his or her personal curriculum even if it does not meet the requirements of the Michigan Merit Standards.

HPS Personal Curriculum

- Complete Student Information Section**
- Indicate reason for request of Personal Curriculum:**
 - General Enhanced
 - General Modified
 - IEP
 - Transfer
- Obtain Consent of person requesting Personal Curriculum:**
 - Indicate the following [OFFICE USE ONLY: Received By/Meeting Date/Parent Notification Date]
- Provide RATIONALE FOR PERSONAL CURRICULUM (GENERAL ENHANCED OR IEP ONLY)**
{MUST INCLUDE RELEVANT INFORMATION DIRECTLY LINKED TO IEP}
- Team Meeting:**
 - Participants: School Counselor/Parent/Legal Guardian/Student/General Education Teacher
 - Special Education Include: Special Education Teacher, School Psychologist*
- Complete Personal Curriculum Plan:**
 - Check Box: Modifications Requested
 - Obtain Participant Signatures
 - Review Evaluation Information: [Counselor + School Psychologist]
 - Check Box: Determine if Student is Eligible for Personal Curriculum
 - Check Box: Courses to be modified that will be aligned with the Personal Curriculum
 - Specify how each individual course will be modified: Alternate Course **and/or** Curriculum Modification
- Quarterly Progress Updates:**

Public Law 204 Section 5(d) states: “The pupil’s parent or legal guardian shall be in communication with each of the pupil’s teachers at least once each calendar quarter to monitor the pupil’s progress towards the goals contained in the pupil’s personal curriculum.”

 - Indication: Report Cards will be provided as Quarterly Progress Updates. (HPS)
 - Indication: Progress Reports/Report Cards will be provided as Quarterly Progress Updates (Advantage)
 - Parent/Legal Guardian Initial at meeting
- Personal Curriculum Revisions:**

Public Law 204 Section 5(e) states:
 “Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the personal curriculum.”
**Personal Curriculums should be reviewed on an annual basis.*

 - Parent/Legal Guardian Initial at meeting
- Obtain Signatures of Agreement**
- District Commitment**
 - General Education: Forward to Executive Director of Executive Director of Teaching, Learning & Equity
 - Curriculum Department Review
 - Curriculum Department will forward to Superintendent for final signature**
 - Special Education: Forward to Executive Director of Student Services

Student Services Review

Student Services Department will forward to Superintendent for final signature

Retain copy of current Personal Curriculum in CA-60

Complete Personal Curriculum requirement in the Student Information System

Menu: Programs: Student Program History: Add Button: Drop Down Box - Personal Curriculum

This will indicate ↑ in PROGRAMS next to the hand

Code of Conduct and Attendance

INTRODUCTION: Hazel Park School Code of Conduct

The vision of the Hazel Park School District is to inspire and empower all learners to achieve excellence. One major pillar to support our vision is to maintain a positive culture and climate focused on learning. The responsibility of developing and maintaining a secure and productive teaching and learning environment is the obligation of each member of the school community, including the students, staff, parents, and community members.

The policies and procedures emphasize collaborative problem solving and offer opportunities for students and adults to develop lasting skills to manage anger and conflict. Hazel Park School District is committed to using a variety of proactive and student-focused strategies to promote a positive school climate based on:

- Implementation of evidence-based strategies for social and emotional learning such as Positive Behavioral Interventions and Supports (PBIS) and restorative practices. Integration of social and emotional learning and other evidence-based prosocial development practices into the school culture, supporting and sustaining them as vital elements of the school operations.
- Collecting and effectively utilizing data—including discipline and academic performance records, truancy data, student and stakeholder surveys, and other relevant measurements—for ongoing formative evaluation of disciplinary processes and their Effectiveness.
- Using discretion afforded under zero tolerance laws and other regulations to reserve suspension and expulsion for only the most serious offenses such as those infractions required by law and deemed absolutely necessary.

Every school district is required by law to adopt a code, as set forth in the Revised School Code, MCL 380.1312(8):

“A local or intermediate school district or a public school academy shall develop and implement a code of student conduct and shall enforce its provisions with regard to pupil misconduct in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises.”

The information in the following pages explains the code of conduct of acceptable student behaviors and subsequent discipline policies and procedures of Hazel Park School District that will be used to ensure fair and equitable treatment for all members of our student population.

~~When and Where the Code of Student Conduct Applies~~

~~Off-Campus Events~~

Rights and Responsibilities in the School Community

Hazel Park School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (teachers, administrators, and support personnel), and parents must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

Students (persons enrolled in grades K-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.
4. Respect the rights and feelings of fellow students, parents, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parents have the responsibility to:

1. Take responsibility for your child's development as a learner by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. See that your child attends school regularly and on time.
3. Provide for your child's general health and welfare as much as possible.
4. Teach and model respect for yourself, your child, and all members of the school community.
5. Support the school's efforts to provide a safe and orderly learning environment.
6. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
7. Advocate for your child and take an active role in the school community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish.

Students at school-sponsored, off-campus events and activities shall be governed by District rules and regulations and are subject to the authority of Schools Officials. Any conduct that adversely affects the school climate and has a direct and immediate adverse effect on the discipline or general welfare of the school, and/or its students is prohibited, as well as off-school property. Failure to obey the rules and regulations or failure to obey the lawful instructions of School Officials shall result in loss of eligibility to attend school-sponsored, off-campus events or activities and may result in suspension and/or other disciplinary measures as outlined in the Student Code of Conduct.

When determining the consequences of student misconduct, school officials may use intervention strategies and/or disciplinary actions. Recognizing the importance of keeping students in school learning as much as possible, educators will consider the severity or repetition of misconduct, age and grade level of the student, circumstances surrounding the misconduct, impact of the student's misconduct on others in the school community, and any other relevant factors in determining how they will address misconduct.

In instances where school-issued responses to student misconduct have been administered, those decisions will not be discussed with any parent/guardian outside of the offending students' parent/guardian.

The Code of Student Conduct will be administered fairly, without partiality or discrimination.

The Code of Student Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services. Students with an Individualized Education Program

(IEP) are responsible for following The Code of Student Conduct. As a consequence of a violation of The Code of Student Conduct by a student with an IEP, specific procedures may apply.

Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out BP and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

Student Behavior

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- Follow student code of conduct as defined by each school's PBIS behavior expectations.
- respect the person and property of others;
- preserve the degree of order necessary to the educational program in which they are engaged;
- respect the rights of others;
- recognize constituted authority and respond to those who hold that authority.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and/or when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

When administering disciplinary decisions for students in special education or with 504 Plans, the school team must utilize the '7 Factors of Discipline' to determine an appropriate consequence. If a student has an IEP/504 Plan the school team must consider if a Manifestation Determination is required based on one of the two following factors:

1. Pattern of Removals (student is suspended multiple times for the same or similar actions. (Documents found in PowerSchool
2. Students out of school have reached 10 or more absences. (Documents found in PowerSchool).

If the behavior is determined a manifestation of the student’s disability, out of school suspension days are changed to absent excused. If the student’s behavior is determined to NOT be a manifestation of the disability the student is subject to general education discipline.

While the following list of behaviors is not exhaustive of all behaviors, all student behaviors must conform to the board expectations outlined above.

ELEMENTARY

Distinctions between Minor and Major behaviors.

MINOR (Classroom Managed)	MAJOR (Office Referrals)
Inappropriate Language	
<p>Student indirectly uses inappropriate words or actions.</p> <ul style="list-style-type: none"> ● Inappropriate language toward teacher, staff, peers, verbal and/or written (ie, stupid, dumb, etc.) ● Derogatory terms ● Negative talk about peer, staff, or self ● Inappropriate gestures (ie middle finger, sexual gestures, etc.) 	<p>Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning.</p> <ul style="list-style-type: none"> ● Inappropriate language toward teacher, staff, peers, verbal and/or written (ie cursing, derogatory terms, etc) ● Sexual harassment ● Racially Explicit words ● Threatening and/or intimidating language ● Reoccurring minors
Physical Contact	
<p>Student engages in non-serious, but inappropriate physical contact with a peer.</p> <ul style="list-style-type: none"> ● Bumping into each other or touching exposed hair/body ● Tripping, pushing, pinching ● Cutting in line ● Throwing items in a non-aggressive way (pencil, paper, toy, ball, etc..) ● Roughhousing 	<p>Actions involving serious physical contact with intent to harm where injury may occur.</p> <ul style="list-style-type: none"> ● Hitting/pushing with intent to harm ● Choking ● Biting ● Punching ● Scratching ● Spitting ● Fighting ● Hair Pulling ● Recurring minors ● Throwing items in an aggressive way
Disrespect	
<p>Student refusal to fulfill instructional and/or building norms.</p> <ul style="list-style-type: none"> ● Students refusing to do work ● Passive refusal to participate (ie, eye rolling, not following directions immediately) 	<p>Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning.</p> <ul style="list-style-type: none"> ● Blatant or excessive defiance that is continuously interrupting the entire class.

<ul style="list-style-type: none"> ● Muttering under breath ● Talking back ● Leaving assigned area ● Talking/interrupting during instruction 	<ul style="list-style-type: none"> ● Leaving assigned area ● Forgery ● Verbal altercation with a staff member ● Cheating ● Recurring minors
Disruption	
<p>Student behavior causes a distraction to the learning environment, but class activity is able to continue. Examples:</p> <ul style="list-style-type: none"> ● Constant blurting/'yelling without raising hand ● Movement out of assigned area without permission (overuse of bathroom, drinks, office, etc) ● Irritating/bothering others (ie tapping making noises, talking) ● Not following directions or having materials ● Off task 	<p>Student behavior causes an interruption in class or activity. Examples:</p> <ul style="list-style-type: none"> ● Yelling/shouting out; A pattern of teacher not being able to teach and students unable to learn. ● Causing evacuation of classroom ● Leaving assigned area ● Purposely "pushing buttons" to incite angry response ● Recurring minors that disrupt instruction
Property Misuse	
<p>Student engages in non-serious, but inappropriate misuse of property.</p> <ul style="list-style-type: none"> ● Writing on property ● Ripping or crumpling up paper and/or others work (also hallway displays) ● Breaking utensils ● Hands on others' property ● Minor bathroom mess ● Throwing items in a non-aggressive way (pencil, paper, toy, ball, etc..) ● Kicking or slamming things 	<p>Student engages in serious abuse or misuse of property.</p> <ul style="list-style-type: none"> ● Throwing furniture ● Continual damage (knocking books off shelves, ripping posters down) ● Stealing ● Destroying materials or property beyond reuse ● If safety is compromised by property misuse ● Recurring minor offenses
Technology Violation	
<p>Student engages in misuse of district technology and/or PCD</p> <ul style="list-style-type: none"> ● Accessing "non-teacher" assigned website ● Taking pictures within classroom ● Messing with settings on school devices ● Using technology without permission ● Careless use physically of school devices ● Failure to report problems or breakage ● Having phone on person (personal device) 	<p>Student engages in excessive abuse of district technology and/or PCD</p> <ul style="list-style-type: none"> ● Accessing inappropriate websites ● Bullying/harassment on school equipment ● Purposely breaking school technology ● Using phone during school hours (personal device)

ELEMENTARY RESPONSES TO STUDENT BEHAVIOR

- LEVEL 1: Teacher-managed responses (Time out, conference with student, parent contact, teach desired behavior, other)

- **LEVEL 2:** Referred Responses (Accumulation of Minors, Majors: After-School or Lunch Detention, Time in Office, In School Suspension, Parent Contact, Student Conference)
- **LEVEL 3:** Building Principals (or designee) Responses - Temporary Removal of Student from School (Majors: ISS or OSS up to 5 Days)
- **LEVEL 4:** Building Principals Exclusionary Responses (Majors; OSS up to 10 Days)
- **LEVEL 5:** Building Principal Recommended Long-Term Exclusionary Responses (State-mandated Expulsions; Accumulation of Majors; Expulsion Recommendation)

Progressive discipline will be utilized based on severity and repetition of behaviors in conjunction with restorative practices as a consideration for all disciplinary decisions to reinforce desired behaviors.

LEVEL 1: Teacher-Managed Responses (Minors; see intervention responses)	LEVEL 2: Referred Responses (Accumulation of Minors, Majors: After-School or Lunch Detention, Time in Office, In School Suspension, Parent Contact, Student Conference)	LEVEL 3: Building Principals (or designee) Responses - Temporary Removal of Student from School (Majors: ISS or OSS up to 5 Days)	LEVEL 4: Building Principals Exclusionary Responses (Majors; OSS up to 10 Days)	LEVEL 5: Building Principal Recommended Long-Term Exclusionary Responses (State-mandated Expulsions; Accumulation of Majors; Expulsion Recommendation)
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Inappropriate Language

Minor: Student indirectly uses inappropriate words or actions toward an adult or peer.				
Major 1st Offense: Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning.				
	Major 2nd Offense: Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning.			

Disrespect

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Minor: Student refusal to fulfill instructional and/or building norms				
Major 1st Offense: Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning				
	Major 2nd Offense: Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning			

Disruption

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Minor: Student behavior causes a distraction to the learning environment, but class activity is able to continue. Examples: Making noises, talking and/or talking out of turn, not in seat at designated time.				
	Major: Student behavior causes an interruption in class or activity, including: Sustained loud talking or repeated talking out of turn, yelling or screaming, noise generated from classroom materials, roughhousing, and/or sustained out-of-seat behavior.			
Physical Contact/Aggression				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Minor: Student engages in non-serious, but inappropriate physical contact with a peer, including: poking, tripping, (intentional), horseplay, bumping into another student, and/or pushing.				
	Major: Actions involving serious physical contact with intent to harm where injury may occur, including: hitting, shoving/pushing, hitting with an object, kicking, hair pulling, scratching, spitting, and/or fighting.			
Property Misuse				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Minor: Student engages in non-serious, but inappropriate misuse of property.				
	Major: Student engages in serious abuse or misuse of property.			
Technology Violation				
LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Minor: Student engages in misuse of district technology and/or PCD				
	Major: Student engages in excessive abuse of district technology and/or PCD			

SECONDARY

SECONDARY RESPONSES TO STUDENT BEHAVIOR:

- LEVEL 1: Teacher-managed responses
- LEVEL 2: At school reinforcement, Detention, and/or Alternative to Suspension (CARE)
- LEVEL 3: Temporary student removal from school - Out of School Suspension 1-5 Days and/or In School Suspension (CARE)
- LEVEL 4: Long-term student removal from school - Out of School Suspension 6-10 Days (CARE)
- LEVEL 5: Exclusionary Responses - Recommendation to Superintendent for Expulsion (CARE)

CARE

The Center for Academic and Restorative Education (CARE) is a program housed in the Ford Administration Building. It is overseen by a district teacher trained in Restorative Practices. The program provides an opportunity for students to engage in restorative practices, social-emotional learning, and academic recovery as an alternative to out-of-school suspension. A Building principal may offer this as an alternative to detention or out of school suspension.

Recognizing that students face challenges, Hazel Park Schools believes in a responsive approach to support students by providing opportunities to transform their challenges into strategies for success. The CARE Program involves investing in both social-emotional wellness and academic recovery. Exploring skills such as responsible decision-making, empathy, and healthy coping mechanisms is essential for students to thrive not only in the classroom but also in the workplace, community, and on the field. The CARE Program provides a holistic approach that empowers students to navigate both educational and personal challenges effectively proactively and positively.

Distinctions between Minor and Major behaviors.

BEHAVIOR	MINOR (Teacher Managed)	MAJOR (Administration Managed)
Disrespect	Student indirectly uses inappropriate words or actions toward an adult or peer. <ul style="list-style-type: none"> ● Eye rolling ● Muttering under breath ● Call staff/adults by anything other than their name (unless given permission otherwise) ● Argumentative but redirects to task 	Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning. <ul style="list-style-type: none"> ● Argumentative and does not redirect to task ● Hand gestures ● Foul language directed toward staff/peer ● Damages teacher/classroom/school materials
Defiance	Student refusal to fulfill instructional and/or building norms <ul style="list-style-type: none"> ● Teacher/adult can redirect behavior ● Student behavior does not interfere with educational environment, but distracts from 	Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning <ul style="list-style-type: none"> ● Insubordination ● Interference with educational environment ● Argumentative

	<p>teaching and learning</p> <ul style="list-style-type: none"> ● Refusal to wear face mask/covering 	<ul style="list-style-type: none"> ● Refusal to wear face mask/covering
Disruption	<p>Student behavior causes a distraction to the learning environment, but class activity is able to continue. Examples:</p> <ul style="list-style-type: none"> ● Making noises ● Talking and/or talking out of turn ● Not in seat at designated time 	<p>Student behavior causes an interruption in class or activity.</p> <p>Examples:</p> <ul style="list-style-type: none"> ● Sustained loud talking or repeated talking out of turn ● Yelling or screaming ● Noise generated from classroom materials ● Roughhousing ● Sustained out-of-seat behavior
Physical Contact/Aggression	<p>Student engages in non-serious, but inappropriate physical contact with a peer.</p> <ul style="list-style-type: none"> ● Poking ● Tripping (intentional) ● Horseplay ● Bumping into another student ● Pushing 	<p>Actions involving serious physical contact where injury may occur and/or physical actions qualifying as sexual harassment.</p> <ul style="list-style-type: none"> ● Hitting ● Shoving or pushing ● Striking with an object ● Kicking ● Hair pulling ● Scratching ● Slapping or tapping ● Spitting ● Fighting ● Touching of a sexual nature
Tardy	<p>Student arrives at class after bell (or designated start time) less than fifteen minutes from the beginning of class.</p> <ul style="list-style-type: none"> ● Occurs at minimum two times in one week in the same class ● Excludes first hour 	<p>Student arrives at class after bell (or designated start time) fifteen or more minutes late (not in first hour)</p> <ul style="list-style-type: none"> ● Occurs at minimum two times in one week in the same class
Inappropriate Language	<p>Student engages in foul language or innuendos inappropriate for school environment</p> <ul style="list-style-type: none"> ● Negative talk about peer, staff, or self ● Name calling ● Non-directional, non-confrontational swearing - swearing in conversation 	<p>Verbal messages (written or spoken) that include swearing and/or name calling:</p> <ul style="list-style-type: none"> ● Name calling with discriminatory language, behaviors or gestures ● Blatant swearing ● Offensive/harassing language ● Threatening language, gestures or behavior <p>Harassment/Bullying Student delivers disrespectful messages (verbal/nonverbal or gestures) to another</p>

		<p>person that includes threats, intimidation, and/or unwarranted attention.</p> <p>Disrespectful messages include negative comments based on race, religion, gender, age, national origin, and/or sexual orientation.</p> <p>Verbal attacks based on ethnic origin, disabilities, or other personal matters.</p> <p>Cyberbullying during school hours or causing a distraction to the learning environment.</p>
<p>Dress Code Violation</p>	<p>Student is wearing clothing that is not within the parameters of the dress code, but is able to make a correction to be back in compliance. Dress code parameters:</p> <ul style="list-style-type: none"> ● No obscene or vulgar words or images ● No hats, bandanas, or head coverings (with the exception of religious items) ● Shorts/skirts 5” from top of knee ● No bare midriffs ● Strapless, backless, spaghetti straps, tank or halter tops are not allowed unless covered by a sweater, shirt or jacket. ● No see through, low cut or revealing clothing is allowed. ● No bedroom slippers or pajamas 	<p>Student attire that is unable to be corrected, or is:</p> <ul style="list-style-type: none"> ● Gang-related apparel ● Overly-suggestive or violent clothing
<p>Technology Violation</p>	<p>Students at HPJH may not have PCD visible or in use at any time. Students at HPHS may not have PCD visible or in use during instructional times. They are strictly prohibited at all times in classrooms, restrooms and locker rooms.</p> <p>Student is in violation of district PCD policy (see policy for HPHS procedures).</p>	<p>Student uses technology to:</p> <ul style="list-style-type: none"> ● Access inappropriate sites ● Facilitate cheating and/or plagiarism ● Engages in cyberbullying using district technology ● Threaten peers, staff, or jeopardize the security and daily functions of building.

REINFORCEMENT FOR STUDENT MISCONDUCT

Progressive discipline will be utilized based on severity and repetition of behaviors in conjunction with restorative practices as a consideration for all disciplinary decisions to reinforce desired behaviors.
Note: Any behavior that violates a Hazel Park city ordinance may result in a citation issued by a School Resource

Officer. Illegal behaviors are not limited to school discipline and may result in police involvement.

LEVEL 1: Teacher-Managed Responses (Minors; see intervention responses)	LEVEL 2: At-School Reinforcement (Accumulation of Minors, Majors: After-School Detention, S.B.I. and Behavior Reflection Form)	LEVEL 3: Building Administration Responses - Temporary Removal of Student from School (Majors: OSS 1-5 Days) or CARE program	LEVEL 4: Building Administration Responses - Long-term Removal from School (Majors; OSS 6-10 Days) or CARE program	LEVEL 5: Building Principal Recommended Long-Term Exclusionary Responses (State-mandated Expulsions; Accumulation of Majors; Expulsion Recommendation)
Disrespect	Student indirectly uses inappropriate words or actions toward an adult or peer.			
	Major 1st Offense: Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning.			
	Major 2nd Offense: Student uses inappropriate words or actions directed toward an adult or peer that interferes with teaching and learning.			
Defiance	Student refusal to fulfill instructional and/or building norms			
	Major 1st Offense: Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning.			
	Major 2nd Offense: Student refusal to fulfill instructional and/or building norms that interrupt class instruction and learning.			
Disruption	Student behavior causes a distraction to the learning environment, but class activity is able to continue. Examples: Making noises, talking and/or talking out of turn, not in seat at designated time.			
	Student behavior causes an interruption in class or activity, including: Sustained loud talking or repeated talking out of turn, yelling or screaming, noise generated from classroom materials, roughhousing, and/or sustained out-of-seat behavior.			

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact with a peer, including: poking, tripping, (intentional), horseplay, bumping into another student, and/or pushing.				
		Actions involving serious physical contact where injury may occur, including: hitting, shoving/pushing, hitting with an object, kicking, hair pulling, scratching, spitting, and/or fighting; touching in a sexual manner/harassment.			
Tardy	Students enter class after the tardy bell and within five minutes of class starting up to three occurrences.				
		Tardiness in excess of five minutes will constitute an absence.			
Inappropriate Language	Students engage in foul language or innuendos inappropriate for school environment, including: negative talk about peers, staff, or oneself, name calling, non-confrontational/non-directional swearing - swearing in conversation.				
		Verbal messages (written or spoken) that include swearing, or name calling, including: blatant swearing, offensive/harassing language.			
			Harassment/bullying: Student delivers disrespectful messages (verbal/nonverbal or gestures) to another person that includes threats, intimidation, and/or unwarranted attention. Disrespectful messages include negative comments based on race, religion, gender, age, national origin, and/or sexual orientation. Verbal attacks based on ethnic origin, disabilities, or other personal matters. Cyberbullying during school hours or that causes a distraction to the learning environment.		

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Dress Code Violation	Students are wearing clothing that is not within the parameters of the dress code, but is able to make a correction to be back in compliance. Dress code parameters: No obscene or vulgar words or images, no hats, bandanas, or head coverings (with the exception of religious items), shorts/skirts 5 inches above the knee, no bare midriffs, strapless, backless, spaghetti straps, tank or halter tops are not allowed unless covered by a sweater, shirt or jacket, no see through, low cut or revealing clothing, and/or no bedroom slippers or pajamas.				
Technology Violation	Student is in violation of district PCD policy (see policy for HPJH & HPHS procedures).				
		Students use technology to: Access inappropriate sites, facilitate cheating and/or plagiarism, engage in cyberbullying using district technology, and/or threaten peers, staff, or jeopardize the security and daily functions of building.			
Skip Class	Students leave class or school without permission or stay out of class or school without permission.				
Harassment			Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that: (1) places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property, (2) has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or (3) has the effect of substantially disrupting the orderly operation of a school.		

Bullying		Bullying is defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation.			
		Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are: PHYSICAL - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongs or extorting money, blocking or impeding student movement, unwelcome physical contact: VERBAL - taunting, malicious teasing, insulting, name calling, making threats; PSYCHOLOGICAL - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.			
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Fighting		Actions involving serious physical contact where injury may occur.			
Inappropriate Location/Out of Bounds Area	Students are in an area outside of an assigned area without authorization to be in that space in or on school property. Example: If a student has hall pass during a designated passing time and is not where they pass indicates; student is in a lunch period they are not assigned.				
Tuancy	Students have accumulated their 20th unexcused absence (see Attendance section of Student Code of Conduct).				
Forgery, Theft, and/or Plagiarism		Student is in possession of, having passed on, or being responsible for removing someone else's property, has signed a person's name without that person's permission, or has submitted someone else's work claiming it to be their own.			
Property Damage/Vandalism		Students deliberately impairs the usefulness of property and/or participates in an activity that results in substantial destruction or disfigurement of property.			
Lying/Cheating	Students copy entire or sections of a classroom assignment and turn it in as their own work.				
		Students deliver messages that are untrue and/or deliberately violate rules outlined in Student Code of Conduct or HPJH/HPHS PBIS.			

Inappropriate Display of Affection		Students engage in public acts (signs, gestures, etc.) of affection that are offensive to commonly recognized standards of good taste.			
	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
Gang Affiliation Display or Activity		Gangs are defined as organized groups of students and/or adults who engage in activities that threaten the safety of the general populace, compromise the general community order, and/or interfere with the school district’s education mission. Gang activity includes any of the following: Wearing or displaying any clothing, jewelry, colors, or insignia that intentionally identifies the student as a member of a gang, or otherwise symbolizes support of a gang using any word, phrase, written symbol, or gesture that intentionally identifies a student as a member of a gang, or otherwise symbolizes support of a gang, gathering of two or more persons for the purposes of engaging in activities or discussions promoting gangs, and/or recruiting student(s) for gangs.			
Threat/False Alarm		Threatening to set off an explosive device or other dangerous device on school premises, in a school-related vehicle, or a school-sponsored activity. Making a threat of danger that causes an evacuation of a building or event or possibly leading to the evacuation of a building.			
Possession of Combustibles and/ or Arson	Students are in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).				
				Deliberately burning or attempting to burn any property, whether owned by the school or others, on school premises, in a school-related vehicle, or at a school-sponsored activity or trip.	
Use/Possession: Drugs, Alcohol			Having alcohol/drugs in use or in possession will include: all dangerous controlled substances as to designated and prohibited by Michigan statute, all alcoholic beverages, all chemicals which release toxic vapors, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to BP, “look-alikes”, performance-enhancing drugs as determined annually by the Department of Community Health, any other illegal substance so designated and prohibited by law.		

Use/Possession: Weapons		<p>"Weapon" means any object which, in the manner in which it is used, in possession, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.</p>
Use/Possession: Tobacco/ Electronic Vapor		<p>"Tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth. "Use of tobacco product" means any of the following: The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device; the inhaling or chewing of a tobacco product; the placing of a tobacco product within a person's mouth; the smoking of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.</p>

Restorative Practices. Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

All students suspected of misconduct will go through due process.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- Students Subject to Short Term Suspension: Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. See appeal process below.
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- Students Subject To Suspensions Of Greater Than 10 Days Or Expulsion Of 180 Days Or Less: Except in emergency situations, prior to the implementation of a suspension or expulsion a student must be

given oral or written notice of the charges against him or her, a summary of the evidence supporting the charges, and, if the student denies the charges, the opportunity to be heard and to respond to the charges. When such suspension or expulsion has occurred, notice and opportunity to respond shall occur as soon as reasonably possible. The building administrator shall provide the student an opportunity to be heard and shall be responsible for making the suspension decision.

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- Students Subject To Permanent Expulsion Or Expulsion Greater Than 180 Days: Prior to the imposition of a permanent expulsion or an expulsion of greater than 180 days, a student and the student's parent or guardian must be given written notice of the intention to permanently expel or expel for more than 180 days, a summary of the evidence supporting the expulsion, and notice that the Superintendent or designee shall conduct a hearing to determine whether to accept the recommendation for expulsion. The student and the student's parent or guardian must also be provided a brief description of the student's rights and of the hearing procedure. The Superintendent shall establish guidelines in the Student Code of Conduct governing the procedure to be followed in the hearing to determine whether the expulsion shall be implemented.

BP Article IV Students: Section 8-Due Process

Appeal Procedures

A student may appeal a suspension greater than 10 days or an expulsion of 180 days or less to the Superintendent or designee. The Student Code of Conduct shall identify the process to be used for such appeals. The decision of the Superintendent or designee shall be final.

A student may appeal a permanent expulsion or an expulsion of greater than 180 days to the Board of Education in accordance with the following procedures:

- A. Such expulsion may be appealed to the Board by the student or parent by filing with the Superintendent's office a written request for appeal within fifteen (15) school days after mailing of the notice of such expulsion. The Board shall hear the appeal within a reasonable time at a special meeting called for such purpose. If no such appeal is timely requested, the expulsion shall be deemed final.
- B. Upon receipt of an appeal to the Board, the Superintendent shall provide the student or parent with a written notice that appeals to the Board shall be conducted in accordance with the rules and procedures described below.
- C. The principal, Board attorney, and any other resource persons that the Board President deems appropriate may be present at the Board hearing. Only members of the Board shall have a vote in determining the appeal.
- D. Pursuant to the Open Meetings Act, the hearing before the Board shall be closed to the public at the request of the student or parent(s).
- E. Although a hearing to consider the appeal of a permanent expulsion or expulsion greater than 180 days is subject to due process and may have some similarities to a court proceeding, it is not conducted in a court of law and court rules are not applicable. The Board President or presiding officer shall determine any procedural questions that arise during the hearing.

F. At the hearing, the principal or other administrator shall first present to the Board the facts of the case and the basis for the discipline. Thereafter, the student (and/or the student's representative and parent(s)) may comment upon the facts as stated by the principal, and may present the basis of the appeal. Board members and other participants in the hearing may ask questions of witnesses.

G. The Board may:

1. set aside the expulsion and reinstate the student with or without any limiting conditions;
2. reduce the expulsion to a suspension or expulsion of 180 days or less with any conditions the Board deems advisable, or remand the matter to the Superintendent to impose a consequence less than permanent expulsion; or
3. affirm the expulsion.

H. The Board shall decide the appeal within a reasonable time. The Board Secretary shall promptly notify the appealing party of the Board's decision in writing. The Board's decision shall be final.

ARTICLE IV Students : Section 10 Appeal of Imposition of Discipline

OUT OF SCHOOL SUSPENSION	ELEMENTARY SCHOOLS		SECONDARY SCHOOLS	
	INITIAL DECISION MADE BY:	APPEAL RECEIVED BY:	INITIAL DECISION MADE BY:	APPEAL RECEIVED BY:
0-3 Days	Principal	No Appeal Granted	Any Building Administrator	No Appeal Granted
4-9 Days		Assistant Superintendent of Teaching & Learning	Assistant Principal or Dean of Students	Principal
4-9 Days			Principal	Assistant Superintendent of Teaching & Learning
10 or More Days		Superintendent of Schools	Any Building Administrator	Superintendent of Schools

Appeal Timeline

- All appeals are initiated through the administrator issuing the disciplinary action. This appeal must occur in writing (handwritten or communicated electronically) and submitted within 48 hours of disciplinary action being issued.
- The appeal will be sent to the next administrative level (see chart above). Parents and/or students will be contacted within 24 hours (one school day) to schedule a meeting to review the appeal of disciplinary action.
- The administrator receiving the appeal will make a decision on the appeal within 72 hours (three school days) and will provide notification at minimum by written communication.

Student Temporarily Removed From School

A school administrator may temporarily suspend or remove a student from school for the purposes of investigating an incident prior to imposing any discipline, where such temporary suspension/removal is deemed necessary to prevent

disruption to the educational program, avoid possible interferences or problems in the investigation defuse conflict situations protect the health or safety of the student or other students, or any other compelling reason. Absent unusual circumstances, a student will not be suspended/removed unless the student is reasonably suspected of being involved in the disciplinary incident being investigated. Such a suspension or removal shall not constitute discipline, although the incident which caused the investigation to occur may ultimately result in discipline. If the action warrants investigation which results in disciplinary action, the “days served” during the investigation may count toward an accumulation of days for the disciplinary action.

Student Attendance Required For Extra-Curricular Activities

Students are to attend school during the **total** school day in order to participate in extracurricular activities during the same day or evening. Should there be a situation whereby a student cannot attend school, who would normally receive a verified absence, the student will be allowed to participate in the activity with the approval of the Principal. A student with an unverified absence from school may not participate in the activity scheduled for that day.

Grievance Procedure (Non-Disciplinary Decisions)

A grievance is a charge by a student that there has been a violation, misinterpretation or inequitable application of an established school policy or regulation, or if the student feels he/she has been treated unfairly or been denied due process, not including disciplinary matters. The procedure dealing with appeals of disciplinary issues is outlined above.

Informal Grievance Procedure

The student is encouraged to discuss the concern informally with the staff member involved before a Student Appeal/Grievance Form is filed. The school counselor (high school only) can be of help in attempting to solve the grievance informally and will, if the student desires, accompany him/her to a conference with the staff member. It is the student’s responsibility to initiate contact with their school counselor.

It is hoped that the great majority of grievances will be resolved in this manner. If the informal approach is not successful or not applicable to the situation, the student may initiate the following formal grievance procedure.

Formal Grievance Procedure

The student must obtain a standard Student Grievance Form from school administration, fill out all the information requested in the form and submit it to the principal within two school days of the incident.

Within three school days of the date of the filing, the principal shall call a meeting of the student and the staff member in order to resolve the matter as quickly as possible. The student may be accompanied by his/her parents and/or the school counselor at this meeting. The principal shall communicate his/her decision in writing to the student, his/her parents and the staff member on the Student Grievance Form within three school days of the meeting.

The student may appeal an adverse decision of a formal grievance to the superintendent or designee by filling out the Student Grievance Form and returning it to the principal within two school days of the principal’s response. The principal will advise the superintendent that a request for an appeal has been received.

The superintendent or designee shall meet with the student, staff member, and principal within five school days of the request in order to resolve the matter. The student may be accompanied by his/her parents and/or school counselor.

The superintendent or designee shall communicate his/her decision to all participants on the Student Grievance Form within three school days of the meeting.

The decision of the School Board shall be final and binding upon all parties.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for a school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

BP ARTICLE IV Students: Section 15 Search and Seizure AG IV-15.Search and Seizure MCL 380.1306 MCL 380.1313
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Student Bullying, Cyberbullying, and Harassment

Responsible School Official. The Principal of each school building is primarily responsible for implementing this administrative regulation and its corresponding policy for the school to which the Principal is assigned.

Reporting. The Superintendent shall report to the Board of Education, on an annual basis, all verified incidents of bullying, and the resulting consequences that were imposed.

Definitions. The following definitions apply for purposes of this administrative regulation and its corresponding policy:

“Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more School District students, either directly or indirectly, by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“At school” means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle, and at a school-sponsored activity or event, whether or not it is held on school premises.

“At school” includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the School District.

“Cyberbullying” means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- (i) Substantially interfering with educational opportunities, benefits, or programs;
- (ii) Adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress;
- (iii) Having an actual and substantial detrimental effect on a student's physical or mental health; or
- (iv) Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Accountability. Each student in the School District is accountable for their own behavior, based on age-appropriate expectations. Respect for all students is part of a safe and healthy learning environment. Each student is expected to demonstrate respect through their interactions with the give-and-take of friendships, group cooperation, social interaction, compromise, and acceptance of differences among other students and staff.

Retaliation. Retaliation against a target of bullying, a witness, another person with reliable information about an act of

bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of BP independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Complaint Procedure: In order to implement the bullying policy, the School District has developed the following complaint procedure:

A student who believes they have been the victim of bullying or cyberbullying must immediately report the incident(s) to the building principal. A student's parent must also report any such incident(s) on behalf of the student. Upon receipt of a report (complaint), the principal or designee (the investigator) will conduct a prompt investigation. At the request or with the permission of the complainant, the investigator may first attempt to resolve the matter informally, such as through restorative practices. Informal steps will not, however, cause a substantial delay in the investigation. The complainant may, at any time, request that the matter move to a formal investigation. Where the bullying activity is alleged to have been based, in whole or in part, on the protected classifications of race, color, sex, national origin, or disability, the building principal will notify the School District's designated Compliance Officer or Coordinator pursuant to Board of Education Policy [insert BP number here].

Step 1: Formal Investigation. The investigator will interview the complainant and document the interview. Generally, the complainant will be asked to reduce the complaint to writing, to provide the names and contact information, if known, of any persons who witnessed and may be able to substantiate the allegations of the complaint, and to produce any documents or other things supporting the complaint. The complainant will be directed not to discuss the complaint with other students while the investigation is pending.

The investigator will interview the accused and document the interview. Generally, the accused will be asked to reduce their response to writing and to produce any documents or other things supporting their response. The investigator should not disclose the identity of the complainant unless this is necessary to enable the accused student to respond to the allegations. The accused will be directed not to contact the complainant, if the complainant's identity is known or suspected, or retaliate or threaten to retaliate in any way against the complainant or any potential witnesses

In the event of a significant discrepancy between the complainant and the accused, the investigator will interview other persons reasonably necessary to resolve the discrepancy.

Step 2: Decision.

Complaint Found Valid. If the investigator concludes that the complaint is valid (i.e., bullying or cyberbullying in violation of School District policy has occurred), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The results of the investigation will be reported to the Superintendent;
- The Superintendent will consider whether restorative practices may be appropriate and, if so, invite the complainant and the accused to participate in a restorative practices team meeting;
- The Superintendent will consider whether disciplinary action may be appropriate and, if so, initiate disciplinary action in accordance with the Student Code of Conduct; and
- The Superintendent will determine whether relief to the complainant is feasible and available.

Complaint Found Not Valid. If the investigator concludes that the complaint is not valid (i.e., no bullying or cyberbullying in violation of School District policy has occurred or can be substantiated), the following actions will be taken:

- The parent of both the complainant and the accused will be notified of the results of the investigation;
- The complainant and the accused will be reminded the School District prohibits retaliation or threats of retaliatory action;
- The results of the investigation will be reported to the Superintendent; and

Any references to the complaint will be removed from the education records of the accused. The investigator will retain the investigative file for at least three (3) years.

ARTICLE IV Students: Section 13 Bullying

Bullying and Anti-Harassment

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Definitions

Bullying: Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflicting physical hurt or psychological distress on one (1) or more students or employees and the bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation, or unreasonably interfere with the individual's school or work performance or participation.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- **PHYSICAL** - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- **VERBAL** - taunting, malicious teasing, insulting, name calling, making threats.
- **PSYCHOLOGICAL** - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Harassment: Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

1. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
2. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
3. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to: unwelcome sexual propositions, invitations, solicitations, and flirtations; unwanted physical and/or sexual contact; unwelcome verbal expressions of a sexual nature; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene phone calls; remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; verbal or non-verbal physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

ARTICLE IV Students: Section 12 Student Discrimination and Harassment
AG IV-12: Student Discrimination and Harassment

Definitions of Discipline

Administrative Intervention. Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension. If, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in

conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

Suspension. Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

Expulsion. Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

1. Alcohol, Marijuana, and Chemical Substances

- a. A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

2. Arson

- a. A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to and does not limit or supersede paragraphs 3, 12, 22, and 36.
- b. Arson Prohibited by Law
- c. A student shall not commit an act of arson, prohibited by [MCL 750.71 through MCL 750.80](#). This section is supplemental to and does not limit or supersede paragraphs 2, 12, 22, and 36.

3. Bullying and Hazing

- a. Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy [insert BP number here]. A corresponding administrative regulation [insert administrative regulation number here] has been developed to implement the policy.
- b. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

4. Coercion, Extortion, and Blackmail

- a. A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

5. Copyrighted Material

- a. A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

6. Criminal Acts

- a. A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

7. Criminal Sexual Conduct

- a. Description. A student shall not commit criminal sexual conduct, as defined by [MCL 750.520b-e and g](#).
- b. Penalty. Administrative intervention to permanent expulsion, in accordance with [MCL380.1311](#). This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 35.

8. Discriminatory Harassment

- a. A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

9. Disruption of School

- a. A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.
- b.
- c. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.
- d.
- e. Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
 - Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
 - Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
 - Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

10. Damage of Property or Theft/Possession

- a. A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.

11. Dangerous Weapons

12. A student shall not possess a dangerous weapon in a weapon free school zone, including brass knuckles or a dagger, dirk, firearm, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, or stiletto. *This section is supplemental to, and does not limit or supersede, paragraph 36.*

13. Dress

- a. A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others, disruptive to the educational process, or contrary to the school's mission.

14. Drugs, Narcotic Drugs, and Counterfeit Substances

- a. A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.
- b. A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.
- c. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

15. Electronic Communication Devices and Laser Pointers

- a. Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.
 - i. High School. Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.
 - ii. Middle and Elementary School. Students may not use or possess active electronic communication devices without staff permission.

16. Failure to Comply with Directions of School Personnel

- a. A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

17. Failure to Cooperate

- a. A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or

building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

18. False Alarms

- a. A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

19. False Allegations

- a. A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

20. Falsification of Records

- a. A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

21. Fighting, Assault, and Battery

- a. A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to another person.

22. Fireworks, Explosives, and Chemical Substances

- a. A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

23. Gang Insignia/Activity

- a. A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

24. Improper Communications

- a. A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The

prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

25. Indecency

- a. A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

26. Lookalike Weapons

- a. A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

27. Misconduct Prior to Enrollment

- a. An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

28. Personal Protection Devices

- a. A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

29. Recording

- a. A student shall not use any device, electronic or otherwise, to capture, record, or transmit sounds or words (i.e., audio) or images (i.e., photographs or videos) of any person while at school or school- related events, unless the student is given express consent by that person.

30. Trespassing, Loitering

- a. A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc.

31. Scholastic Dishonesty

32. A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

33. Smoking/Tobacco

- a. A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

34. Suspended Student on School Property or Attending School Activities

- a. A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator.
- b. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

35. Violation of Acceptable Use Policy

- a. A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

36. Violations of Building's Rules and Regulations

- a. A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

37. Weapons and Dangerous Instruments

- a. A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, airsoft gun, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

Additional Definitions: The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

- "Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.
- "At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.
- "Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height,

weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

- "Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.
- "Staff" includes all school employees and Board members.
- "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

How to Report Bullying and Harassment:

1. **First** - Report all incidents to an adult in the school district. Adults will respond immediately and with compassion. Reporters will complete our form for reporting bullying/harassment: "*Report Form for Bullying and School Violence*" or students/parents may submit a bullying report at Okay-2-Say and/or the Anti-bullying Reporting link on the District's web page and/or the Anti-bullying boxes posted in all schools.
2. **Second** - Staff will provide the building administrator(s) with bullying/harassment reporting form to begin an investigation into the reported incident(s) of bullying/harassment.
3. **Third** - Building administrators and staff will intervene immediately to reports of bullying/harassment. Staff will contact building security and/or law enforcement if the incident involves a weapon or other illegal activity.

Attendance

Hazel Park Schools recognize the importance of daily and punctual attendance. Students with regular class and school attendance benefit from the life and career preparations, the exposure to diversity, and discourse contained within the school environment. As such, students demonstrating exceptional attendance and those with attendance difficulties must be identified, acknowledged, and supported.

We believe school attendance is a collective responsibility for all of us. Between our students' support system at home, their teachers at school, counselors, principals, and the Superintendent and Board of Education we all have a role in supporting our students' attendance.

Roles and Responsibilities

As a **parent/guardian**, you are expected to:

- Communicate all absences with the school before, on the day of, or within 24 hours of absence.
- Where requested, provide documentation of a student's absence with your student's school.
- Ensure any barrier with getting to school is communicated in order for school to understand, support, and assist, if possible.

A **professional staff member's** responsibility must include, but not be limited to:

- Providing meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of the course.
- Speaking frequently of the importance of students being in class, on time, ready to participate.
- Keeping accurate attendance records (excused vs. unexcused).
- Requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

A **principal's** responsibility must include, but not limited to:

- Ensuring accurate attendance records are maintained on a weekly, monthly, and by grade period basis.
- Identify the appropriate staff member(s) to communicate attendance concerns with students and their parents/guardians.
- Acknowledge students with exemplary attendance.
- Seek to understand from families if attendance concerns arise, what can be done from a school's perspective to resolve attendance concerns.
- Communicate the importance of daily attendance to students, staff, parents/guardians, and our community.
- Ensure the conditions exist where students engage in meaningful learning opportunities with support for academic and non-academic needs.

Truancy: Regular attendance in virtual school is determined by assignment completion. Since students have flexibility to choose the time to begin work each day, take their course work to remote locations, and determine the days of the week to complete assignments Hazel Park Schools have zero tolerance for truancy. Parents and guardians have the legal responsibility to ensure that their students are fully participating in virtual school by monitoring their progress. Check for assignment and assessment completion. Monitor the time spent each day on course work. Participate in monthly calls between the student and teacher. Provide transportation to all state and district testing. Submit doctor's notes or Family Leave Forms for extended absences. Monitor for academic integrity. Attend all workshops, orientations, Live Lessons, and grade-level meetings.

Reinforcement

1. Individual schools may have celebrations based on attendance goals.

Students With Attendance Concerns

1. Will be placed on attendance contracts and be offered support from school to remove barriers for regular attendance. The contract may include incentives for improved attendance agreed upon by the school, student, and the parent/guardian.
2. May encourage “Make-up” time (see outline below).
3. May not participate in extracurricular activities until attendance has been improved for a grade period (see reinforcement in Student-Athlete Code of Conduct).
4. May lose grade credit in class.
5. May appeal attendance concerns within two weeks of the semester ending.

MANDATED TRUANCY COMMUNICATION TO PARENT/GUARDIAN

- **5** unexcused: phone call to parent/guardian and a follow-up letter
- **10** unexcused: letter sent home to parent/guardian & copied to student’s file
- **15** unexcused: team meeting with teacher(s), social worker and Administrator, with follow-up letter home and copied to student’s file.
- **20** unexcused: referral to Oakland County truancy program, a letter sent to the home and copied to student’s file.

MAKE-UP OPPORTUNITIES

A student may make-up units of work with a properly certificated teacher if prior approval has been granted by the principal.

Students will be given the opportunity for making up work missed due to excused and/or unexcused absence(s) and days missed due to Out of School Suspension. The length of time for completion of make-up work shall be commensurate with the length of the absence.

Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed. Students are encouraged to contact his/her teacher to obtain make-up work to be completed and utilize the after school homework and tutoring program.

TARDY

ROLES AND RESPONSIBILITIES

A **professional staff member’s** responsibility must include, but are not limited to:

1. Have a presence in the hallway before and after school and between classes, greeting and interacting with students.
2. Make a one minute announcement reminder before the beginning of class.
3. Plan student engagement in class from the start of the class period until the end.

4. Discuss the importance of attendance at their class and integrate this expectation into their classroom norms.
5. Only issue hall passes after first and before the last ten minutes of classes.
6. Reinforce the expectation of on-time arrival to class through fostering positive teacher-student relationships and problem solving with student and parent if on-time arrival becomes an issue.
7. Seek to understand student issues interfering with on-time arrival to class and leverage support systems as needed.
8. Maintain accurate attendance records (tardy arrival times).

A **principal's** responsibility must include, but are not limited to:

1. Have a hallway presence before and after school and between classes, greeting and interacting with students and staff.
2. Make a one minute announcement reminder before the beginning of class.
3. Support teachers in developing student engagement from the beginning to the end of each class period.
4. Conduct sixth tardy meetings (see below).
5. Communicate and facilitate Make-up Time sessions.
6. Staff and facilitate After School Detention sessions.
7. Seek to understand student issues interfering with on-time arrival to class and leverage support systems as needed.
8. Ensure building-wide responsibility is integrated with the PBIS system.
9. Acknowledge students with exemplary or improved arrival to class(es).

The **PBIS School Leadership Team's** responsibility must include, but is not limited to:

1. Develop daily announcements reinforcing the message about on-time arrival to class.
2. Set building-wide goals for student tardiness.
3. Assist with monitoring improvement in tardies.
4. Identify building-wide rewards and acknowledgement for meeting (or exceeding) tardy goal(s).

TARDY (number of tardies within Semester)	SCHOOL RESPONSE
3	<p>Teacher managed, including documentation.</p> <ul style="list-style-type: none"> ● Tardy 1: Teacher reminder of expectation ● Tardy 2: Teacher warning to student with 1:1 conversation ● Tardy 3: Teacher reinforcement for tardy <p>NOTE: A student arriving over fifteen minutes late to class must first be talked with by a teacher individually and if needed on first occurrence, an Office Referral may be written to the Attendance Administrator.</p>
6	<ul style="list-style-type: none"> ● Tardy 4: Student meeting with counselor: <ul style="list-style-type: none"> ○ Consider adult to student mentor, peer to peer mentor, or introduce student to school engagement opportunities. ○ After School Detention.

	<ul style="list-style-type: none"> ● Tardy 5: <ul style="list-style-type: none"> ○ Referral to Attendance Administrator or Second After School Detention ● Tardy 6: <ul style="list-style-type: none"> ○ Administrator referral with review of previous actions and opportunity for Make-up Time Session ○ Attendance Contract Generated ○ Loss of student privileges, including attendance at extracurricular activities. ○ Unless Make-up Time is fulfilled, students will receive <i>one unexcused absence</i>.
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ENTERING THE BUILDING AFTER THE START OF THE SCHOOL DAY

- Students entering the building must do so at the Main Front Entrance
- Students will be issued a Hall Pass and have five minutes to get to their assigned class before the tardy policy is implemented.

Definitions - Format Updated

- **Absence:** The non-presence of a student in the assigned location any time beyond the tardiness limit.
 - Elementary
 - Arriving after 10 AM
 - Leaving anytime before 2 PM
 - Secondary
 - Missing entire class period
- **Excused Absence:** The absence of a student from a class period shall be excused if it is verified as having the consent of his/her parent or guardian, counselor, teacher or administrator. In accordance with the Hazel Park Board of Education Attendance Policy the absences listed below are considered excused. All of these must have support documentation with the exception of illness for 5 days.
 - Illness (with calls from parents) Allowed 5 days per year
 - Illness in the family.
 - Quarantine of the Home (limited to the length of the quarantine as fixed by the proper health officials)
 - Death of a relative
 - Professional appointments; medical, dental, legal, and other necessary appointments. (with a signed statement from the doctor)
 - Observance of Religious holidays
 - Absences otherwise approved by Superintendent, i.e. district activity, field trip, once in a lifetime experience

- **Unexcused Absence:** The absence of a student for which no written excuse has been approved.
- **Suspension:** The exclusion of a student by an administrator from a class or classes for a specific duration shall constitute a suspension. All suspensions are considered excused absences.
- **Tardy:** The failure of a student to be inside the assigned classroom when the bell rings or at the designated start time is regarded as tardy for the class period.

Internet and Technology

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use

Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges

The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director along with the Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the network for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent; Posting anonymous messages;
- Using the network for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked.
- Cyberbullying

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who manage the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property of Hazel Park School District.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the Director of Technology or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email

The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account that is not their own is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the technology department. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- Use of the School District’s email system constitutes consent to these regulations.

Use of Electronic Devices- State Testing and Other Assessments - STUDENTS

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes.

Administration staff are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device procedures to ensure the electronic device is stored appropriately and is not accessible to the student during testing.

The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

[Hazel Park Electronic Device Usage Guidelines \(Click title\)](#)

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Use of Electronic Devices- State Testing and Other Assessments - STUDENTS

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes.

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Hazel Park Electronic Device Usage Guidelines (Click title)

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Prohibited Practices - Students

- If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student's test must be invalidated because the student has access to the device regardless of whether it was used or not.
- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student's test will be invalidated.

- Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. During testing, staff may only use an appropriately configured device (for example, an iPad or Chromebook) for monitoring the WIDA, MI-Access FI, or M-STEP assessments, and these devices should be used for no other purpose, during testing.
- A Test Administrator shall not disturb the testing environment through texting, speaking, or other cell phone/wearable technology/electronic device use, except in the event of an emergency (for example, sick student(s) in the room, technical issues). Test content can never be photographed or communicated; this includes when a Test Administrator or Test Monitor needs to alert others of an issue or incident.
- Test Administrators and Test Monitors are not to use their cell phones, wearable technology, or other devices to check email or perform other work during testing. All such electronic devices are to be silenced to reduce disruptions.
 - Staff who go between rooms or help troubleshoot technical issues during testing, may also use their cell phones to contact the service provider’s help desk; however, if possible, they should step out of the testing room to make calls, to minimize disruptions.
- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students’ tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.
- Photography/communication of test content will result in a misadministration for the entire testing session and invalidation of the students’ tests, in addition to any other actions MDE deems necessary.

Communication Plan and Staff Training

The school/district will share this process with the staff, students and families through the use of our mass communication system, digital newsletter, and the district website. This information will be added to the Student Code of Conduct Handbook and to the Acceptable Use Agreement. The guidelines and expectations will be reviewed in detail with all school staff. Additionally, all staff will participate in required training, as outlined in the State of Michigan’s Assessment Integrity Guide, and certify their completion of training by signing the Security Compliance Form.

Monitoring Plan

The test administrator and/or test monitor will remain in the testing site for the duration of the testing and will monitor student use of electronic devices. Enforcement of the expectations and/or prohibited practices will be monitored by building administrators, and the building/district assessment coordinators.

Incident Reporting

If a violation occurs, by a student or staff member, the test administrator/test coordinator will immediately notify the building principal who will notify the district assessment coordinator. The incident will be fully investigated followed by the submission of an incident report to OEAA through the secure website. The district assessment coordinator will communicate required actions to the building principal and building test coordinator, and monitor completion of the required actions.

Violation of Acceptable Use of Technology During Testing - Students

All Hazel Park School district students sign a Student Technology Use Agreement, which has been updated to include new language as provided by OEAA. Students violating the procedures and expectations may be subject to discipline as outlined in the student handbook.

Violation of Acceptable Use of Technology During Testing - Staff

All staff who are responsible for testing will complete required training and certify their completion through the testing portal. If this is not done, disciplinary action will be taken within the parameters of their collective bargaining agreement.

Resources

- 2022-23 OEAA Electronic Device Use Policy for statewide testing
- 2022-2023 Assessment Integrity Guide

MCL 380.1310b

AG VII-14. Acceptable Use Policy: Technology and Internet Safety

~~**Implementation Comment:** While this handbook language is generally appropriate, please be aware that changes in the federal Children's Internet Protection Act ("CIPA") required school districts to update their Internet safety policies by July 1, 2012. School officials should check BP for updated language and corresponding acceptable use agreements to ensure that handbook language is consistent with newly-adopted policy and agreements that comply with the law, including: (1) assurance that the District will use technology protection measures to block access to material that is obscene, that constitutes child pornography, or that is "harmful to minors"; and (2) assurance that the District will monitor minors' online activities. The policy must also address: (1) minors' access to "inappropriate" matter on the Internet; (2) the safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications; (3) unauthorized access, including "hacking" and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (5) measures restricting minors' access to material harmful to them. A school district has an affirmative obligation to define what material it considers to be "inappropriate" for minors.~~

Annual Notifications and Student Records

Family Educational Rights and Privacy Act (FERPA)

Rights Under FERPA The federal law known as the Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 30 days after the day the School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School District to amend their child’s or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the School District discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the School District’s security camera system) for which the school would otherwise use its own employees and who is under the direct control of the School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of “directory information.”

“Directory information” regarding a student may be released to any requesting person or party, in addition to the eligible student or the student’s parent, without written consent. The Board of Education has defined “directory information” to include a student’s:

- Name;
- Address and telephone number;
- Photograph;

- Birth date and place of birth;
- Participation in School District related programs and extracurricular activities;
- Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent or designee will provide public notice to students and parents of the School District’s intent to make directory information available to students and parents. Common uses for students’ directory information, which include, but are not limited to: [insert list].

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District’s public notice. Parents may submit written notification to the building principal of their child’s school and/or fill out the attached *FERPA Opt-Out Form*.⁴

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

United States Armed Forces: The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student’s directory information not be accessible to United States Armed Forces recruiters. In such a case, the information will not be disclosed.

Other Agencies or Institutions: As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student’s school or education records.

Compliance: The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Notice of Asbestos in School Buildings

Each school building within the School District has been inspected for the presence of asbestos-containing materials as

required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

Pesticides

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

Parental Inspection of Instructional Materials

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

School Property

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

Student

Privacy and Parental Access to Information

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program)

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Athletic and Extracurricular Activities

For the 2023-24 School Year, any and all references to the Superintendent's Designee in the Student-Athlete Code of Conduct Handbook shall be Thomas Oestrike for the high school and junior high school.

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Hazel Park School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment.

Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 1620 E. Elza, Hazel Park, MI 48030, (248) 658-5200.

The Hazel Park School District Student-Athlete Code of Conduct Handbook for Student-Athletes has been developed to provide a uniform set of rules and regulations to govern all district athletic participants regardless which team or school they represent. The Student-Athletic Code of Conduct Handbook combines rules and regulations of the Michigan High School Athletic Association (MHSAA), which have been adopted by Hazel Park Schools, with specific district rules governing athletic participation. The Student-Athletic Code of Conduct Handbook will be in effect at all times and student-athletes are to comply with all aspects of the code if they desire to enjoy the privilege of continued eligibility for participation in athletics. Student-athlete expectations need to be adhered to twenty-four hours per day, seven days a week, three- hundred sixty-five days a year.

In addition, student-athletes who incur school disciplinary action because of violations defined in the Hazel Park Schools' Student Code of Conduct Handbook are also subject to the disciplinary actions contained in the Student-Athlete Code of Conduct Handbook. Although a student-athlete may be academically ineligible to participate in contests and scrimmages, he/she may practice with the team so long as he/she is not suspended from school as outlined in the Hazel Park Schools' Student Code of Conduct Handbook. However, the student- athlete may forfeit the opportunity to receive an athletic award if loss of participation in contests prevents him/her from meeting the requirements for earning the award as outlined in the written supplemental team rules and regulations developed by the coach and distributed to each participant at the start of the sports season.

Obligations - Expectations

Anyone involved in our athletic program is expected to represent Hazel Park Schools and its schools and community in a first-class quality manner at all times. This includes both on and off the field of athletic competition and events. Hazel Park Schools expects all of our student-athletes to focus on being the best they can be in the following three areas:

1. Be the best person by the manner in which we act. Sportsmanship, work ethic and how we treat others is paramount in setting the right example for our young people in our community. Taking responsibility and representing our teams, school and community is very important in establishing the type of standards that we must constantly be striving for in the Hazel Park Schools. We must realize how destructive complaining, making excuses and blaming others can be in becoming successful teams and individuals. It is far more important to work at having a positive attitude, team loyalty, dedication, and placing the team ahead of individual accomplishments. These are the characteristics that will stand the test of time and result in having an athletic program with a solid

foundation.

2. Be the best Student by stressing solid study habits and commitment in this area. We are in school to learn first and participating in athletics is a privilege. If a student chooses not to maintain solid study habits he/she will be jeopardizing this privilege. To reach our potential as a student it must be emphasized and made a priority at all times. Academic achievement must be a goal we are willing to set with high standards that demonstrate good organization of time and solid efforts. All athletes must be willing to make sacrifices and pay the price of hard work in the classroom if they are real team players. Don't let your team down when it comes to this critical matter.
3. Be the best Athlete by taking care of being a solid person and student first. We don't have a chance at becoming a true student-athlete without the proper attitude as a person and student. Actions in the classroom and community will definitely carry over to how well a student-athlete performs in athletics. Being a student-athlete does not result in special privileges. In fact, it is just the opposite. Student- athletes have more responsibility and far more to lose if they fail as a person or student. The genuine student-athlete is not afraid of the extra responsibility and work. The real student-athletes look at these obligations and expectations as challenges. They are not afraid to help others and do not go around thinking they are better than the rest of the student body. Real Student-athletes appreciate the opportunity he/she has and do not take himself too seriously. Hazel Park Schools Expects our student-athletes to constantly realize there are small eyes upon them watching what they say and do!

"Our Attitude determines our Actions and our Actions reveal our Character."

Code of Conduct

Student-athletes are subject to all MHSAA rules and regulations even though such rules may not be included specifically in this document. A copy may be reviewed at the Middle School Main Office, High School Main Office, and Board of Education and Administrative Office.

Section I: Rules of Eligibility for Participation

The following rules of eligibility must be observed in order to participate in the interscholastic athletic program at Hazel Park Schools:

A. Enrollment: (MHSAA Regulation - Section 1a)

The student-athlete must be enrolled in the school by Monday of the fourth week of the semester in which he/she competes. The student-athlete must reside in the school service area in which he/she attends school and must be enrolled in the school for which he/she competes.

B. **Age:** (MHSAA Regulation - Section 2a)

High School: A student-athlete in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student-athlete's nineteenth birthday occurs on or after September 1 of a current school year, he/she is eligible for participation for the balance of that school year.

Middle School: A seventh or eighth grade student-athlete must be under fourteen (14) and fifteen (15) years of age, respectively. A student-athlete who reaches that age after September 1 is eligible for participation for the balance of that school year.

C. Participant Physical Examination: (MHSAA Regulation - Section 3a)

A student-athlete must have a Physical Examination Form completed by a physician certifying that the student is fully able to compete in athletics. The physical must take place after April 15 of the previous school year to be used for the current school year. The student-athlete must submit the completed physical form to the coach prior to participating in tryouts, practice sessions, or contests. The completed form will be kept on file in the athletic office during subsequent sports seasons.

D. Seasons of Competition: (MHSAA Regulation - Section 4a)

A student-athlete, while enrolled in grades nine through twelve, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than four (4) seasons of a particular sport: football, tennis, etc. Student-athletes enrolled in grade seven or eight are not limited in the number of seasons of competition. A student-athlete shall be limited to participation in only one sport session when that sport leading to a state championship is sponsored twice during the school year.

E. Semester of Eligibility: (MHSAA Regulation - Section 5a)

A student-athlete shall not be eligible to compete in any branch of athletics that has been enrolled in grades nine through twelve for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school for a period of three weeks or more, or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule. Student-athletes in grades seven or eight are not limited in the number of semesters in which they may be eligible.

Section II: Athletic Academic Eligibility: (MHSAA Regulation - Section 7a)

The Hazel Park Schools will abide by the Michigan High School Athletic Association (MHSAA) regulation concerning eligibility.

While the MHSAA rules state that a student-athlete must have received passing grades in a minimum of 66% of classes (e.g. 4 classes) during the previous semester and must maintain passing grades in a minimum of 66% of classes (e.g. 4 classes) during the current semester to be eligible to participate in athletics, Hazel Park Schools requires student-athletes pass 100% of his or her classes with a 60% or higher to participate on an athletic team. If a student-athlete drops/withdraws from a class and it is deemed a drop/fail, the student becomes immediately academically ineligible. In no case shall Hazel Park Schools' regulations be less than those of the MHSAA.

- A. The previous semester grades will be used to determine eligibility for the start of the next semester. Student-athletes who fail a class or classes in the spring semester may be eligible to participate in a sport which begins before the start of the fall semester only after the successful completion of a class or classes which makes up for the class or classes failed (e.g. summer school).

Student-athletes who are ineligible at the start of the fall semester may be eligible to participate in an interscholastic contest (game) after a satisfactory progress report is submitted after the third week of the semester. While the student-athlete is ineligible, he/she may practice with the team.

- B. Eligibility for maintaining passing grades shall begin on the first day of the fourth week of each semester. If a student-athlete receives a failing grade (e.g. one F or more), he/she will become immediately ineligible. The academic check procedure will be repeated biweekly for the entire season. Eligibility will be reinstated at the point when the student-athlete's grade becomes passing or when teacher communication is apparent and the student is taking responsibility for the agreed upon academic plan of action (e.g. turning in all assignments, paying attention at all times in class, seeking extra help from the teacher, etc.). Academic eligibility checks will be done bi-weekly. A student-athlete's eligibility status will be based on his/her grades in the current quarter. Appealed eligibility can be reinstated at the discretion of the Superintendent or his/her designee.

- C. The eligibility check will be done by the designee of the Superintendent.

- D. A student-athlete's academic record is based upon ~~their~~ originally scheduled class load. Therefore, virtual classes

may not be utilized toward semester eligibility, with the exception of summer school.

Section III Awards: (MHSAA Regulation - Section 11)

- A. A student-athlete may not accept from any source anything for participation in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture, or regular letter award.
- B. No acceptable award shall exceed twenty-five (\$25.00) dollars in the value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award.
- C. No one, such as a parent, friend, or other person, may accept an award on behalf of a student-athlete at any time prior to graduation from high school.
- D. Acceptance of such items as cash, merchandise, memberships, privileges, services, athletic equipment, apparel, and watches would be a violation.
- E. Attendance at the season banquet is required in order to receive your award, unless prior arrangements have been made with the coach and Athletic Director.
- F. A student-athlete violating any area of this section would be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If violation occurs after the Monday of the fourth week of a semester, a student-athlete is ineligible for the balance of that semester and the succeeding semester.

Section IV: Maintaining Amateur Status

- A. A student-athlete participating or planning to participate in interscholastic athletics may NOT (1) accept any money or other valuable consideration for participating in athletics, sports, or games, (2) receive any money or other valuable consideration for officiating at interscholastic athletic contests, or (3) sign a contract with a professional team.
- B. The rule in (A) above applies to the following sports: Baseball, Basketball, Cross Country, Football, Golf, Softball, Tennis, Track, Volleyball, or Wrestling.
- C. A student-athlete violating this rule is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date the student-athlete may request reinstatement to the MHSAA. any request to the MHSAA for reinstatement shall be submitted on behalf of the student by Hazel Park Schools.

Section V: Outside of School Athletic Competition (MHSAA Regulation - Section 11)

- A. A student-athlete who has participated in any athletic contest as a member of a school team may not participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in a maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school. A student-athlete may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year.
- B. A student-athlete violating rules in this section will be ineligible to participate in athletic contests and scrimmages

for a period from a minimum of the next three contests up to a maximum of one school year depending on the violation.

Section VI: Student Attendance Required for Athletics

- A. Student-athletes are to attend school during the total school day in order to participate in athletic contests or practice during the same day or evening. Should there be a situation whereby a student-athlete cannot attend school, who would normally receive a verified absence, the student-athlete will be allowed to participate in the contest with approval of the Athletic Director.
- B. A student-athlete with an unverified absence from school may not participate in the athletic practice or contest scheduled for that day.

Section VII: Attendance at Athletic Practice Sessions & Contests

Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All student-athletes are required to be at all athletic practice sessions and contests at the times designated by the coach.

Student Athletes May Be Excused for the Following

Verified absences, school-sponsored events, and family emergencies are excusable absences. If interpretation is needed it will be done by the coach in conjunction with the Athletic Director. Saturday and Sunday practices, even if scheduled in advance, will be considered optional. Any student-athlete suspended shall not participate in practice or contest during their suspension.

Both parent and athlete must understand that any absences may affect an athlete's performance, playing time, and therefore his/her relative position on the team.

Failure to Comply

Failure to attend scheduled practices or contests without an excused absence may lead to disciplinary action by the coach. Any student-athlete who has 3 unexcused absences will be dismissed from the team and not allowed to participate in that or any other sport during that season.

Section VIII: Traveling to and From Away Contests

Any student-athlete on a team traveling to an away athletic practice or contest on school owned or chartered transportation or other such approved vehicles shall return to the home school on the same vehicle after the practice or contest is over. The only exception is when prior written or verbal arrangements are made and the coach grants permission for the student-Athlete to leave the contest site with his/her parent or guardian. Student-athletes may not drive to games, whereas carpools must be arranged with parent drivers.

Failure to Comply:

Any student-athlete not returning from any away contest with a team without permission of the coach is ineligible to participate in athletic contests for one **(1)** calendar week from the date of the violation. Student-athletes may practice with the team. A second violation will result in immediate dismissal from the team for the remainder of

that sports season.

Section IX: Uniforms and Equipment

Student-athletes will be responsible for the care, security, and use of uniforms and equipment issued to them.

Failure to Comply:

Student-athletes shall be responsible to pay the replacement cost for uniform or equipment items that are abused or not returned. Student-Athletes shall not be allowed to participate in athletics in succeeding seasons until this obligation is met.

SECTION X: Use POSSESSION, BUY, SELL, OR GIVE AWAY ANY DRUG (E.G. TOBACCO, ALCOHOL, MARIJUANA, ETC.), NARCOTIC, CONTROLLED SUBSTANCE (E.G. ANABOLIC STEROIDS), OR POSSESSION OF DRUG SPECIFIC PARAPHERNALIA

Hazel Park Schools expects student-athletes to conduct themselves in a way that positively reflects the district, community and student-body twenty-four hours per day, three-hundred sixty-five days a year. At no time shall a student-athlete USE, POSSESSION, BUY, SELL, OR GIVE AWAY ANY DRUG (e.g. Tobacco, Alcohol, Marijuana, etc.), NARCOTIC, CONTROLLED SUBSTANCE (e.g. ANABOLIC STEROIDS), or POSSESSION OF DRUG SPECIFIC PARAPHERNALIA.

Self-Disclosure: Any student-athlete, who by himself/herself or together with his/her parents or legal guardians, voluntarily discloses to a coach, (who must immediately follow-up with an administrator) or to an administrator a violation of Section X during the self-disclosure window shall be subject to the following disciplinary actions:

Consequences for Self-Disclosure:

The student-athlete shall select either Option 1 or Option 2 as follows:

Option 1

Forfeit 50% of the current season (or 50% of the upcoming season if the violation occurs out of that student-athlete's season). If the current season is near its end, then future or next sport seasons will be used to fulfill the 50% forfeiture clause. The student-athlete must also show evidence of attending a program for drug abuse or awareness approved by the Superintendent or his/her designee. The student-athlete shall also submit to random drug and/or alcohol testing as determined by the Superintendent or his/her designee.

Option 2

Forfeit 25% the current season or 25% of the upcoming season if the violation occurs out of that student-athlete's season. The student-athlete must also show evidence of attending a program for drug abuse or awareness approved by the Superintendent or his/her designee. The student-athlete will also be required to fulfill 40 hours of community service approved by and in conjunction with the Athletic Director.

The self-disclosure window shall be defined as thirty **(30)** calendar days from the date of the incident or the date the Superintendent received credible information regarding the incident, whichever is lesser. Credible information shall be defined as, but not limited to law enforcement reports and first-hand witness statements by staff or Board

of Education members.

In Option 1 or Option 2, a student-athlete failing a required drug and/or alcohol test or self-reporting additional offenses shall immediately result in a one (1) calendar year suspension from athletic programs in Hazel Park Schools.

A student-athlete that does not self-disclose during the disclosure window shall be subject to the disciplinary actions listed under Failure to Comply for Not Self-Disclosure.

Consequences for Not Self-Disclosing

- First Violation

- Six (6) months suspension from participation in any and all athlete practices and contests. Should the six (6) month suspension not encompass a sport that the student-athlete participates in, then the suspension shall be 50% of the upcoming athletic season that the student-athlete participates in. Prior athletic involvement shall be used to determine the 50% suspension. The student-athlete must also show evidence of attending a program for drug and/or alcohol abuse or awareness approved by the Athletic Director.

- Second Violation

- Immediate dismissal from the team and one (1) calendar year suspension of athletic participation from the date of the incident. The student-athlete must also show evidence of attending a program for drug and/or alcohol abuse or awareness approved by the Athletic Director.

- Third Violation

- Permanent dismissal from the athletic program at Hazel Park Schools. Penalties shall be cumulative beginning with and throughout the student-athlete's participation in the Hazel Park Schools' athletic program.

Section XI: Misdemeanor or Felonies

Student-athletes charged with a misdemeanor or felony not covered in Section X are subject to a hearing by the Athletic Review Committee, as defined in Section XXII. Consequences can range from game suspensions to removal based on severity.

Section XII: Summer Off-Season Programs

A variety of sports camps, schools, clinics, and training programs are offered to student-athletes during the off-season and summer months by individual coaches and parks and recreation departments. These programs provide opportunities for aspiring student-athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Student-athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

Section XIII: School Community Conduct

It is extremely important that our student-athletes represent Hazel Park Schools in a first class manner at all times. This is expected while the athlete is in school, on the athletic field and in the community. A student-athlete is eligible to participate in athletics if in the judgment of the Superintendent or his/her designee, school administration, teaching and coaching staff, he/she is a representative of the schools in matters of citizenship, integrity and sportsmanship. Participation in athletics is a privilege, not a right. Hazel Park High School will deal with misrepresentation in any form very severely when it deems necessary.

Student-athletes who are removed from an athletic contest for unsportsmanlike conduct will be suspended for the remainder of the day's contest(s) and the next date of competition under MHSAA Regulations. If the conduct is deemed flagrant, the student-athlete may be suspended for more than one contest or removed from the team for the remainder of the season as determined by the Athletic Director.

Section XIV: Athletic Team Participation

A student-athlete who signs up for a team that has a tryout period, and does not make the final cut, will be allowed to try out for another team (sport) upon mutual approval of the Athletic Director and the coach involved, and if the roster for that team has not been finalized by the Athletic Director. After the first official week of practice for any team, a student-athlete may not transfer from one team (sport) to another.

Section XVI: Citizenship and Conduct During the School Year

It is the responsibility of the student-athlete to report any in school minor or major violations of the Student Code of Conduct to the Athletic Director. When a student-athlete violates the Student Code of Conduct, the following consequences shall occur in addition to the consequences provided by the school principal or his/her designee:

FIRST Major Violation

- Sport with ten or less game dates - 1 game date suspension
- Sport with more than ten game dates - 2 game date suspension (max 3 games)

SECOND Major Violation

- Sport with ten or less game dates - 2 game date suspension
- Sport with more than ten game dates - 4 game date suspension (max 6 games)

THIRD Major Violation

- Dismissal from the team for the remainder of the season.

Jr. High School Expectations

Jr. High School students who have two or more 5's in citizenship will not be eligible to participate in athletics. If a student has a 4 or 5 in citizenship, they will be placed on probation and will be required to have their teachers complete a weekly progress report. In order to remain eligible, the weekly progress report must indicate that the student's citizenship in class has improved and remains at an acceptable level.

Section XVII: Tardies

A student-athlete shall receive a one (1) game suspension for every six tardies (per season per class). First hour classes will not be counted towards tardies.

Section XVIII: After and Out of School Policy for Athletes

- Student athletes are not to be in the locker room, gymnasium, athletic fields with school equipment, bus, or in the school building without a coach in the immediate area.
- The school building is off limits to the student-athlete after 3 P.M. on school days, non-school days, and weekends without a coach or authority from a building staff member.
- Anytime a building staff member directs or requests a student athlete to vacate an area the student is to respond in a respectful and timely manner. A student athlete is not to argue or debate any request by a building staff member. Any disrespect or insubordination on the part of a student athlete may result in disciplinary action.
- It is important that students and coaches adhere to all policies. Try to create as safe of an environment as possible for everyone involved in our program.

Section XIX: Dress Code

Coaches may have a dress code for the entire season. The dress code shall be communicated to student-athletes by the coach at the beginning of the season.

Section XX: Supplemental Rules and Regulations

Supplemental rules/ regulations unique to a given sport may be implemented upon the approval of the Athletic Director. These rules must be in writing and submitted to participants prior to the start of the season, except under special circumstances as approved by the Athletic Director.

The Athletic Director is the only party who may exclude a student from athletic participation. Exclusion is generally based on the recommendation of the coach and/or building administrator.

Section XXI: Carry Over Penalties

In the event that a suspension from athletics cannot be fully served during a season, it will carry over into the following season. The only exceptions to the above rule would be in the case of a senior, in which case the suspension would carry over into the next sport he/she participates in that year. In case of MHSAA infraction, the MHSAA rules of "Carry Over of Penalties" supersede the rules outlined in Section XXI.

Section XXII: Appeal Procedures

The consequences and/or disciplinary action that a student-athlete is subject to, under the guidelines of the Student-Athletic Code of Conduct Handbook, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Athletic Director.

The student-athlete and/or their parent/guardian must initiate a written request to the Athletic Director to appeal the disciplinary action taken within three (3) school days of the date of disciplinary action. The written request to the Athletic Director must include the following information:

- Student-athlete's first and last name, address, and telephone number.
- Parent/Guardian's first and last name, address and telephone number.
- Summary of the incident and discipline action taken.
- Reason and request for the appeal to be considered.
- Signature of the student-athlete and their parent/guardian.

Any documentation received by the student-athlete or parent/guardian regarding the discipline action taken must be attached to the written request for appeal to the Athletic Director.

After reviewing the written request for appeal, the Superintendent may or may not forward the appeal to the Athlete Review Committee. The decision of the Superintendent shall be provided in writing to the student-athlete within five (5) school days of the receipt of the appeal request. The Superintendent's decision is final.

If the Superintendent's decision is to forward the request for appeal to the Athletic Review Committee, the committee shall meet within ten (10) school days of the Superintendent's decision. The five (5) member Athletic Review Committee shall consist of the Designee of the Superintendent (e.g. Athletic Director), two (2) athletic coaches, one (1) teacher and one (1) administrator.

The Superintendent shall present to the Athletic Review Committee the written request for appeal received and any documentation relevant to the incident. The student-athlete and parent/guardian shall have an opportunity to address the Athletic Review Committee. Other than the student-athlete, their parent/guardian, and committee members, No other individuals may be present during the appeal proceedings.

The decision of the Athletic Review Committee shall be communicated to the student-athlete and parent/guardian by the Superintendent within three (3) days of the committee hearing.

The Athletic Review Committee is final and not subject to Board of Education appeal.

Failure to Comply

The sanctions set forth under each section are intended to illustrate sanctions for each particular offense. However, the district reserves the right to impose any of the sanctions listed for any violation of the Code of Conduct.

Parent/Student Responsibility Statements

1. Each student-athlete and parent/guardian is responsible for his/her own insurance program. Hazel Park Schools is not responsible for any insurance (this includes use of an ambulance).
2. Hazel Park Schools will not pay medical expenses resulting from bodily injury to anyone who participates in athletic programs. The MHSAA has an insurance policy to assist in reimbursement of medical expenses resulting from concussions.
3. It is possible that serious injury or death may result from participating in athletic activities.

Statement of Risk

1. Warning: Participation in supervised interscholastic athletics and activities may be one of the least hazardous activities in which any student will engage in or out of school.
2. Participation in interscholastic athletics still includes a risk of injury which may range in severity from minor to long term catastrophic.
3. Although serious injuries are not common in supervised athletic programs, it is impossible to eliminate this risk. Participants have the responsibility to help reduce the chance of injury.
4. Players must obey safety rules, report physical problems to their coaches, follow a proper conditioning program, and inspect equipment daily.

MHSAA Protocol for Implementing National Federation Sports Playing Rules for Concussions

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician’s Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity.
 - d. Individual schools, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA if the situation was brought to the officials’ attention.
5. ONLINE REPORTING: Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season in practices and competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.
6. POST-CONCUSSION CONSENT FORM: Prior to returning to physical activity (practice or competition) the

student and parent (if a minor student) must complete the Post-Concussion Consent Form which accompanies the written unconditional clearance of an M.D., D.O., P.A or N.P. This form should be kept on file at the school for seven years after the student's graduation and emailed to or faxed to 517-332-4071.

7. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

Sanctions for Non-Compliance with Concussion Management Policy

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the signed "Post-Concussion Consent Form."

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period. A school which fails to submit required online concussion reports will be subject to the penalties of Regulation V, Section 4 A. This includes reporting zero if no concussions occurred in a season.



Webster Early Childhood Center Parent/Guardian Handbook

2024/2025

2025/2026



Programs at Webster Early Childhood Center are licensed by the
Department of Human Services.

¹⁵⁹
A licensing book is available in the office for review.

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Introduction

[Hazel Park Schools' Webster Early Childhood Center \(Webster ECC\)](#) is a high-quality early childhood center servicing children ages birth to four and is FREE to families who qualify.

The Hazel Park School District offers preschool for children ages two to four years old and special education services for children ages birth to four at Webster Early Childhood Center. Our building is the home to Hazel Park Schools' State of Michigan grant funded Great Start Readiness Program (GSRP) and our district's Early On Program and Preschool Academy, our tuition-based program.

We believe that all children should have access to a high-quality preschool setting. To accomplish this, we have designed an innovative and inclusive preschool program for children ages 3-5 eligible for early childhood special education services. The classroom environment is a general education preschool classroom with push-in and pull-out services from special education staff that are available for all students. The class is led by a highly qualified Preschool Teacher coupled with services provided by an Early Childhood Special Education Teacher with support services provided by an Occupational Therapist, Physical Therapist, and Speech/Language Therapist. A strong home-school connection is encouraged so that each child's educational program can be enhanced.

Webster ECC is fortunate to host the [Oakland Livingston Human Service Agency \(OLHSA\)](#) federally funded [Early Head Start](#) and [Head Start](#) Programs which offer services for children ages birth to four years old. All enrollment, supervision of, and questions for Early Head Start and Head Start Programs are referred to OLHSA.

Points of Pride

- Nurturing, Experienced and Innovative Professional Teachers
- Family FUN Events
- Outdoor Learning Spaces - Courtyards, Playground, Field, Learning Garden
- Parent and Staff Education Opportunities
- STEAM room - students are immersed in science and art activities

Community Collaborations

Hazel Park Schools Webster Early Childhood Center has proudly partnered with a number of community organizations, including:

- [Oakland Livingston Human Service Agency \(OLHSA\)](#)
- [Oakland Schools](#)
- [The Hazel Park Memorial District Library](#)
- [The Great Start Collaborative](#) Oakland County
- [Michigan Association for the Education of Young Children](#) Southeastern Chapter
- [The Lions Club District 11A-2](#)
- [Panera Bread of Troy](#)
- [Dentists R Us](#)

Vision, Mission, Beliefs, Philosophy

Our Vision

- Inspire and empower all learners.

Mission Statement

- The Hazel Park School District in collaboration with all stakeholders prepares and supports students for the future.

We Believe

- The school district supports the social, emotional, physical, and academic needs of each child in a caring, healthy, and safe environment.
- All students have the ability to learn.
- A school culture should celebrate diversity and promote equity.
- Student achievement and social emotional learning are at the core of every decision.
- Students are successful when staff, families and community are engaged and support learning.
- Research based curriculum aligned with state standards is the foundation for high quality instruction.
- Student driven learning environments foster self-efficacy and individual ownership of learning.
- Student success is fostered and supported through multiple pathways toward graduation.

Webster Early Childhood Center Philosophy

- Children learn best in a safe, orderly, and healthy environment. We create predictable routines, develop plans based on our children's interests and developmental levels, arrange the classroom environment to engage and support children's active exploration, and support children's physical, emotional and cognitive growth.
- Families are children's first and most influential teachers. We invite family participation in all aspects of our programming and welcome families to visit our classrooms, participate in activities, share their family customs, assess our program, provide input into program policies, and participate in their child's education at home and in the classroom.
- It is our responsibility to prepare children for success in school and life. We choose to implement the Creative Curriculum and use Teaching Strategies Gold as our child assessment tool. Both the chosen curriculum and the chosen assessment tool are aligned to Common Core Standards for Kindergarten and when implemented with fidelity, prepare children for success.
- One of life's greatest strengths and a great gift to children is the ability to solve problems and resolve conflicts respectfully. We see conflict and frustration as teaching opportunities and support children as they work to gain the skills necessary to meet life challenges.
- We value lifelong learning. We provide opportunities for parents and staff to learn together, provide for continuous and meaningful staff professional development, and take great joy in learning from and with our children.
- Children, families and the community of Hazel Park and neighboring counties deserve the very best early childhood program we can offer. We invite staff, families and community stakeholders to join us in program assessment and planning as we strive for excellence.

Our Programs

The Great Start Readiness Program (GSRP), 2 year old Preschool Academy and 3 and 4 year old Preschool Academy are fully administered by the Hazel Park School District. Program oversight of the program is conducted by ~~Ms. Shelia O'Kane~~ Mrs. Heather Agueros Webster Early Childhood Supervisor.

State of Michigan Child Care Licensing

The program licensing notebook is available on-site for parental inspection. Also, it can be accessed at the State of Michigan Licensing and Regulatory Affairs. [Licensing Rules for Child Care Centers - Amended 2/22/2022](#)

The Webster Early Childhood Center licensing notebook includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP) since May, 2010. The notebook is available to parents during regular business hours. Licensing inspection and special investigation reports from at least the past two years are also available on the child care licensing website. [LARA Child Care Licensing Search](#)

Hours of Operation

Main Office	Latchkey	Classrooms
Monday - Friday 7:30am-4:00pm	Monday - Friday 6:30am-8:15am 2:45pm-6:00pm	PA/GSRP- 7:45am-2:45pm Two Year Old Room- 8:00am-3:00pm

Location, Parking, and Entrance

431 West Jarvis Ave
Hazel Park, MI 48030

Parking

Families are encouraged to park in the parking lots located on the right and left of the building. There is also a rear parking lot accessible by West Harry Avenue. All visitors will need to go to door 1 and ring the doorbell. Please be advised that you may get a parking ticket from the city if you are parked on the street illegally.

Building Entrance and Exit

All external leading doors remain locked throughout the day. All families and visitors are to enter and exit through the doors in the front of the building. **Upon entering the building, all families and visitors will need to ring the doorbell, identify themselves, and check in with the office. All families and visitors will need to provide their picture ID at the main office.**

Contact, Communication, and Calendar Information

Supervisor

~~Shelia O'Kane~~-Heather Agueros
Email: ~~shelia.okane@myhpsd.org~~
heather.agueros@myhpsd.org
Office Phone 248-658-5501

Secretary

~~Sheryl Durka~~-Jill Cucchiara
Email: ~~sheryl.durka@myhpsd.org~~
jill.cucchiara@myhpsd.org
Office Phone 248-658-5501

Standard Forms of Communication

Communication between home and school is important. We try to meet the family communication needs as much as possible. Some of the ways we may communicate with families are listed below:

- In Person
- Office Phone Call
- Event Flyers
- Take Home Folders
- Email
- TSGold App
- Classroom Newsletter
- Monthly Supervisor Newsletter

Please be sure to keep all contact information up to date with our program. If your phone number or email address changes, please make the necessary changes in Power School or call the office at 248-658-5501 and we will be happy to do it for you.

ESL and Bilingual Families and/or staff can obtain resources with the school district's bilingual department to provide support for families and children whose primary language is not English.

Arrival and dismissal times are great opportunities to say hello to the teachers and build relationships. If you have a concern, please wait until all children are picked up, email, write a note or leave a message with your child's teacher to schedule a time to meet.

Classroom Newsletter and Supervisor Newsletter

Classroom newsletters are sent often and teachers use the avenue of their choice, such as email or the TS Gold My Family app. Your child's teacher will let you know which communication app they will be using. Watch your email for newsletters and updates from the building supervisor.

Program Calendar

Each family is provided a program calendar prior to the first day of school. Refer to the calendar for information regarding the first day of school, last day of school, school breaks, or other days the classroom may not be open. If you are in need of another copy of the program calendar please contact your child's teacher or see the Hazel Park Schools Website.

GSRP Enrollment Policy and Procedure

Great Start Readiness Program (GSRP) is a state funded school day preschool program offering a kindergarten readiness curriculum to those that qualify. Our classrooms service four year olds who meet income eligibility requirements.

Enrollment Schedule:

- January 1, 2025 - ~~Families that live in district, with an income up to 400% of state guidelines can enroll~~ Begin enrolling up to 500% and all Categorically Eligible Children within the 25% IEP limitation and must be four years old by September 1st.
- February 1st - Enroll families that have been enrolled with the sub-recipient previously even if residing out of district (e.g., tuition, Early On, ECSE, sibling is attending in another program). This includes children that turn four through December 1st. This includes families that are in over-income households. If the over-income percent is not enough to enroll families that have been enrolled with the sub-recipient previously, the sub-recipient will notify Oakland Schools what percent is needed to provide continuity of programming for all children and enroll those families.
- March 1, 2025 - ~~Families that live in district and are over income can enroll~~ In addition to those enrolled starting February 1st, enroll over income based on sub-recipient specific percent ([chart linked here](#)). The child must be four years old by September 1st if not a returning family.
- **May 1st** - In addition to those enrolled starting March 1st, enroll children who are three years old and turn four on or before December 1st and are not a returning family.
- **June 1st** - In addition to those enrolled starting May 1st, children that are age eligible can be enrolled without limit other than the estimated allocation of slots the program has available to fill.
- August 1, 2025 - ~~Families that live out of district can enroll~~ In addition to those enrolled starting June 1st, LEAs can enroll children that reside outside their district and have not been enrolled with the sub-recipient previously ([guidance linked here](#))
- September 1, 2025 - children that are 3 years old and turn 4 on or before December 1 can enroll

If it is determined that a child is eligible for Head Start, a referral is made to the OLHSA Head Start Program. The family has the option to decline the Head Start program and request placement in the Great Start Readiness Program.

If the family does not meet the eligibility for Head Start or GSRP, Hazel Park Preschool Academy will be offered to the family.

Application Process

1. Apply online with the county at [MiECC](#). Be sure to specify Hazel Park School District Early Childhood Center as the school you are applying for.
- ~~2. Complete pre-enrollment process online at [HazelParkSchool.org](#)~~
3. Complete GSRP Application Packet:
 - a. Child Information Record
 - b. GSRP Application
 - c. Latchkey Request

- d. ASQ Consent Form
- e. Media Release Consent
- f. Parent Responsibilities and Guidelines
4. Provide the following documentation:
 - a. Birth Certificate
 - b. Immunization Record
 - c. Proof of Residency
 - i. Lease/Mortgage Statement AND
 - ii. Current Utility Bill
 - d. Valid Government Parent Photo ID
 - e. Proof of income (current 1040, W-2 or three recent paycheck stubs)
 - f. Any other form of household income
5. Complete a Home Visit and Assessment with assigned teacher
 - a. Complete an ASQ questionnaire
 - b. Complete Getting to Know Your Child And Family questionnaire
 - c. Review Parent Handbook and sign Acknowledgement Form
6. Complete Household Information forms for Food Services (district requirement)
 - a. Education Benefits Form
 - b. Household Income Eligibility Statement – Child Care Institutions
 - c. CACFP Participant Enrollment Form

Families will also be required to complete Hazel Park School District's enrollment process.

Preschool Academy Enrollment Policy and Procedure

Preschool Academy is a tuition-based, school day preschool program offering a kindergarten readiness curriculum. Our classrooms service two year old children, and three and four year olds. Priority for enrollment is given to the children of Hazel Park resident families and Hazel Park Schools staff members. Families receiving DHS assistance may apply for child care benefits. DHS must be approved before your child can attend our program, unless willing to pay tuition until DHS is approved. All preschool programs are explained to the family to determine which preschool program is best for the child and their family.

Application Process

- ~~Complete pre-enrollment process online at HazelParkSchool.org~~
- Complete Preschool Academy Application Packet:
 - Child Information Record
 - Preschool Academy Application
 - Latchkey Request
 - Media Release Consent
 - ASQ Consent Form
 - Parent Responsibilities and Guidelines
- Provide the following documentation:
 - Birth Certificate
 - Immunization Record
 - Proof of Residency
 - Lease/Mortgage Statement AND
 - Current Utility Bill
 - Valid Government Parent Photo ID

- Medication Forms (if applicable)
- Custody Paperwork (if applicable)
- Health Appraisal (must be turned in within first 30 days of school)
- Complete a Home Visit and Assessment with assigned teacher
 - Complete an ASQ questionnaire
 - Complete Getting to Know Your Child And Family questionnaire
 - Review Parent Handbook and sign Acknowledgement Form
- Complete Household Information forms for Food Services (district requirement)
 - Education Benefits Form
 - Household Income Eligibility Statement – Child Care Institutions
 - CACFP Participant Enrollment Form

Tuition and Payment Information

Two year old Preschool Academy and three and four year old Preschool Academy is a tuition-based program. The tuition requirements are as follows:

Tuition for the year is \$5,625 per child. Parents/guardians can pay in full by September 1, ~~2023-2025~~ or in monthly installments of \$625 September - May. We do not bill for the days your child attends in August or June. Below is the ~~2023/2024 2025/2026~~ payment schedule:

2024/2025–2025/2026 Preschool Academy Monthly Tuition Due Dates	
September 1, 2024	\$625
October 1, 2024	\$625
November 1, 2024	\$625
December 1, 2024	\$625
January 1, 2025	\$625
February 1, 2025	\$625
March 1, 2025	\$625
April 1, 2025	\$625
May 1, 2025	\$625

- Payment is the full responsibility of the parent or guardian who registers the child.
- Payment is due in full no later than on the 1st of each month. Families are encouraged to pay in full or in advance. Families will receive a full payment calendar prior to the start of the first day of school.

- There will be no refunds for days the program is closed for inclement weather up to five days per school year. After five days have been used for inclement weather, families will receive reimbursement for inclement weather for the remainder of the school year.
- No refunds will be given if a child is sick, sent home sick, on vacation, or other family reasons.
- Payment can be made with cash or check in the black box located at Door 1. Online payment with debit or credit card is available. Parents/guardians must create a login for [School Works](#) for tuition submission.
- A late tuition payment will result in a late payment fee of \$15 per week. This will be applied to all outstanding balances on the first day of each week and will continue until the balance is no longer outstanding.
- Online payment information will be emailed prior to the first day of school and sent home on the first day of school.
- Accounts more than 30 days past due will be contacted by the HPS Finance Department and may be turned over to a collection agency.
- DHS CDC (State assistance) is also accepted. If DHS financial assistance is going to be used, written authorization paperwork PRIOR to registration into our program is required. Otherwise, your child will be placed on the waitlist until completed. The waitlist does not guarantee enrollment.
- If the payment date falls on any ‘no school’ day, the payment schedule received prior to the first day of school will indicate that payment is required in cash or check the last school day before the ‘no school’ day or online no later than the ‘no school’ day. Families are encouraged to pay online in this case but we understand that cash or check may be preferred.
- You will receive a receipt for each payment made through the online system. If you are unsure as to how to access it, it is your responsibility to contact the supervisor.
- The parent or guardian email address on file must be accessible to the parent or guardian and up-to-date to receive statements and billing. This is the full responsibility of the parent or guardian to ensure:

Registration Fee

A nonrefundable registration fee of \$40.00 is required at the time of registration.

Waitlist

When maximum enrollments are reached, names will be placed on a waiting list for the current school year only. A child may be put on the waiting list when age eligible. Should an opening become available, families are contacted in order. Families have 48 hours to respond and confirm acceptance of the opening. If no contact is received by our office, the next family on the waitlist will be contacted.

DHS Assistance

Financial help is available to parents who meet eligibility requirements to receive assistance with the costs of accessing high-quality preschool (child development) and care. Please contact the office to get more information about Child Development and Care through DHS.

Remain In Good Standing Policy

The following four occurrences will impact the good standing that all preschool families have entering the first day of school.

Incomplete Forms

Enrollment documents are required to be completed in FULL and on file in the main office. Failure to complete in full according to the timeline given will result in your child being placed on the waitlist which does not guarantee enrollment.

Health Appraisal

A Health Appraisal is required by the State of Michigan Child Care Licensing to be on file within the first 30 days of initial attendance. The Health Appraisal must have a physician's signature, stamp, and the date. Neglecting to complete this within 30 days of the child's first day of school will result in removal from the program and placement on the waitlist.

Late Tuition

Preschool Academy is self-supporting through tuition fees. The tuition requirements set forth in this handbook must be enforced in order to maintain a high-quality program. If you are not in good standing due to falling behind in payments by more than one week, the following will occur.

- 1st Incident
 - A conversation with the principal **and/or secretary** will be required to continue program attendance.
- 2nd Incident
 - A meeting with the principal **and/or secretary** and a written plan of action to rectify the issue will be required to continue program attendance.
- 3rd Incident
 - ~~Withdrawal from the program.~~ Referred to Hazel Park Business office for withdrawal from the program.

Late Pick Up

Starting 15 minutes after dismissal, a \$10.00 fee will be charged for every 15 minutes your child or children are in the late pick-up room. If you have more than one child, the fee will be applied to each child. As a school district, we understand that a situation may occur that will impact your ability to pick your child or children up on time. Therefore, we have built some flexibility into the fees that will be charged. The fees will be charged as outlined in the table below:

First Late Pick-Up	No Fee
Second Late Pick-Up	Fee Applied (unless extreme emergency as approved by building principal)
Third Late Pick-Up	Fee Applied (up to 4: 30 00 pm - *see note below) and follow-up phone call with the building principal
Four or More Late Pick-Ups	Fee Applied (up to 4: 30 00 pm - *see note below) and meeting with the building principal

* If a student is not picked up by 4:~~30~~00 the Hazel Park or Ferndale Police will be contacted.

Safety and Security Information

Webster Early Childhood Center monitors all individuals entering and exiting the building. All doors including the main office entrance will be locked and secured at all times. An electronic monitoring system has been installed throughout the building. The main office door has a video security camera allowing office personnel to talk to the person prior to entering the building. Individuals MUST check in with office personnel upon entering the building. Your child's safety is of vital importance to us! A bit of inconvenience in order to maintain the best possible security standards is a small sacrifice to make.

Building Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. To request entry press the button on the intercom device to the right of the main door on West Jarvis. Office staff will buzz you in so please listen for the faint click at the door, indicating the door is momentarily unlocked for you. If you are dropping off something for your child, office staff will be happy to take it back to your child's classroom at a time that will not interfere with instruction.

Visitors are required to produce a picture ID and inform office personnel of their reason for being at school. Approval to visit the school needs to be scheduled in advance with the principal. Visitors must ~~sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting~~ check in at the office, providing a picture ID. Your ID will be scanned, a picture will be taken, and you will wear a visitor's pass. Your picture ID will remain in the office until your departure. If you do not have a picture ID you will not be allowed in.

Visitors volunteering in the classroom or attending school-related events must complete an ICHAT each year and be approved before visiting the school (some exceptions may be made for certain school events). Approved visitors must wear a badge identifying themselves as a guest and leave their picture ID with the office staff. Visitors must place the badge on their outer clothing in a visible location. The badge connects to the district's visitor management system, which allows us to electronically monitor the location of all school visitors. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself appropriately will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Child Information Record (Emergency Cards)

For your child's safety it is very important your contact information is up-to-date at all times. Calls will be made in case of an illness, injury, emergency or building problems. [Child Information Records](#) (Emergency Cards) are kept in the main office AND your child's classroom. Information needs to be updated at both locations immediately any time you have changes affecting the information listed. Children will only be released to persons listed as an emergency contact. Therefore, if there is a possibility someone will pick up your child (even one time), please list them.

Legal Custody

Our center cannot refuse to release a child to the child's parent (per birth certificate or listed on emergency card). Both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties, please inform the center director and your child's

teacher. Custody documentation is required prior to center enforcing. Information will be kept confidential.

Staff Screening

- The Hazel Park School District requires a criminal history check and fingerprints on all preschool and childcare employees.
- All childcare/preschool employees are required to complete the Michigan Child Care Background Check and fingerprint required by LARA.
- All staff are familiar with the Child Protection Law as it relates to child abuse and neglect.

Important Note

Hazel Park School District does not encourage nor accept responsibility for employees who care for children outside of our programs while they are not at work.

Emergency Procedures

HOLD IN YOUR ROOM OR AREA. There are situations that require students and staff to remain in their classrooms or stay out of access areas. For example, a situation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. There may be a need for students who are not in a classroom to proceed to an area where they can be supervised and remain safe. If a Hold is called, students and staff can do business as usual but must clear the hallways and remain in the room or area until the “All Clear” is announced.

SECURE GET INSIDE, LOCK OUTSIDE DOORS. The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to an unsafe situation in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection. Students and staff are required to get inside the building, lock all doors, and do business as usual. During a Secure alert no one leaves or enters the building.

LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT Lockdown is called when there is a threat or hazard inside the school building. Lockdown uses classroom and school security actions to protect students and staff from the threat. A Lockdown practice could require the classroom teacher to position students within the room so they are hidden from view by someone either outside or indoors. A Lockdown Action requires staff to lock individual classroom doors, offices and other securable areas, move students out of the line of sight, turn off lights to make the room seem unoccupied, and maintain silence.

EVACUATE TO A LOCATION Evacuate is called when there is a need to move people from one location to another for safety reasons. Each school building is assigned a designated evacuation shelter. In the event it is necessary to take children to the designated evacuation shelter, staff will begin contacting families/ emergency contact persons for immediate pick up. An on-site evacuation is usually because of a mechanical failure that would disrupt the school day, such as a power outage. If it can't be resolved quickly, the school may have to plan for early dismissal. An offsite evacuation may be necessary when it's no longer safe to stay in the building such as a gas leak or fire.

SHELTER STATE THE HAZARD AND SAFETY STRATEGY Shelter is called when specific protective actions are needed based on a threat or hazard. Staff will direct students to follow the appropriate, practiced strategy for the specific hazard. Threats or hazards may include:
Threats or hazards may include:

- Tornado
- Severe weather
- Flooding
- Hazmat spill or release

Tornado Watch

If the National Weather Service states conditions are possible for a tornado to occur, the school office will notify staff of any changes in weather conditions. No further action is needed during a tornado watch.

Tornado Warning

If the National Weather Service states a tornado has been spotted in the area and immediate action is necessary, an announcement will be made over the building loudspeaker to notify staff members to take shelter due to a tornado warning. A teacher will gather the emergency cards and daily sign-in/sign out sheet, then begin leading the children to the posted tornado shelter. The second teacher will check the room and restroom to verify all children are out of the room, grab the first aid kit, close the door to the classroom and join the teacher with the children. At the designated meeting place, the teacher will verify all children are accounted for by using the daily sign-in/sign out sheet. If a tornado warning occurs at dismissal time, children will be kept in the school until there is an “all clear” or until they are picked up by an adult listed as an emergency contact.

Fire Drill

In the event of a fire, staff will follow the emergency evacuation plan per location to ensure the safety of the children. An alarm will notify staff members to evacuate the building. A teacher will gather the emergency cards and daily sign-in/sign out sheet, then begin leading the children from the classroom following the posted fire evacuation route. The second teacher will check the room and restroom to verify all children have evacuated, grab the first aid kit, close the door to the classroom and join the teacher with the children. At the designated meeting place, the teacher will verify all children are accounted for by using the daily sign-in/sign out sheet. Staff and children will remain out of the building until the “all clear” signal is given. In the event it is not safe to return to the building, staff will proceed with children to the designated evacuation shelter and call families to pick up children.

School Closing Information

Webster Early Childhood Center follows the Hazel Park School District school closings due to inclement weather, power outages, or other issues that may require that school be closed. Families are encouraged to tune in to school closings listed on the local TV and radio stations to learn if school is closed for the day. Look for Hazel Park School District and/or Webster Early Childhood Center on the television or online. If school is in session and needs to be closed, families will be contacted via phone and/or electronically to pick up their child.

Confidentiality

Out of respect for the privacy of each family in our program, all information pertaining to students and families will be kept confidential. If a student is attending a program administered by a public school, the student’s assessments and attendance records may be passed on to the students’ Kindergarten school building. Information may be reviewed by Oakland Schools and/or the MDE to ensure and support program compliance. The only instance in which information will be shared about a child or family without a parent’s

written consent is when staff has reason to suspect the child may have experienced abuse or neglect.

Photographing and Videotaping

Photographs and videos may be taken in the classroom or during school events. These photos and/or videos may be used to create environmental print for children's use, classroom books, document children's work for portfolios, child observation records online, parent information and staff training. They may be used for educational training at workshops or conferences and to produce slide shows for parent meetings, program recruitment (flyers and social media), and district events. You will be asked to sign a consent form allowing us to photograph and video your child in the classroom. If you do not wish to have your child recorded, please notify your child's teacher.

Mandated Reporters

All employees of Webster Early Childhood Center are [mandated reporters](#) of suspected child abuse and neglect. If we have reasonable suspicion to believe that a child is being abused or neglected, we are required by law to report our suspicions to the Department of Human Services Child Protective Services Division. The law states that we are not to attempt to investigate the suspicion ourselves; we are to report any suspicion immediately. Webster Early Childhood Center will comply with the Hazel Park School District policy on reporting suspicion of child abuse or neglect. In the event that a report is made to the Department of Human Services, the staff will provide the family with referral for appropriate support services. All reports are strictly confidential.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Using an object to hit a child - this could mean a switch, a paddle, a belt, a cooking spoon, a shoe or any other object that could cause serious harm
- Unusual bruising, marks, or cuts on a child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. car seats, seatbelts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for a child
- Leaving a child unattended for any amount of time
- Sending a sick child to school over-medicated to hide symptoms which would typically require the child to be kept at home until symptoms subside

Family/Community Visitors Mutual Respect Requirements

Students have the right to learn and teachers have the right to teach in a safe environment. Therefore, families and community members are expected to model the following behaviors while in the presence of children or on school property:

- Use appropriate language at all times, whether you are mad or having a casual conversation.
- Speak kindly and respectfully to all children and staff.
- Seek to resolve conflict and disagreements in private.
- Respect the privacy of all families. Please do not discuss children other than your own.
- Refrain from the use of tobacco and vaping products while on school property or in the presence of children. All Hazel Park Schools are smoke and vape free environments.

- Refrain from using threats, raising your voice or using intimidation when correcting your own child's behavior or when experiencing conflict with other adults.
- Refrain from confronting another parent regarding their child's behavior or conflicts between families. If you have concerns regarding conflicts between your child and other children in the program, please direct your concerns to the teacher or director.
- Dress appropriately. Please do not wear clothing that has inappropriate language or symbols while on school property.
- Leave dogs at home. No dogs are allowed on school premises or in vehicles during drop off and pick up times, and school hours, unless the dog is an approved therapy dog for the district.

All circumstances where adult behavior is perceived as threatening or disruptive to the emotional or physical safety of our children or staff will result in immediate and possibly permanent exclusion of the offending adult from our program.

At no time is any person permitted to carry any type of weapon, firearm or ammunition on school property or school event. Violation of this policy will result in immediate exclusion of the offending party.

Health Policies, Procedures, and Resources

Health Appraisal

As per Michigan child care center licensing, students are required to have a [Health Appraisal](#) completed and turned into the office within 30 days of their first day of school. If a child does not have their Health Appraisal on record 30 days after the child's first day of school, the child will not be able to return to school until the Health Appraisal is on file in the office. As a result, the child may be placed back on the waitlist. Health Appraisals can be completed at the Accension Health Center located at Hazel Park High School. For more information, visit the Hazel Park School District website: <https://bit.ly/4bEaT3Lr/>

Hearing and Vision Screening

Each year the Oakland County Health Department screens 4 year old students for vision and hearing. This is a requirement for Kindergarten. Parents will be notified of results.

Immunization Record

[Michigan Law for child care centers and preschools](#) requires every student enrolling in a Michigan school be properly immunized, or have a signed waiver from the health department. A parent notification letter may be sent regarding any needed immunizations. If the immunization record or signed waiver is not on file, in accordance with the law, shall not be permitted to attend school. The Oakland County Health Division has a free immunization clinic available to all ages, including adults. The clinics are located in Pontiac, Southfield and Walled Lake.

The immunization records of children born in Michigan from 1994 to present are in the [Michigan Care Improvement Registry \(MCIR\)](#). Many older children and adults are also in MCIR. You may request your own or your child's Official State of Michigan Immunization Record by contacting your physician's office or your local health department.

Parents/guardians seeking to obtain a nonmedical immunization waiver for their child(ren) who are enrolled in school or licensed childcare programs are required to attend an educational session, where they are provided with information about vaccine-preventable diseases and vaccinations. For more information go to [Nonmedical Waiver Rule for Childhood Immunizations in School and Licensed Childcare Programs:](#)

Illness/Undiagnosed Rash

The school may request certain children be excluded from school attendance if the child is thought to have a contagious illness or has an undiagnosed rash. The school will readmit the child when they are free of symptoms or receive written permission from the doctor. This is done for the protection of the child and the rest of the children in the school, and follows the guidelines provided by the Oakland County Health Department.

Health Guidelines

Staff will be alert to any unusual behavior in children that may signal illness. Whenever a child exhibits any of the symptoms listed below, staff will contact the parents to have the child picked up immediately. If the parent is unable to be contacted or does not come within 30 minutes, staff will begin calling other emergency contacts listed on the [Child Information Record](#).

- Fever - The child must be 24 hours free of fever, without medication, before returning to school.
- Vomit/Diarrhea - The child must have a minimum of 24 hours free of vomiting or diarrhea before returning to school.
- Pink Eye Symptoms - The child must be treated with medication and may return with a doctor's note after 24 hours with no eye drainage
- Persistent Cough – A child who is coughing constantly and/or 'hard' will be excluded until cough is not as persistent.
- General Appearance of being Ill – A child who is not participating in activities, is very tired, unusually pale or has flushed skin, watery eyes and just appears to be too sick to be in school will be excluded until the child looks and feels well.

Notification of Sick Children Within the Classroom

Families will be notified of outbreaks of illnesses in individual classrooms. A note will be sent home with children. Classroom staff will be responsible for ensuring children do not return to the classroom until they are well enough as described as above. In the event of illness in the classroom, staff will pay particular attention to disinfecting toys and surfaces used by children.

ALL families are required to notify the school office of diagnosed communicable illnesses and/or rash or bump causing issues. Notification will be required for the following and more, as listed on the [Oakland County Health Division Communicable Disease Reference Chart 2024](#):

- Bed Bugs
- Chickenpox
- Hand, Foot and Mouth
- Head Lice
- Impetigo
- Flu
- Pink Eye
- Pneumonia
- RSV
- Ringworm
- Scarlet Fever
- Strep Throat

Doctor's Note Requirement

A doctor's note for return to school may be requested at any time to ensure the health of all children and staff at Webster. This will be left to the discretion of the director.

Reporting to MDSS

The report of some conditions to the Michigan Disease Surveillance System (MDSS) or local health department is required within 24 hours if the agent is identified by clinical or laboratory diagnosis.

[Reportable Diseases in Michigan 2024.](#)

Head Lice

The following policy was adopted by the Hazel Park Board of Education and is coordinated with the procedure of the Oakland County Health Department. Children with lice and/or nits are to be kept out of school (excluded).

The school will observe the following protocols regarding head lice.

- The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- Infested students will be sent home following notification to the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the designated staff member and the child is determined to be free of the head lice and eggs (nits).
- Children may return when they are nit-free.

Handwashing

- Hands will be washed with soap and running water. Water basins, hand sanitizers and pre-moistened wipes may not be substituted.
- Have a clean paper towel available
- Turn on water to a temperature between 60 and 100 degrees F.
- Moisten hands with water and apply soap.
- Rub hands together vigorously until a soapy lather appears and continue for at least 10 seconds.
- Rub areas between fingers, around nail beds, under fingernails, jewelry and the back of hands.
- Rinse hands under running water until they are free of soap and dirt. Leave the water running while drying hands.
- Dry hands with a clean, disposable paper towel. Turn taps off with the paper towel.
- Dispose of the paper towel in a lined trash container.

CDC Guidance

Staff will use and actively teach children the hand washing procedure below in order to avoid spreading illness. Children and staff wash their hands before each meal, after using the bathroom, playing with animals, blowing their nose, before and after using the sensory table and any time hands are visibly dirty.



~~All circumstances where adult behavior is perceived as threatening or disruptive to the emotional or physical safety of our children or staff will result in immediate and possibly permanent exclusion of the offending adult from our program.~~

~~At no time is any person permitted to carry any type of weapon, firearm or ammunition on school property or school event. Violation of this policy will result in immediate exclusion of the offending party.~~

Children's Medication

State of Michigan Child Care Licensing Rule 400.8152 Medication Administrative Procedures states:

- (1) Medication, prescription or nonprescription, must be given to a child by a child care staff member only.
- (2) A child care staff member shall give or apply medication, prescription or nonprescription, only with prior written permission from a parent.

*Self-administration is not applicable for Webster ECC

- (3) All medication must be in its original container, stored according to instructions, and clearly labeled for the named child, including all nonprescription topical medications described in subrule (8) of this rule.
- (4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.
- (5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.
- (6) A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician. Our staff members will not give the first dosage.
- (7) A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.
- (8) Topical non-prescription medication, including but not limited to diapering cream, triple antibiotic, sunscreen, and insect repellent, requires written parental authorization annually.
- (9) A center shall maintain a record as to the time and the amount of medication given or applied, with the

exception of medications described in subrule (8) of this rule, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

Children requiring an epipen or inhaler/nebulizer at school WILL NEED THEIR MEDICATION BEFORE THE START of school and the required signed forms. A Medication Administration Authorization Form must be completed and signed by the parent and physician.

These are considered life saving medications and we cannot make any exceptions. Children indicated on the Health Appraisal as having a severe allergy where an epi-pen may be required or asthma where an inhaler/nebulizer may be required must have a letter from their doctor if the medication is not needed to be at school.

Accidents/Emergencies

When a child incurs a minor injury, staff will take the following steps:

1. Immediate care is provided to the child
2. A phone call, written report (incident report), or both will be provided to the parent at or before dismissal on the day of the minor injury

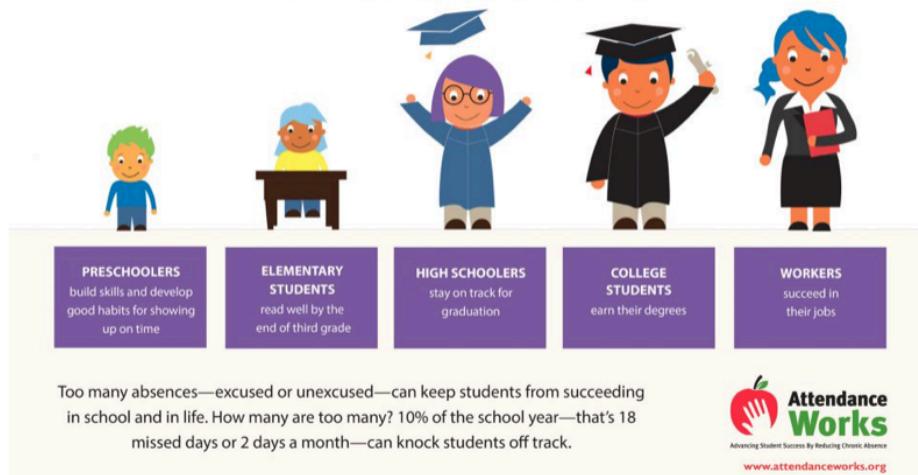
When a child incurs a serious injury, staff will take the following steps:

1. A staff member calls 9-1-1 and then immediately phones any other required personnel that need to be notified when 9-1-1- is called, while the certified CPR/First Aid staff member remains with the injured child.
2. Ensure the scene is safe. If so, provide care and comfort to the injured child until EMS personnel arrive.
3. EMS personnel will determine if the injured party needs to be taken to the hospital.
4. The parents will be contacted by phone once the situation is under control. If the parents cannot be reached the next person on the emergency card will be contacted until either the program is able to talk with someone or all individuals have been phoned.
5. A staff member will ride in the ambulance if the parent is unable to do so.
6. Within twenty-four hours of the injury, a call will be made to the Department of Regulatory Services Licensing Division followed by a written report within three days of the injury.

Attendance Procedures

One of our program goals is to ensure that every student attends school regularly when healthy. For consistency of learning, please demonstrate appropriate attendance. We realize some absences are unavoidable due to health problems or other circumstances. Certainly, if your child is ill we do not want them in school as rest is what is best for a sick child.

GOOD SCHOOL ATTENDANCE MEANS...



Absent Procedure for Parents and Guardians

If your child will not be in attendance, please contact the school office at 248-658-5501 to inform them of the reason for your child's absence, the classroom teacher's name, and the reason for not attending. If no one answers, please leave a message.

Absent Procedure for Staff

The Lead Teacher or Associate Teacher is to check in with verbal communication to parents or guardians after the second day a child is absent. Only if unable to reach parents via phone call (2 attempts), send a message via the TSGold App or email. Email and verbal communication to parents or guardians may be required to request needed doctor's documents for the child's return to school.

Ongoing Absence Without Parent or Guardian Contact

If a child is absent and the program is not contacted by the parent or guardian, the program will attempt to make contact with the parent. If the program cannot make contact with the parent or guardian for 3 consecutive days, then a letter will be sent to the parent or guardian. If the program does not receive a response within 10 days of the date of the letter the child may be moved to the program's waitlist.

Bus Transportation

Families residing in Hazel Park School District may request bus transportation for certain programs. Let your child's teacher know if you are interested in having your child ride the bus. It is the responsibility of the transportation department to notify families of their pick up and drop off time. Families should be aware that the bus may arrive ten minutes before or after their child's scheduled time due to different reasons. Any issues regarding the bus must be discussed with the transportation department at 248-658-5948. However, you may notify the school office to make them aware of the situation. If your child is going to be absent from school, you must notify the transportation department and the Webster office.

Drive Through Drop Off And Pick Up

At the beginning of the year, each family will receive a car tag and a backpack tag that has a specific color and number. The car tag must be displayed from the rearview mirror. Some classes will enter through Door 1, and some through Door 2. Door 1 is at the front of the building off of West Jarvis. Door 2 is on the west side

of the building off of West End. To access Door 2, please use the circle drive, entering through the south entrance and exiting out the north exit. When you meet with your child's teacher at the beginning of the year, you will be assigned a door.

Please pull up when you can, and remain in your vehicle. Your child should remain buckled in their carseat until you are pulled up close enough for a staff member to come to your vehicle for your child. When it is time to pick up your child, please pull up when you can and remain in your vehicle. A staff member will bring your child to your vehicle.

If you are dropping off or picking up your child late, please go to Door 1 and ring the doorbell. We will be happy to help you.

If you have someone other than a parent picking up your child please notify the office. That person must be on your emergency contact list and have picture identification.

Picking Up your Child During the School Day

Parents/guardians should give the school advance notice if their student will be checked out early. At the elementary schools, no students can be checked out early after 2:30 PM. This policy is in place at the junior high and high school as well. Students should not be checked out early at the junior high after 2:15 or after 2:00 at the high school. It is disruptive to the classes and prevents important learning at the end of the day.

Visitors who are checking students out of school buildings early are required to show a picture ID and must be listed as an emergency contact on PowerSchool for that student. **The school must have prior notification (note or email/call from the email or contact number on file in the district's student information system) from the parent/guardian if a visitor/emergency contact is checking students out of the building.** Visitors who are not listed as emergency contacts in PowerSchool cannot check a student out of school.

Latchkey

Before and after care is available Monday through Friday. It will open at 6:30 am and your child will be picked up by the classroom teacher when it is time for their class to begin. Latchkey will open at 2:45. Your child will be dropped off by their teacher at dismissal time. All children need to be picked up before 6:00 pm. There will be no latchkey offered on non-school days. Please check the district website or contact our office at 248-658-5501 for more information and the cost of the latchkey program. DHS payments are accepted but must be in place before entering the program.

Child Clothing and Blanket

Clothing for Learning and Play

Preschool children learn best from hands-on exploration. Children will be provided many hands-on opportunities.

- Children should wear comfortable clothing to allow them to crawl and jump while strengthening their arm and leg muscles.
- Children should wear "play clothes". They will learn many developmental skills while "playing".
- No open toed shoes or flip flops. Sneakers that your child can easily take on and off are best.

While we take precautions to keep children clean, clothing may become messy at times. A change of clothing may be needed due to spills, messy play or bathroom accidents. Children should have a complete extra change of clothes in their cubby DAILY. Clothing is to be placed in a sealed and labeled plastic bag.



Cold Weather Outdoor Clothing Requirements

Your child will go outside every day. Outdoor play time is structured to be a healthy, educational and enjoyable time for children. Your child is required to be dressed in clothing that is appropriate for the weather conditions. If there is snow on the ground and/or the temperature outside is very cold, your child will need a snowsuit, hat, gloves or mittens, and snow boots.

Rest Time Blanket

Children will have a rest time each day. Children should bring a small blanket that fits in their backpack. Bedding must be taken home at the end of each week for laundering. Please be sure all items are labeled with your child's name.

Label

Each item must be clearly labeled with your child's first and last name or initials with class number. If you are in need of any of these items please let your classroom teacher or program administrator know in advance. We will try our best to locate resources for you.

Behavioral Expectations and Conflict Resolution

General Behavior Expectations

We believe that children learn best in a well-ordered environment that is free from disruptions. To promote such an environment, the Early Childhood department, teachers and staff work together to help children to:

- Respect all persons and property
- Act in a courteous and cooperative manner
- Use acceptable and appropriate language
- Be safe and learn to act responsibly

Teachers will handle the majority of discipline within the classroom. Repeated and/or harmful behavior to others or self will be called to the attention of the Webster ECC Supervisor and parents will be notified.

Conflict Resolution/Discipline

Staff supports children as they begin to understand their behavior choices and learn acceptable ways to interact with others. The approach we use promotes and encourages self-regulation, self-direction,

self-esteem, and a spirit of cooperation. We use a six-step process to resolve conflicts. The steps are as follows::

1. Approach children calmly and stop any hurtful actions.
2. Acknowledge children's feelings.
3. Involve children in identifying the problem by gathering information.
4. Restate the problem in children's vocabulary.
5. Ask children for solutions and encourage them to choose one together.
6. Give follow-up support when children act on their decisions.

We encourage you to help us give children a consistent message by trying to use the six steps at home.

Staff is strictly prohibited from using these forms of punishment:

- Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment
- Restricting a child's movement by binding or tying him or her
- Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child
- Depriving a child of meals, snacks, rest, or necessary toilet use
- Excluding a child from outdoor play or other gross motor activities
- Excluding a child from daily learning experiences
- Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle

Family Involvement

Parent involvement is welcomed and encouraged. To establish and maintain a strong school-home connection which benefits children, we offer the following ways for families to be involved:

- Open House - Takes place at the school before your child starts the school year. This gives the parent and child time to get comfortable in their new classroom before their first official day.
- Parent Orientation - Takes place at the start of the school year to support relationships, invite input, share community resources, and encourage future involvement in program decision making.
- Volunteering in the Classroom - Talk with your child's teacher about how you can be involved as a volunteer. We provide support through our volunteer supervision policy. All school volunteers must complete the Volunteer Form, submit a copy of their picture ID, and have clearance before assisting at the school. For school-wide volunteer opportunities, please contact the supervisor.
- Parent-Teacher Conferences - Teachers work with families to schedule two parent-teacher conferences. Additional meetings may be arranged by the teacher or parent.
- Parent Advisory Meetings - two or more are scheduled to share program goals, share community resources, provide at-home learning resources and attain input related to program decisions. Data Analysis will take place with participation from parents, an administrator, and teaching staff to review program data and set goals.
- Parent Connection Meetings - The Great Start Collaborative hosts Parent Connection Meetings following the Parents Advisory Meetings. Dinner and child care are provided. A range of topics for parents are addressed.
- Family Events - Family events are part of the excitement for children who attend our school. Events will be announced in advance and the majority of events are scheduled on the calendar prior to the start of the school year.
- ESL and Bilingual Resources - Families and/or staff can obtain resources with the school district's bilingual department to provide support for families and children whose priority language is not English.

Referrals for Child and Family Needs

We strive to meet the individual needs of all children in the program. If documentation and/or observations result in a concern about a child's development, we will begin a process to follow up on that concern. If you have any concerns or questions about your child's development, please reach out to the building administrator at 248-658-5501.

The Individuals with Disabilities Act (IDEA) is a federal law that provides federal assistance to states and local school districts and that requires all public schools to make available a free appropriate public education (FAPE) to all children with disabilities. IDEA is also supported by a comprehensive set of federal regulations that are also legally binding on public schools.

A component of a public schools' obligation to provide FAPE is to ensure that the school has in place a system to support what is known as "Child Find". This typically involves students enrolled in the Hazel Park School District; however, this obligation applies to all children who reside within the boundaries of the District. This applies even if children are homeless, a ward of the state, enrolled in a private school, transient or home schooled, whether or not they are registered with the state or Oakland Schools.

*The Hazel Park School District has an obligation to "locate, evaluate, and identify" any child that has or is suspected of having a disability, or who may be in need of special education services.

*The Child Find process is a collaborative one with school personnel working in conjunction with parents to locate, evaluate, and identify children who may need special education and related services. Children in need of special education services or an accommodation for a disability should be identified in a timely manner. If the child is referred for a comprehensive evaluation, informed parental consent must be obtained prior to beginning the evaluation. The initial evaluation must be conducted within 30 school days of receiving parental consent for the evaluation.

Family Needs

Families may also need different forms of support. If there is a non-educational need that your family has, please notify a staff member. Staff will assist you in seeking the resources you need and follow up accordingly. Alternatively, there are a variety of resources and supports that can be accessed on the Hazel Park Schools website.

Cultural Competence Plan

The purpose of this plan is to be a starting point for improved cultural competence throughout Webster ECC.

Cultural competence is a key component to equity in high-quality early childhood education. [The National Center for Cultural Competence](#) states that "culture is an integrated pattern of human behavior, which includes but is not limited to – thought, communication, languages, beliefs, values, practices, customs, courtesies, rituals, manners of interacting, roles, relationships and expected behaviors of a racial, ethnic, religious, social or political group; the ability to transmit the above to succeeding generations; dynamic in nature" (National Center for Cultural Competence 2004, 4). Webster ECC strives to ensure cultural competence and is committed to evolving what that means to our program over time.

Understanding culture and developing cultural competence is important so that we all (i.e., students, staff, families) understand how we interact with individuals from different cultures. This understanding helps us

see our students and their families more clearly, and shape policies and practice in ways that will help our students to succeed. There are five basic cultural competence skill areas that Webster ECC staff seek to continue to develop (Adapted from Diller and Moule, Cultural Competence: A Primer for Educators, Thomson Wadsworth 2005):

1. Valuing Diversity - Accepting and respecting differences—different cultural backgrounds and customs, different ways of communicating, and different traditions and values.
2. Being Culturally Self-Aware - Culture, the sum total of an individual's experiences, knowledge, skills, beliefs, values, and interests, shapes an educator's sense of who they are and where they fit in their family, school, community, and society.
3. Dynamics of Difference - Knowing what can go wrong in cross-cultural communication and how to respond to these situations.
4. Knowledge of Students' Culture -. Educators must have some base knowledge of their students' culture so that student behaviors can be understood in their proper cultural context.
5. Institutionalizing Cultural Knowledge and Adapting to Diversity - Culturally competent educators, and the institutions they work in, can take a step further by institutionalizing cultural knowledge so they can adapt to diversity and better serve diverse populations.

Birthdays and Celebrations

We know that birthdays are important to every child and that children like to celebrate with their classmates. Classrooms will acknowledge children's birthday and special occasions on the message board. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, celiac disease, or other dietary restrictions. We ask that you do not send any snack (or other item) on your child's birthday.

Nutrition Services

All meals will be fully compliant with the final rule for nutrition standards in the [Child and Adult Care Food Program](#). Menus with noted food substitutions will be posted in a place visible to parents. If there is a need for a child to receive substitutions due to medical or religious reasons, a Request for Food Service Individualization and Adjustments Form must be submitted. The center will comply with rule 400.8330 (3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs. [Webster ECC Current Menus](#)

Allergies or Special Diets

Food accommodation will be made by the program with documentation from the child's physician regarding allergies. An allergy action plan must also be filled out by a physician. All allergies requiring an epi-pen must have above documentations and medication form filled out by physician and turned in with an epi-pen BEFORE the child can attend school.

Children who have low frequency dietary needs (organic, kosher, vegan, etc.) will be allowed to supply snacks and meals for the child. Alternative snacks and meals supplied by families should be similar to what is being offered on the school menu and follow the [CACFP](#). Families will be asked to sign a statement indicating they wish to provide food for their child because of family preferences (specific preference must be listed).

A child may have to be exposed to a food that is new 12 or more times before becoming comfortable with it. Through our family style dining approach, children will build relationships with each other while learning healthy eating habits. Families are NOT allowed to send in food for their child simply because the child does not like the food served or prefers something from home. Shared meals are an important part of the program and encourage children to try new foods with peers.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Teaching Team

The teaching team in the GSRP classroom consists of two co-teachers who have extensive education in teaching your children. Lead teachers are required to possess at least a bachelor's degree in child development or early childhood education. Associate teachers are required to possess either an associate degree in early childhood or a child development associate credential (CDA). All teaching staff participate in a minimum of 24 hours of professional development per year.

Lesson Plans

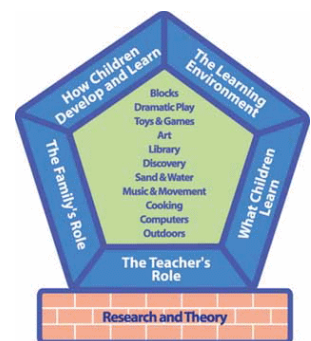
Teaching Teams meet daily to create lesson plans. They apply intentional teaching practices by:

- Planning developmentally appropriate activities
- Supporting and extending children's learning
- Providing materials that reflect children's interests, community events and curriculum content
- Actively engaging children through direct experiences in pursuit of shared learning goals
- Collaborate with families to create individual goals for children

Curriculum

Webster Early Childhood Center uses Creative Curriculum in all of the classrooms. This curriculum focuses on developmentally appropriate practices to create a positive learning environment that meets the needs of multiple learning styles. Several interest areas in the classroom are stocked with materials that focus on a theme or study, and also have resources to support learning in reading, writing, literacy, math, science and social studies. Through interactions and observations, teachers record anecdotal notes in the following areas of development and objectives to assess students' learning, and create lessons that meets the needs of all students:

- Social-Emotional
 - Regulates own emotions and behaviors
 - Establishes and sustains positive relationships
 - Participates cooperatively and constructively
- Physical
 - Demonstrates traveling skills
 - Demonstrates balancing skills
 - Demonstrates gross-motor manipulative skills
 - Demonstrates fine-motor strength and coordination



- Language
 - Listens to and understands increasingly complex language
 - Uses language to express thoughts and needs
 - Uses appropriate conversational and other communication skills
- Cognitive
 - Demonstrates positive approaches to learning
 - Remembers and connects experiences
 - Uses classification skills
 - Uses symbols and images to represent something not present
- Literacy
 - Demonstrates phonological awareness, phonics skills, and word recognition
 - Demonstrates knowledge of the alphabet
 - Demonstrates knowledge of print and its uses
 - Comprehends and responds to books and other texts
 - Demonstrates writing skills
- Mathematics
 - Uses number concepts and operations
 - Explores and describes spatial relationships
 - Compares and measures
 - Demonstrates knowledge of patterns
- Science and Technology
 - Uses scientific inquiry skills
 - Demonstrates knowledge of the characteristics of living things
 - Demonstrates knowledge of the physical properties of objects and materials
 - Demonstrates knowledge of Earth's environment
 - Uses tools and other technology to perform tasks
- Social Studies
 - Demonstrates knowledge about self
 - Shows basic understanding of people and how they live
 - Explores change related to familiar people or places
 - Demonstrates simple geographic knowledge
- The Arts
 - Explores the visual arts
 - Explores musical concepts and expression
 - Explores dance and movement concepts
 - Explores drama through actions and language
- English Language Acquisition
 - Demonstrates progress in listening to and understanding English
 - Demonstrates progress in speaking English

Sample Daily Routine

Children learn concepts of time, self-regulation skills, trust, a sense of order and safety from following a consistent daily routine. The following parts of the day occur in the same order each day. The daily schedule for each classroom will be posted in the hallway.

Greeting Time/ Message Time	8:15-8:30
Breakfast Time	8:30-8:50
Outside Time	8:50-9:30
Read Aloud	9:30-9:50
Planning Time	9:50-10:00
Work Time	10:00-11:00
Clean-Up Time	11:00-11:10
Recall Time	11:10-11:15
Lunch Time	11:15-11:45
Outside Time	11:45-12:15
Small Group Time	12:15-12:45
Read Aloud	12:45-1:00
Rest Time	1:00-2:15
Snack Time	2:15-2:45

Child Assessments

Hazel Park GSRP collaborates with Oakland Intermediate School District to provide a free on-line developmental screening for all children. Each family will be asked to complete an Ages and Stages Questionnaire online for child development and social development. The data entered by families will then be scored by the computer and the results will be forwarded to the family and the child's teacher. The results of ASQ-3 and ASQ-SE-2 will be shared with families and teachers will use to plan lessons. Sometimes the results suggest for the child to be re-screened again after 60 days or referred for further evaluation with the school district special education department.

Children's progress is assessed four times throughout the school year using the Teaching Strategies GOLD assessment tool. Teachers intentionally record what they see children saying and doing in the 38 learning objectives listed under the Curriculum section of this handbook. Parents are informed of a child's developmental progress at family conferences and the second home visit and given a report card.

Program Assessment

Oakland Schools assigns Early Childhood Specialists to classrooms for the school year. Early Childhood Specialists meet with teachers at the beginning of the school year to introduce themselves and answer any questions. Within the first two months of school they will evaluate the classroom teaching and program operations using the county approved fidelity tool. They arrive before the students, stay the entire time students are in session and stay afterwards to observe team lesson planning. Teaching teams then meet with Early Childhood Specialists to go over results and create goals. Mid-year Early Childhood Specialists and the teaching team meet again to discuss how they are progressing on their goals. A final observation by the Early Childhood Specialists is held at the end of the year. The results of the program evaluations are shared with families at the Family Advisory Meeting and those in attendance will collaborate with staff for continuous program improvements.

In addition, Hazel Park Schools policy for all staff observations and evaluations are followed throughout the school year, providing coaching, support and resources for classrooms.

Home Visits and Family Conferences

All of our classrooms require two home visits per school year, one in the fall and one in the spring. Families will be contacted prior to school starting or as soon as possible to schedule the first home visit. Our first home visit provides the teaching staff an opportunity to greet the child and their family in their home where they are most comfortable. Teachers will review paperwork needed, share important information about the classroom, provide ideas to transition from home to school and provide a developmentally appropriate activity. Staff will make every attempt to schedule home visits at a convenient time for the family. The second home visit is scheduled in June to transition families from school to home, and transition to elementary school for the next school year. Teachers will discuss your child's progress throughout the school year, share their portfolio and provide a summer packet of activities for families to do with their child throughout the summer.

Family conferences are scheduled two times throughout the school year. Teachers will reach out to each family to schedule a time for their conference. You will be given a report card and samples of your child's work. We expect each family to partner with us to maximize your child's learning experience and prepare them with the necessary skills for kindergarten readiness.

What to expect during a Home Visit and Family Conference:

1. Teachers will begin by asking "Are there any family changes, concerns or celebrations you would like to share with us?"
2. Review Emergency Card, make necessary changes and initial/date at the bottom
3. Discuss child's strengths and interests
4. A report card will be printed and discussed regarding individual child's development.
5. Portfolio is compiled throughout the school year with children's work and photos to share with families.
6. Create and Review Child's Educational Goals
7. Handouts with activities for families to do with children
8. Teachers will end the conference asking "Do you have any questions in regards to your child or the Creative Curriculum?"

Outdoor Play

Children go outside for a minimum of sixty (60) minutes a day. Some classrooms have two outside times, thirty (30) minutes each. Research shows there are many health benefits to playing outdoors. It improves distance vision, promotes social skills among peers and adults, increases attention span, reduces stress and provides vitamin D. Please dress your child appropriately based on the weather and your child's outside time listed on their daily schedule outside of the classroom. In the winter we will go outside as long as the temperature is 21 degrees or above and it is not raining. Your child will need a warm coat, snow pants, boots, hat and gloves. Talk to your child's teacher if you are in need of assistance regarding any of these items.

Rest Time

All children will be provided with a mat on which to rest. Families are welcome to provide their child with a small blanket. Talk with your child's teacher if you would like to bring other rest items for your child. Please remember to label all items sent to school. Rest items provided by families will be sent home at the end of each week for laundering.

Transitioning into rest time, children are encouraged to gather their rest time belongings and place them on their mat. The lights dimmed and soft music may be played. Rest time is scheduled to last no longer than one hour. Children that do not rest are welcome to participate in a variety of quiet activities on a mat, or at a table. After an hour, the lights are turned on and children are encouraged to return their mats to the cart. Children that are still resting will be gently encouraged to wake up but not forced to get up.

Toileting

Each classroom has a bathroom inside the room for children to use. Children are able to use the toilet whenever they need to without having to ask. Most children are "potty trained" prior to the start of school. However, some children still need help. Teachers will work with families to "potty train" children and create a plan to follow at home and at school. GSRP requests families provide a change of clothing in their child's backpack daily. Soiled clothes will be changed immediately without judgment expressed regarding the accident. At the end of the day families will be notified soiled clothes are in their child's backpack so they can be removed and washed.

Classroom Cleaning

Every staff member is responsible for keeping the entire classroom clean, orderly and pleasant looking daily. The room should be ready for the next day at the closing of each night. Custodians will clean the floors and bathrooms daily. All door knobs, rest time mats, play equipment and surfaces used by children will be cleaned and sanitized regularly using the method below. In the event of an illness, sanitation will occur immediately.

Step 1: Sprayed with soapy water and wiped clean with paper towels.

Step 2: Sprayed with water and wiped clean with paper towels.

Step 3: Sprayed with a solution of bleach water and wiped with clean paper towels.

(Note: bleach water must be replaced daily and should be tested to ensure that it is at food service strength.)

Early 5s or Kindergarten Transition

Kindergarten Transition

Families will be notified as soon the Kindergarten Open House dates are set. Children who turn five before September 1, will be eligible for kindergarten in the fall after their school year. During your child's Spring Parent/Teacher Conferences, the Early 5s and Kindergarten options will be discussed. Contact the Early Childhood Supervisor for additional information and guidance.

Complaint Procedure

We strive to provide a positive, nurturing environment for all. It may occur that an employee makes decisions or performs in a manner with which others disagree. Family and community members are asked to follow the district's communication procedure, outlined in the student handbook, to address questions or concerns. The Student Handbook can be found on the Hazel Park School District website.

~~**SIGN AND RETURN**~~

~~Hazel Park Staff Welcomes You to our Program~~

~~I have read the Webster Early Childhood Family Handbook. I understand my rights and responsibilities as presented in the handbook. I agree to abide by all the Hazel Park policies.~~

- ~~● Complete all enrollment paperwork as soon as possible.~~
- ~~● Complete ASQ-3 and ASQ-SE parent questionnaires.~~
- ~~● Turn in Health Appraisal form completed by physician within 30 days of first day of school.~~
- ~~● Update Emergency Information Record in the school office.~~
- ~~● Notify teaching staff of any health concerns, allergies or special diets immediately. Complete and return required forms for medication and/or accommodations.~~
- ~~● Send your child to school Monday-Friday at their classroom's designated time.~~
- ~~● Notify the office when your child will be absent before 8:30 a.m.~~
- ~~● Keep your child home when they are ill.~~
- ~~● Sign your child in and out daily and notify teaching staff of any changes.~~
- ~~● Schedule and meet teaching staff for two home visits and two family conferences.~~
- ~~● Follow the Family/Community Visitor Mutual Respect Policy.~~
- ~~● Follow parking guidelines listed.~~
- ~~● Follow birthday and special occasion policy.~~
- ~~● Attend Family Meetings and Advisory Board Meetings, if possible.~~
- ~~● Collaborate with Webster Early Childhood staff to successfully transition your child from home to school at the beginning of the school year and from preschool to elementary school at the end of the school year.~~

~~*"When families, school and community work together to support learning, children tend to do Better in school, Stay in school longer, And Like school more."*~~

~~*Anne Henderson & Karen Mapp*~~

~~Child's Name: _____ Teacher Name _____~~

~~Parent or Guardian Signature: _____ Date: _____~~



Ford Administration
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August calendar grid with days of the week and dates.

September calendar grid with days of the week and dates.

October calendar grid with days of the week and dates.

November calendar grid with days of the week and dates.

December calendar grid with days of the week and dates.

January calendar grid with days of the week and dates.

February calendar grid with days of the week and dates.

March calendar grid with days of the week and dates.

April calendar grid with days of the week and dates.

May calendar grid with days of the week and dates.

June calendar grid with days of the week and dates.

July calendar grid with days of the week and dates.

2025-2026 Elementary School Calendar

8:10 a.m. - 3:10 p.m.
Half Days: 8:10 a.m. - 11:20 a.m.

- 08/25 - 08/26/2025 Monday - Tuesday Institute Days
08/27/2025 Wednesday Half Day PM - First Day of School
08/29 - 9/1/2025 Friday No School - Labor Day Break
09/02/2025 Tuesday Classes Resume
09/26/2025 Friday Half Day AM
10/13/2025 No School - Institute Day
10/23/2025 Thursday Half Day AM - Conferences 12:30PM - 3PM & 5:00PM -7:30PM
10/31/2025 Friday Half Day AM District wide - Records PM
10/31/2025 Friday End of 1st Marking period 10 weeks
11/04/2025 Tuesday No School - Institute Day
11/26/2025 Wednesday No School - Institute Day
11/26 - 11/28/2025 No School - Thanksgiving Break
12/01/2025 Monday Classes Resume
12/19/2025 Friday Half Day AM - Holiday Break begins PM
12/22/2025 - 01/02/2026 Holiday Recess
01/05/2026 Monday Classes Resume
01/19/2026 Monday No School - Institute Day
01/20/2026 Tuesday Classes Resume
01/23/2026 Friday Half Day AM District wide - Records PM
02/13/2026 Friday Half Day AM - Winter Break begins PM
02/16 - 2/20/2026 Winter Break
02/23/2026 Monday Classes Resume
03/05/2026 Thursday Half Day AM Conferences 12:30PM - 3:00PM & 5:00PM - 7:30PM
03/27/2026 Friday Half Day AM - Spring Break begins PM
03/30 - 4/3/2026 Spring Break
04/06/2026 Monday No School - Institute Day
04/07/2026 Monday Classes Resume
04/10/2026 Friday Half Day AM - Records PM
04/17/2026 Friday Half Day AM
05/22/2026 Friday Half Day AM - Holiday Break begins PM
05/25/2026 Monday No School - Memorial Day
05/26/2026 Tuesday Classes Resume
06/05/2026 Friday Half Day AM Last Day of School

No School PD Half Day





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August						
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April						
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May						
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June						
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2025 - 2026 Junior High School Calendar	
7:55 a.m. - 2:55 p.m.	
Half Days: 7:55 a.m. - 11:05 a.m.	
08/25 - 08/26/2025 Monday - Tuesday Institute Days	
08/27/2025 Wednesday Half Day PM - First Day of School	
08/29 - 9/1/2025 Friday No School - Labor Day Break	
09/02/2025 Tuesday Classes Resume	
09/26/2025 Friday Half Day AM	
10/13/2025 Monday No School - Institute Day	
10/31/2025 Friday Half Day AM District wide - Records PM	
10/31/2025 Friday End of 1st Marking period 10 weeks	
11/04/2025 Tuesday No School - Institute Day	
11/13/2025 Thursday Half Day AM Conferences 12:30PM - 3:00PM & 4:30PM - 7:00PM	
11/26/2025 Wednesday No School - Institute Day	
11/26 - 11/28/2025 No School - Thanksgiving Break	
12/01/2025 Monday Classes Resume	
12/19/2025 Friday Half Day AM - Holiday Break begins PM	
12/22/2025 - 01/02/2026 Holiday Recess	
01/05/2026 Monday Classes Resume	
01/19/2026 Monday No School - Institute Day	
01/20/2026 Tuesday Classes Resume	
01/23/2026 Friday Half Day AM District wide - Records PM	
02/13/2026 Friday Half Day AM - Winter Break begins PM	
02/16 - 2/20/2026 Winter Break	
02/23/2026 Monday Classes Resume	
03/12/2026 Thursday Half Day AM Conferences 12:30PM - 3:00PM & 4:30PM - 7:00PM	
03/27/2026 Friday Half Day AM - Spring Break begins PM	
03/30 - 4/3/2026 Spring Break	
04/06/2026 Monday No School - Institute Day	
04/07/2026 Tuesday Classes Resume	
04/10/2026 Friday Half Day AM - Records PM	
04/17/2026 Friday Half Day AM	
05/22/2026 Friday Half Day AM - Holiday Break begins PM	
05/25/2026 No School - Memorial Day	
05/26/2026 Tuesday Classes Resume	
06/05/2026 Friday Half Day AM Last Day of School	

No School PD Half Day





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August						
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February						
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March						
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April						
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2025 - 2026 High School School Calendar	
7:40 a.m. - 2:40 p.m.	
Half Days: 7:40 a.m. - 10:50 a.m.	
08/25 - 08/26/2025 Monday - Tuesday Institute Days	
08/27/2025 Wednesday Half Day PM - First Day of School	
08/29 - 9/1/2025 Friday No School - Labor Day Break	
09/02/2025 Tuesday Classes Resume	
09/26/2025 Friday Half Day AM	
10/13/2025 Monday No School - Institute Day	
10/16/2025 Thursday Half Day AM - Conferences 12:30PM - 3PM & 4:30PM - 7:00PM	
10/31/2025 Friday Half Day AM District wide - Records PM	
10/31/2025 Friday End of 1st Marking period 10 weeks	
11/04/2025 Tuesday No School - Institute Day	
11/26/2025 Wednesday No School - Institute Day	
11/26 - 11/28/2025 No School - Thanksgiving Break	
12/01/2025 Monday Classes Resume	
12/19/2025 Friday Half Day AM - Holiday Break begins PM	
12/22/2025 - 01/02/2026 Holiday Recess	
01/05/2026 Monday Classes Resume	
01/19/2026 Monday No School - Institute Day	
01/20/2026 Tuesday Classes Resume	
01/23/2026 Friday Half Day AM District wide - Records PM	
02/13/2026 Friday Half Day AM - Winter Break begins PM	
02/16 - 2/20/2026 Winter Break	
02/23/2026 Monday Classes Resume	
03/19/2026 Thursday Half Day AM Conferences 12:30PM - 3PM & 4:30PM - 7:00PM	
03/27/2026 Friday Half Day AM - Spring Break begins PM	
03/30 - 4/3/2026 Spring Break	
04/06/2026 Monday No School - Institute Day	
04/07/2026 Tuesday Classes Resume	
04/10/2026 Friday Half Day AM - Records PM	
04/17/2026 Friday Half Day AM	
05/22/2026 Friday Half Day AM - Holiday Break begins PM	
05/25/2026 Monday No School - Memorial Day	
05/26/2026 Tuesday Classes Resume	
06/05/2026 Friday Half Day AM Last Day of School	

No School PD Half Day
  





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August						
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February						
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March						
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June						
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July						
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2025-2026 Advantage Alternative School Calendar

8:00 a.m. - 2:10 p.m.
Half Day 8:00 a.m. - 11:15 a.m.

- 08/25 - 08/26/2025 Monday - Tuesday Institute Days
- 08/27/2025 Wednesday Half Day PM - First Day of School
- 08/29 - 9/1/2025 Friday No School - Labor Day Break
- 09/02/2025 Tuesday Classes Resume
- 09/03/2025 Wednesday Parent Open House PM 2:30-3:30
- 09/26/2025 Friday Half Day AM
- 10/09/2025 Thursday Conferences PM 2:30-5:00PM
- 10/10/2025 Friday Half Day AM
- 10/13/2025 Monday No School - Institute Day
- 10/31/2025 Friday Half Day AM District wide - Records PM
- 11/04/2025 Tuesday No School - Professional Development
- 11/25/2025 Tuesday End of 1st Trimester
- 11/26/2025 Wednesday No School - Professional Development
- 11/27 - 11/28/2025 No School - Thanksgiving Break
- 12/01/2025 Monday Trimester 2 Begins
- 12/19/2025 Friday Half Day - Holiday Break begins PM
- 01/05/2026 Monday Classes Resume
- 01/19/2026 Monday No School - Professional Development
- 01/20/2026 Tuesday Classes Resume
- 01/22/2026 Thursday Conferences PM 2:30-5:00PM
- 01/23/2026 Friday Half Day AM District wide - Records PM
- 02/13/2026 Friday Half Day - Winter Break begins PM
- 02/23/2026 Monday Classes Resume
- 03/06/2026 Friday End of 2nd Trimester
- 03/09/2026 Monday Trimester 3 Begin
- 03/27/2026 Friday Half Day AM - Spring Break begins PM
- 04/06/2026 Monday Institute Day
- 04/07/2026 Tuesday Classes Resume
- 04/10/2026 Friday Half Day AM - Records PM
- 04/17/2026 Friday Half Day AM
- 04/23/2026 Thursday Conferences PM 2:30-5:00PM
- 04/24/2026 Friday Half Day AM
- 05/15/2026 Friday Last Day for Seniors
- 05/20/2026 Wednesday Advantage Graduation
- 05/22/2026 Friday Half Day AM - Holiday Break begins PM
- 05/26/2026 Tuesday Classes Resume
- 06/05/2026 Friday Half Day AM Last Day of School

 No School
  PD
  Half Day





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August						
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November						
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February						
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March						
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May						
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June						
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2025 - 2026 Edison School Calendar	
8:00 a.m. - 2:30 p.m.	
Half Days: 8:00 a.m. - 11:00 a.m.	
08/25 - 08/26/2025 Monday - Tuesday Institute Days	
08/27/2025 Wednesday Half Day PM - First Day of School	
08/29 - 9/1/2025 Friday No School - Labor Day Break	
09/02/2025 Tuesday Classes Resume	
09/26/2025 Friday Half Day AM	
10/13/2025 Monday No School - Institute Day	
10/23/2025 Thursday Half Day AM - Conferences 1:00PM - 3:00PM & 4:00PM - 6:00PM	
10/31/2025 Friday Half Day AM District wide - Records PM	
10/31/2025 Friday End of 1st Marking period 10 weeks	
11/04/2025 Tuesday No School - Institute Day	
11/26/2025 Wednesday No School - Institute Day	
11/26 - 11/28/2025 No School - Thanksgiving Break	
12/01/2025 Monday Classes Resume	
12/19/2025 Friday Half Day AM - Holiday Break begins PM	
12/22/2025 - 01/02/2026 Holiday Recess	
01/05/2026 Monday Classes Resume	
01/19/2026 Monday No School - Institute Day	
01/20/2026 Tuesday Classes Resume	
01/23/2026 Friday Half Day AM District wide - Records PM	
02/13/2026 Friday Half Day AM - Winter Break begins PM	
02/16 - 2/20/2026 Winter Break	
02/23/2026 Monday Classes Resume	
03/5/2026 Thursday Half Day AM Conferences 1:00PM - 3:00PM & 4:00PM - 6:00PM	
03/27/2026 Friday Half Day AM - Spring Break begins PM	
03/30 - 4/3/2026 Spring Break	
04/06/2026 Monday No School - Institute Day	
04/07/2026 Tuesday Classes Resume	
04/10/2026 Friday Half Day AM - Records PM	
04/17/2026 Friday Half Day AM	
05/22/2026 Friday Half Day AM - Holiday Break begins PM	
05/25/2026 Monday No School - Memorial Day	
05/26/2026 Tuesday Classes Resume	
06/05/2026 Friday Half Day AM Last Day of School	

No School PD Half Day





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August						
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October						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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March						
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29	30	31				

April						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2025 - 2026 Jardon School Calendar	
8:00 a.m. - 2:30 p.m.	
Half Days: 8:00 a.m. - 11:00 a.m.	

- 08/25 - 08/26/2025 Monday - Tuesday Institute Days
- 08/27/2025 Wednesday Half Day PM - First Day of School
- 08/29 - 9/1/2025 Friday No School - Labor Day Break
- 09/02/2025 Tuesday Classes Resume
- 09/26/2025 Friday Half Day AM
- 10/13/2025 Monday No School - Institute Day
- 10/23/2025 Thursday Half Day AM - Conferences 12:30PM - 3PM &
- 10/31/2025 Friday Half Day AM District wide - Records PM
- 10/31/2025 Friday End of 1st Marking period 10 weeks
- 11/04/2025 Tuesday No School - Institute Day
- 11/26/2025 Wednesday No School - Institute Day
- 11/26 - 11/28/2025 No School - Thanksgiving Break
- 12/01/2025 Monday Classes Resume
- 12/19/2025 Friday Half Day AM - Holiday Break begins PM
- 12/22/2025 - 01/02/2026 Holiday Recess
- 01/05/2026 Monday Classes Resume
- 01/19/2026 Monday No School - Institute Day
- 01/20/2026 Tuesday Classes Resume
- 01/23/2026 Friday Half Day AM District wide - Records PM
- 02/13/2026 Friday Half Day AM - Winter Break begins PM
- 02/16 - 2/20/2026 Winter Break
- 02/23/2026 Monday Classes Resume
- 03/05/2026 Thursday Half Day AM Conferences 12:30PM - 3:00PM
- 03/27/2026 Friday Half Day AM - Spring Break begins PM
- 03/30 - 4/3/2026 Spring Break
- 04/06/2026 Monday No School - Institute Day
- 04/07/2026 Tuesday Classes Resume
- 04/10/2026 Friday Half Day AM - Records PM
- 04/17/2026 Friday Half Day AM
- 05/22/2026 Friday Half Day AM - Holiday Break begins PM
- 05/25/2026 Monday No School - Memorial Day
- 05/26/2026 Tuesday Classes Resume
- 06/05/2026 Friday Half Day AM Last Day of School

No School PD Half Day



Hazel Park SXI Program - JUNE 2025

School Year 2024-25

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 SCHOOL FULL DAY	3 SCHOOL FULL DAY	4 SCHOOL FULL DAY	5 SCHOOL FULL DAY	6 HALF DAY	7
8	9 NO SCHOOL	10 NO SCHOOL	11 NO SCHOOL	12 NO SCHOOL	13 NO SCHOOL	14
15	16 SCHOOL 8:00-11:30	17 SCHOOL 8:00-11:30	18 SCHOOL 8:00-11:30	19 NO SCHOOL	20 SCHOOL 8:00-11:30 LAST DAY	21
22	23 NO SCHOOL	24 NO SCHOOL	25 NO SCHOOL	26 NO SCHOOL	27 NO SCHOOL	28
29	30 NO SCHOOL					

199

Hazel Park SXI Program - JULY 2025

School Year 2025-26

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29		1 NO SCHOOL	2 NO SCHOOL	3 NO SCHOOL	4 NO SCHOOL	5
6	7 SCHOOL BEGINS 8:00-11:30	8 SCHOOL 8:00-11:30	9 SCHOOL 8:00-11:30	10 NO SCHOOL	11 NO SCHOOL	12
13	14 SCHOOL 8:00-11:30	15 SCHOOL 8:00-11:30	16 SCHOOL 8:00-11:30	17 NO SCHOOL	18 NO SCHOOL	19
20	21 SCHOOL 8:00-11:30	22 SCHOOL 8:00-11:30	23 SCHOOL 8:00-11:30	24 NO SCHOOL	25 NO SCHOOL	26
27	28 NO SCHOOL	29 NO SCHOOL	30 NO SCHOOL	31 NO SCHOOL	NO SCHOOL	

200

Hazel Park SXI Program - AUGUST 2025 School Year 2025-26

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 NO SCHOOL	2
3	4 SCHOOL 8:00-11:30	5 SCHOOL 8:00-11:30	6 SCHOOL 8:00-11:30	7 NO SCHOOL	8 NO SCHOOL	9
10	11 SCHOOL 8:00-11:30	12 SCHOOL 8:00-11:30	13 SCHOOL 8:00-11:30	14 NO SCHOOL	15 NO SCHOOL	16
17	18 NO SCHOOL	19 NO SCHOOL	20 NO SCHOOL	21 NO SCHOOL	22 NO SCHOOL	23
24	25 NO SCHOOL	26 NO SCHOOL	27 SCHOOL PM SESSION	28 FIRST FULL DAY SCHOOL	29 NO SCHOOL	30
31						

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HAZEL PARK SXI PROGRAM - JUNE 2026

School Year 2025-26

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 SCHOOL FULL DAY	2 SCHOOL FULL DAY	3 SCHOOL FULL DAY	4 SCHOOL FULL DAY	5 HALF DAY	6
7	8 NO SCHOOL	9 NO SCHOOL	10 NO SCHOOL	11 NO SCHOOL	12 NO SCHOOL	13
14	15 SCHOOL 8:00-11:30	16 SCHOOL 8:00-11:30	17 SCHOOL 8:00-11:30	18 SCHOOL 8:00-11:30	19 Juneteenth NO SCHOOL	20 202
21	22 SCHOOL 8:00-11:30	23 NO SCHOOL	24 NO SCHOOL	25 NO SCHOOL	26 NO SCHOOL	27
28	29 NO SCHOOL	30 NO SCHOOL				4



**HAZEL PARK
SCHOOLS**

Today's Learners, Tomorrow's Leaders

**Amy Kruppe, Ed.D.
Superintendent**

Ford Administration
1620 E. Elza, Hazel Park, MI 48030 | 248-658-5200 | F: 248-544-5223
www.hazelparkschools.org

To: Hazel Park Board of Education
From: Dr. Catherine Cost, Interim Superintendent
Subject: Hazel Park Dance Team
Date: April 14, 2025

The Hazel Park Dance Team is a non-athletic club that includes participants in grades pre K - 12. They perform at various events, such as halftimes, and compete in competitions.

In May 2022, the Board approved opening the dance team up to other school districts' students (see attached copy of the proposal). In doing so, the program has experienced growth (47 participants total) and 12 come from outside of the district. The out of district girls pay the same amount as the in district girls. Members are selected after participating in tryouts. There has not been a situation where an in district girl has been cut in order to make room for an out of district participant. Each girl pays \$1,100 a year and this covers costumes, judges fees and practice uniforms.

In November 2022, an agreement was written between the District and the Teacher's Union as they grieved the pay structure that was discussed at the May 2022 Board meeting. The result was the positions were added to Appendix B of the contract (see the attached copy of the agreement).

During the conversation in May 2022, the out of district provision was to be re-evaluated for the 2025 school year.. Tryouts for next year will be held in May, so this decision will guide that process.

The goal of growing the program has been met. Therefore, it is my recommendation that tryouts be open to only district participants, with the exception that the out of district participants who have been on this year's team be grandfathered into the program as long as they are successful in tryouts. Once an out of district participant ends her participation, she may not return to the program in the future.

Funding Source: The funding source would be general fund and activity accounts.

Strategic Goal Alignment -

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate.

Resources: The Hazel Park School District will maximize its resources to assure high quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all





**HAZEL PARK
SCHOOLS**

stakeholders will develop high-achieving students.

Recommendation I respectfully request the Board of Education to approve the changes as discussed in the meeting for the Hazel Park Dance Program.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Catherine Cost', written over a horizontal line.

Catherine Cost, Ed.D.
Interim Superintendent



**HAZEL PARK
SCHOOLS**

Today's Learners, Tomorrow's Leaders

**Amy Kruppe, Ed.D.
Superintendent**

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**HAZEL PARK
SCHOOLS**

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Recommendation I respectfully request the Board of Education to approve the changes as discussed in the meeting for the Hazel Park Dance Program.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

A handwritten signature in black ink, appearing to read 'Catherine Cost', written over a horizontal line.

Catherine Cost, Ed.D.
Interim Superintendent

Letter of Agreement
Hazel Park Schools and
Hazel Park Education Association
Dance Positions – Addition to Appendix B

Agreement between the Hazel Park Schools (hereafter “District”) and the Hazel Park Education Association (hereafter “Association”).

The circumstances leading to this agreement are as follows. The HPEA filed grievance 2021/2022/10 and a Demand to Bargain regarding the District offering Dance positions and ascribing a non-bargained amount to said positions by the District. The parties disagree as to whether the Administration may do so. Rather than litigate this issue, the parties agree to resolve the dispute as follows.

The parties agree:


Dance Coaches

1. Shall be added into Appendix B Non- Athletic Schedule of the current Collective Bargaining Agreement.
2. Elementary Dance Instructor positions:
 - a. *Baby Viks*: \$2250
 - b. *Starlettes*: \$2250
3. Middle School Dance Instructor positions:
 - a. *Hazelettes* \$3250
 - b. *Parkettes* \$3250
4. High School Dance Instructor position:
 - a. *Vikettes* \$4500
5. Dance Program Director: \$5,000
6. Descriptions shall be added.

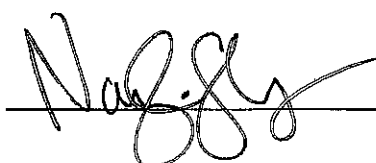
Upon execution of this agreement, the Association hereby withdraws the above-referenced grievance with prejudice.

The parties understand and agree that this constitutes the entire agreement between them pertaining to the subject matter addressed herein, and that this does not affect any other language in the collective bargaining agreement. The parties’ execution of this Agreement shall not be construed as an admission of liability, or an admission of the propriety/correctness of either party’s respective position, on the part of any party. This agreement shall be incorporated into Non-Athletic Appendix B in the next collective bargaining agreement.

For the District:


_____ 11/29/2022

For the Association:


_____ 11/29/2022



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To: Hazel Park Board of Education
From: Dr. Catherine Cost, Interim Superintendent
Subject: MVCA Board Member Reappointment – Raymond Crowe
Date: 4/14/2025

Michigan Virtual Charter Academy (MVCA) has nominated current board member Raymond Crowe for reappointment to another four-year term. Mr. Crowe's current term is set to expire on June 30, 2025. While the reappointment is not immediately urgent, MVCA has expressed interest in confirming his continued service.

As this item does not require immediate action and to ensure transparency and proper board process, it is recommended that the reappointment be placed on the HPS Board agenda for consideration and approval. This timing will still ensure continuity of service without interruption.

Strategic Goal Alignment:

- Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Funding Source: N/A

Recommendation

That the Board of Education approve the reappointment of Raymond Crowe to the MVCA Board, as presented.

**APPROVED AND RECOMMENDED
FOR BOARD ACTION**

Catherine Cost, Ed.D.
Interim Superintendent





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THE CITY OF HAZEL PARK SCHOOL DISTRICT BOARD OF EDUCATION

PUBLIC SCHOOL ACADEMY BOARD OF DIRECTORS: METHOD OF SELECTION, APPOINTMENT, AND REMOVAL

The City of Hazel Park School District Board of Education declares that the method of selection, length of term, and number of board members shall be as follows.

Method of Selection and Appointment

The City of Hazel Park School District Board of Education shall prescribe the method of appointment for members of an academy's board of directors. The Superintendent is authorized to develop and administer an academy board selection and appointment process that includes an Application for Public School Academy Board Appointment and is in accord with these policies:

- A. The Board of Education shall appoint the initial and subsequent academy board of directors by resolution, except as prescribed by subparagraph d. The Superintendent shall recommend qualified individuals to the Board of Education.
- B. The academy board of directors, by resolution and majority vote, shall nominate its subsequent members, except as provided otherwise. The academy board of directors shall recommend to the Superintendent at least one nominee for each vacancy. Nominees shall submit the Application for Public School Academy Board Appointment for review by the Charter Schools Office. The Superintendent may or may not recommend the appointment of a nominee submitted by the academy board. If the Superintendent does not recommend the appointment of a nominee submitted by the academy board, he/she may select and recommend another nominee or may request the academy board submit a new nominee for consideration.
- C. An individual appointed to fill a vacancy created other than by the expiration of a term shall be appointed for the unexpired term of that vacant position.
- D. Under exigent conditions, and with the approval of the Board of Education's chair and the president, the Superintendent may appoint a qualified individual to an academy's board of directors. All appointments made under this provision must be presented to the Board of Education for final determination at its next regularly scheduled meeting. The Board of Education reserves the right to review, rescind, modify, ratify, or approve any appointments made under this provision.



Length of Term

The director of an academy board shall serve at the pleasure of the Board of Education. Terms of the initial positions of the academy board of directors which shall be staggered in accordance with The Academy Board of Directors Table of Staggered Terms and Appointments established and administered by the Superintendent. Subsequent appointments shall be for a term of office not to exceed of four (4) years, except as prescribed by The Academy Board of Directors Table of Staggered Terms and Appointments.

Removal and Suspension

If the Board of Education determines that an academy board member's service in office is no longer necessary, then the Board of Education may remove an academy board member with or without cause and shall specify the date when the academy board member's service ends. An academy board member may also be removed from office by a two-thirds (2/3) vote of the academy's board for cause.

With the approval of the Board of Education's chair and the Superintendent, the Superintendent may suspend an academy board member's service, if in his/her judgment the person's continued presence would constitute a risk to persons or property or would seriously impair the operation of the academy. Any suspension made under this provision must be presented to the Board of Education for final determination at its next regularly scheduled meeting. The Board of Education reserves the right to review, rescind, modify, ratify, or approve any suspensions made under this provision.

Number of Directors

The number of members of the academy board of directors shall be comprised of not less than five (5) or more than seven (7) board of directors. If the academy board of directors fails to maintain its full membership by making appropriate and timely nominations, The Board of Education or its designee may deem that failure an exigent condition.

Qualifications of Academy Board Members

To be qualified to serve on an academy's board of directors, a person shall, among other things: (a) be a citizen of the United States; (b) be a resident of the state of Michigan; (c) submit all materials requested by the charter schools office including, but not limited to, the Application for Public School Academy Board Appointment which must include authorization to process a criminal background check; and (d) annually submit a conflict of interest disclosure as prescribed by the charter schools office.

The members of an academy board of directors shall not include: (a) employees of the academy; (b) any director, officer, or employee of a service provider or management company that contracts with the academy; (c) an official or employee of the Hazel Park Schools.

Oath of Public Office

All members of the academy board of directors must take the constitutional oath of office and sign the Oath of Public Office before beginning their service. No appointment shall be effective prior to the filing of The Oath of Public Office shall be filed with the Charter Schools Office.

Note: These provisions shall be implemented with new charter contracts and shall be phased in as existing charter contracts are reissued or amended. The Charter Schools Office is authorized to negotiate changes in the terms and conditions of charter contracts to fully implement these provisions.



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To: Hazel Park Board of Education
From: Catherine Cost, Interim Superintendent
Subject: Amazon Future Engineer Project Grant
Date: 04/14/2025

Hazel Park High School has been accepted into the Project STEM–Amazon Future Engineer sponsorship program for the 2025–26 school year. The school will continue to have access to *CS Python Fundamentals*, *AP Computer Science Principles*, and *AP Computer Science A*. To secure participation and access to program resources, confirmation of sponsorship is required. Educators must maintain and actively use their Project STEM accounts, which serve as the hub for curriculum, professional development, and program updates. Ongoing support and onboarding meetings are available through Project STEM.

Hazel Park has once again awarded access to the following courses to Hazel Park High School:

- CS Python Fundamentals
- AP Computer Science Principles
- AP Computer Science A

Funding Sources: N/A

Strategic Goal Alignment

Curriculum & Instruction: Hazel Park Schools will develop innovative, independent and persistent learners who think critically, communicate effectively, and positively influence the local and global community.

Community Relations: The Hazel Park School District through strong community relations and collaboration with all stakeholders will develop high-achieving students.

Climate and Culture: The Hazel Park School District will provide a unified system of support for all students, embracing diversity, and fostering a positive school climate





99b Application - Educator PD for CS(Computer Science) and CT (Computational Thinking) Project Plan

Narrative of Work (statement of need around this work, 3,000 characters)

Hazel Park School District is committed to STEM education and expanding opportunities through a multi-disciplinary, project-based approach. Computer programming and coding is a key element that we are building into our program. The current model of STEM education includes students in grades K-12 and provides a foundational but not in-depth understanding of computer science and computational thinking. Despite the commitment and experiences of all grades K-8 students, participation in our Computer Science courses (3 approved) at Hazel Park High School is relatively low, especially among students of color and girls, resulting in few students pursuing computer-related professions and the inability to run some of the courses.

Currently, the only staff members who have explored the state of Michigan's computer science standards comprehensively are the K-5 STEAM teachers. While they developed curriculum units, they did not receive extensive training. Across the district, only 6-8 staff members have any knowledge or experience with the principles of computer science and computational thinking, limiting our ability to deepen the educational experience for our students.

We believe well-trained educators, across the disciplines, with a strong implementation plan, are the key to shifting this narrative. The 99b Computer Science and Computational Thinking grant will support the following goal: to establish and support effective K-12 STEM programming so students can leverage technology to "communicate creatively, collaborate locally and globally, and model digital citizenship in an increasingly interconnected world." (Michigan Computer Science Standards, 2019, p.1). Further, the budget actions will support the integration of computational thinking across the disciplines to enrich and amplify lessons and opportunities for innovation and problem-solving.

Funding will support the following actions and outcomes:

- Equity and access to Computer Science courses and computation thinking increased course enrollment
- Expand computer science offerings and course enrollments
- Development of computational thinking that empowers students to become problem solvers and innovators
- Increase the number of students pursuing careers in STEM-related fields and/or

post-secondary STEM-related education/training

- Reduce the opportunity gap
- Build Staff capacity through unpacking of the computer science standards, curriculum revisions in grades K-12, and integration of computer science principles into core content areas.

Steps Taken to Prepare

Please share how you have prepared within the district for the implementation of Computer Science or OER (1500 characters).

To ensure that the district will develop and implement a plan during the 2025-2026 school year, we have secured the backing of the Teaching and Learning Department. The Assistant Superintendent of Teaching and Learning is committed to the following: integrating computer science and computational thinking standards into the core curriculum, adding Computer Science curriculum units and resource development to the revision cycle (Spring 2024 and Fall 2025), and prioritizing computer science professional learning for all teachers.

In grades K-5, we have started to integrate the Computer Science and Computational Thinking Standards in the STEAM curriculum so we have built foundational knowledge among teachers and students.

Capacity

Describe the capacity you have around successful implementation of Computer Science or OER (2000 characters)

An important element of any change in a school district is to have the support of the Board of Education and the Superintendent. The Board of Education consistently supports programming and purchases that expand STEM opportunities, along with the Superintendent. Additionally, The Assistant Superintendent of Teaching and Learning advocates. The Teaching and Learning Department has committed to supporting the SCRIPT process. Interest also exists among staff members.

If awarded this grant, the District would increase the internal capacity of teachers to build on the current foundation and commitment to STEM education. We have started to build the knowledge and skills of our teachers to develop project-based learning units of study. Currently, the K-5 STEAM teachers have written and integrated two PBL units. This knowledge can be expanded to secondary curriculum writers and classroom teachers.

Sustainability

Describe how this work will be sustained without future grant funding (1500 characters)

The Superintendent has been a key advocate for supporting and expanding STEM courses and

educational opportunities. She has been a key contributor to the grant application and budget-related decisions. The Assistant Superintendent of Teaching and Learning, who oversees all curriculum and instruction, is a key supporter and was involved in all aspects related to preparation and planning. The District commits to the following

- Approval of courses and staffing
- Allocations in the curriculum and instructional department/general fund and other grant dollars to support the expansion of computer science through ongoing professional learning and resources development
- Master schedule that includes STEM-based experiences as part of the master schedule

Underrepresented Groups

Hazel Park has a student enrollment of approximately 3,200 students (58% white, 45% black). The majority of students in our schools come from low-income families with an approximate free/reduced lunch percentage of 78%. Due to the high number of students reporting as low-income, our district utilizes the Community Eligibility Provision which allows us to serve breakfast and lunch at no cost to all enrolled students.

Research shows that students from low-income, high-poverty schools have less access to rich, broad experiences, STEM opportunities, and technological tools that support learning and successful engagement in our society. Many students in our district simply do not have the same opportunities as their counterparts in middle and upper-income communities.

Our school district serves a high percentage of African American students. There are significant gaps in the percentage of African American males who pursue/obtain careers in the STEM and computer science fields. We also know the percentage of women in STEM careers is very low..

Research also shows that given the right support in a learning environment focused on equity (all learners receive what they need to succeed), high-level learning opportunities for all students, and access to information, students in high-poverty, low-income situations can and do succeed. More importantly, studies show that successfully educating students who live in poverty significantly counter many barriers posed by poverty and improves children's life chances.

Computer Science Offerings

What computer science offerings does your district currently provide? Please list grade levels/band, a brief description, and whether it is offered in-person or virtually. (1500 characters)

Grades K-5 - STEAM Elective Classes

Grade 8 - Project Lead the Way Computer Science for Innovators and Makers

Grades 9-12 -

Budget

- Intro to Computational Thinking for Every Educator - Self-Paced ISTE Course 20 times
249.00 = 4.980 (SCECH/Teacher Choice PD)
- Creation of curriculum resources, lessons, and PBL Units of Study - Curriculum writing
- CT-integrated activities for the subject
- K-12 Script Team - curriculum rate during summer hours
- Hazel Park School District has approved computer science courses at the high school. None of the courses are currently running due to low enrollment. There's one computer science PLTW course and integration of the computer science principles in one K-5 unit of study per grade level.



To: Dr. Catherine Cost, Interim Superintendent
From: Stephanie Dulmage, Assistant, Superintendent of Teaching and Learning
Subject: Portrait of a Learner Update
Date: April 10th, 2025

Summary of Hazel Park Schools' Portrait of a Learner Project


Hazel Park Schools has partnered with Battelle for Kids (BFK) to develop a Portrait of a Graduate as part of a strategic planning initiative and continuous improvement. This project, originally scheduled to run from July 1, 2024, to January 31, 2025, was designed to engage district leadership, staff, and community stakeholders in defining the competencies and attributes students should develop by graduation. To date, the district has engaged in the Plan, Activate, and Create phases of the process, producing the following deliverables:

- Portrait of a Learner's Key Competencies
- Portrait of a Learner Graphic

Readiness Phase:

2024-2025 Portrait of a Learning - Project Phases & Key Milestones

- Phase 1: Plan (July – August 2024)
 - Kickoff Meeting: Virtual meeting to establish goals, processes, and a timeline.
 - Leadership Orientation: Virtual session to ensure district leaders understand the initiative's scope and impact.
 - Communications Toolkit: Development of messaging, invitations, surveys, and stakeholder engagement materials.
 - Coaching & Capacity Building: Ongoing virtual check-ins to guide the district's strategic direction.
- Phase 2: Activate (September 2024)
 - Portrait Design Team Meeting #1: BFK-facilitated onsite session to introduce the design process.
 - Meeting Dates: September 23, 2024 (Work Session #1) 5 - 7 pm
September 24, 2024 (Work Session #2) 5 - 7 pm
- Phase 3: Create (October – November 2024)
 - Portrait Design Team Meetings #2 & #3: Onsite sessions to define graduate competencies and reach consensus on key attributes
 - Leadership Action Planning Meeting: Virtual session to finalize the Portrait and discuss implementation.
 - Meeting Date: November 19, 2024 (Work Session #3) 5 - 7 pm

- Phase 4: Adopt (January 2025) - *On Hold*
 - Portrait Summary Report: Document summarizing process outcomes and community feedback.
 - Graphic Design Support: Finalize visual concept for the Portrait
 - Competencies: Review and finalize competencies
 - Close-Out Session: Virtual meeting to wrap up the project and set the stage for implementation.
 -  Portrait of a Learner - Competencies and Visual Graphic

- Phase 5: **district-wide status check**) to ensure alignment with evolving needs. Succeed (Mid-2025)
 - Status Check: Virtual follow-up session six months after project completion to review progress and next steps.

After completing the initial phases of the Portrait of a Learner process, the district would transition into a comprehensive **review revisioning of the Strategic Plan**. This process could be facilitated by Batelle for Kids if the district chose to enter into a new contract. As part of the strategic planning process, the district would implement the Alignment and Activation phase.

Alignment Phase:

- Purpose:
 - The Alignment Phase aims to create a system where every part of the educational process – from curriculum to assessment to teacher training – is aligned with a clear vision of what students should know and be able to do.

- Key Areas of Focus:
 - Learning Frameworks: Defining the knowledge, skills, and mindsets students need for success.
 - Learning Progressions: Mapping out how students' learning progresses across grade levels.
 - Priority Mapping: Identifying the most important learning goals and aligning resources to them.
 - Rubric Design: Creating clear and consistent rubrics for assessing student learning.
 - Vertical and Horizontal Articulation: Ensuring a smooth and coherent learning experience across grade levels and subject areas.

Activation Phase:

- Purpose:
 - The activation phase focuses on implementing future-ready learning through capacity-building, assessments, and practices that nurture hope and resilience. The goal is to implement the vision of a future-ready, deeper learning experience, ensuring that every student has the knowledge, skills, and mindset to succeed.

- Key Areas of Focus
 - Purposeful systems of assessment
 - Capstone and Cornerstone Unit Design
 - Design studio experiences
 - portrait of learner walks and principal leadership development

By embedding the Portrait of a Learner into district-wide systems, Hazel Park Schools can create meaningful, student-centered learning experiences that prepare graduates ²⁰¹⁷ for future success. This initiative will inform the strategic

plan, support the MICIP continuous improvement process, and help Hazel Park Schools align educational experiences with future-ready skills, ensuring students graduate with the competencies needed for success.

By aligning the Portrait of a Learner with MICIP, Hazel Park Schools can drive continuous improvement in a locally meaningful way, reducing reliance on external accreditation such as Cognia Accreditation while ensuring high-quality, future-ready learning experiences for students. Here's how the Portrait supports MICIP and offers an alternative to external accreditation:

- **Data-Driven Decision-Making:** The Portrait process includes stakeholder input, student performance analysis, and strategic goal setting, mirroring MICIP's Plan-Do-Study-Act (PDSA) cycle.
- **Whole-Child Focus:** MICIP emphasizes academic, social-emotional, and career readiness, all of which are embedded in a well-developed Portrait of a Learner.
- **Systemic Change:** The Portrait becomes a long-term guiding vision, helping the district prioritize key competencies, align instructional practices, and develop professional learning—all required elements in MICIP planning.
- **Locally Controlled Continuous Improvement:** Instead of external accreditation cycles, the Portrait of a Learner drives internal accountability, making improvement more meaningful and tailored to Hazel Park Schools' specific needs.
- **Cost-Effective Alternative:** Cognia accreditation requires fees, site visits, and compliance with external standards. The Portrait process eliminates the need for third-party oversight, keeping resources focused on district-led improvement.

Funding Source: Not Applicable

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