



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
September 15, 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 beverly.hinton@myhpsd.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.

SPECIAL ORDER OF BUSINESS

A. Financial Report

UNFINISHED BUSINESS

A. District Improvement Plan 4

B. Strategic Plan 8

NEW BUSINESS

A. PERSONNEL

1) Bookkeeper 13

2) Paraprofessional 16

B. POLICY

1) Wellness Committee

C. BUILDINGS & GROUNDS

1) Junior High Roof Repair 17

2) Designee for Asbestos Resolution	20
3) Additional Custodian	24
4) Hoover Media Center	25
D. FINANCE	
1) Audit Update	
2) Quarterly Flow through	27
3) Finance Plan	31
4) Winter Sports	37
5) HUDL Renewal	39
6) Monthly Financial Report	40
E. OTHER	
1) Grants	
a. Section 22l(1) - School Transportation Fund	76
b. Career Readiness Budget	77
c. 54d Grant	79
d. FY 2026 Fresh Fruit & Vegetable Program	80
2) Play Labs	83
3) HPHS Thespian Festival Trip	89
4) Powerschool Agreement - Oakland Schools	91
5) Language Line	108
6) Quaver Music Renewal	110
7) Summer School Incentive - Ozobots	111
8) Summer School Incentive - Scholastic Books	113
9) 99d Grant-funded Social Studies Materials and Resources	116
10) 99d Grant-funded Social Studies Conference	117
11) ELLevation	118
12) EPIC Math Initiative - Year 2 Participation	120
13) Board Goals	121
14) Board Calendar	122
15) First Aid Kits for Coaches	125
16) Transportation	
17) Summer School/Summer Programming Update	126
18) Handbook Revisions/Updates	129

CLOSED SESSION

A. Motion to recess into closed session 8(c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

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



Hazel Park 2025-2026 District Improvement Goals

Reading - Goals, Strategies, and Activities

Goals

Grades K-8

- Hazel Park School District will implement research-based strategies to improve reading, writing, and academic vocabulary in grades K-8 to meet the ECRA M-STEP (K-7) and i-Ready (K-8) M-STEP equated proficiency benchmark of 17%.
 - This percentage reflects overall performance across grades K-8. To gain deeper insights, proficiency benchmarks for individual grade levels and specific student groups will be analyzed and monitored.

Grade 8 and 11

- Hazel Park School District will implement research-based strategies to improve reading, writing, and academic vocabulary skills to meet the PSAT 8/9 (Grade 8) proficiency benchmark of 43% and the SAT (Grade 11) proficiency benchmark of 28%.

Strategies and Activities

Curriculum and Instruction: Reading/Writing District Improvement Goals

- **Strategy 1: Implement a Comprehensive K-12 Science of Reading Framework for Foundational Literacy and Comprehension**
 - Implement cycles of inquiry, using improvement science and the Plan-Do-Study-Act method, to continuously improve foundational reading, writing, and comprehension skills.
 - Provide targeted professional learning and job-embedded coaching to early childhood teachers to build capacity in teaching foundational reading skills, emphasizing phonological awareness and early decoding
 - Grades 9-11: Provide professional learning and ongoing job-embedded coaching to implement research-based instructional strategies through ARC Coe's literacy framework.
 - Grades 4-10: Provide professional learning to targeted groups, including MTSS, resource teachers, and instructional coaches, on effective implementation of the Tier 2 IRLA tool kits and ARC Accelerator.
- **Strategy 2: Establish a Systematic Approach to Academic Vocabulary Development (Tier 2 & Tier 3 Words)**
 - Provide professional learning and job-embedded coaching on research-based strategies for explicit vocabulary instruction, including direct teaching, morphological analysis, and context



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clue usage.

- Develop and utilize common tools (e.g., vocabulary graphic organizers, word walls, digital platforms) to support students' acquisition and application of new academic words.
- Monitor student growth in academic vocabulary through formative assessments, classroom observations, and analysis of student work samples.
- Implement a K-12 process for identifying and prioritizing Tier 2 and Tier 3 academic vocabulary within each content area, ensuring vertical alignment and progression.
- **Strategy 3: Foster Proficiency in Narrative, Informational, and Argumentative Genres through Curriculum-Embedded Structured Writing Tasks**
 - Integrate structured writing tasks across all relevant subjects to develop skills in narrative, informational, and argumentative writing.
 - Provide explicit instruction on writing, conventions, structures, and strategies for each genre (narrative, informational, argumentative).
 - Utilize common rubrics and examples linked to curriculum tasks to clarify expectations and assess student proficiency across all three writing genres.
- **Strategy 4: Implement Disciplinary Writing Across the Content Areas**
 - Ensure system-wide implementation of disciplinary writing strategies through consistent protocols, use of common assessments and rubrics, and analysis of student work to guide instruction.
 - Provide professional learning and job-embedded coaching on identified writing and text analysis protocols and rubrics, and strategies that explicitly link reading and writing within each content area.

Math - Goals, Strategies, and Activities

Goals:

Grades K-8

- Hazel Park School District will implement research-based strategies to improve foundational math and algebra skills in grades K-8 to meet the M-STEP (K-7) proficiency benchmark of 12% and the i-Ready (K-8) M-STEP equated proficiency benchmark of 11%.
 - This percentage reflects overall performance across grades K-8. To gain deeper insights, proficiency benchmarks for individual grade levels and specific student groups will be



analyzed and monitored.

Grades 8 and 11

- Hazel Park School District will implement research-based strategies to improve foundational math and algebra skills to meet the PSAT 8/9 (Grade 8) proficiency benchmark of 10% and the SAT (Grade 11) proficiency benchmark of 6%.

Strategies and Activities

Curriculum and Instruction - Math

- **Strategy 1:** Utilize explicit, direct instruction in foundational math skills, mathematical reasoning and problem-solving, and algebraic thinking.
 - Preschool: Provide targeted professional learning to build capacity in teaching foundational math skills through Creative Curriculum.
 - Professional learning and job-embedded coaching on research and evidence-based instructional strategies.
- **Strategy 2: Facilitate meaningful mathematical discourse to develop a connected and strong understanding of mathematical concepts.**
 - Implement a common set of talk moves across K-12 to frame and guide effective mathematical discussions consistently.
 - Utilize number talks to cultivate a discourse-rich learning environment, fostering foundational math skills, reasoning, and problem-solving.
 - Increase students' ability to construct viable arguments and critique the reasoning of others using precise mathematical discourse, particularly for students in grades 6-12.
 - Provide targeted professional learning and job-embedded coaching on implementing specific number talks and effective mathematical discourse strategies.
- **Strategy 3:** Implement cycles of inquiry, leveraging formative, summative, and diagnostic data to drive instruction and improve math proficiency.
 - Deliver job-embedded coaching to help teachers leverage formative and other data to drive highly effective Tier 1 core and small-group instruction.
 - Conduct cycles of inquiry using Plan-Do-Study-Act and the problem-solving driver protocol.
 - Develop and implement a diagnostic process for students with low math proficiency using AVMR (Add+VantageMR) and Forefront Numeracy screeners.
- **Strategy 4:** Implement Revised K-12 Math Curriculum and Assessments
 - Develop a comprehensive launch and roll-out plan for the K-12 Math Curriculum and



Assessments.

- Implement monthly curriculum and data analysis meetings facilitated by the Math Curriculum Coordinator.
- Conduct regular professional learning and Job-embedded coaching for the K-12 Math Curriculum and Assessments.
- **Strategy 5:** Provide professional learning specifically on algebraic reasoning and problem-solving strategies relevant to PSAT/SAT benchmarks.



Draft Strategic Plan

School Climate and Culture

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

Strategy 1: Foster Equitable and Inclusive Learning Environments

- Create a cohesive framework and system of support that integrates robust social-emotional learning (SEL) practices with mental health services, that leverages stakeholders' expertise and resources to maximize impact.
- Provide coaching and professional learning to support the expansion and consistent implementation of school-wide restorative and non-exclusionary discipline practices.
- In collaboration with stakeholders, develop a comprehensive plan to reduce timeout and physical restraints throughout the district.

Strategy 2: Inclusive Learning Practices

Ensure that learning materials, resources, and environments are accessible to all students, including those with disabilities or diverse learning needs.

- Develop a 3-year plan to implement UDL (Universal Design for Learning), across all instructional settings that includes professional development and job-embedded coaching.
- Integrate Universal Design for Learning (UDL) principles in district curriculum and instructional frameworks.
- Implementation of Peer-to-Peer and Unified Sports in all schools.

Resources: Hazel Park Schools 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.

- **Strategy 1:** Ensure Fiscal Stability and Enhance High-Quality Education Through Strategic Resource Optimization

- Utilize ECRA data analytics to thoroughly review program costs, ensuring all programs and services are maximizing student outcomes.
- Align spending directly with strategic plan outcomes to guarantee the 2025-2026 budget is balanced.
- Evaluate all contracts, programs, and purchased services for both cost savings and their return on investment (ROI) in terms of effectiveness.
- Collaborate with Oakland Schools ISD to review and strengthen processes and procedures within the Business and Human Resources departments.

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

-
- **Strategy 1: Provide Opportunities for Robust Stakeholder Engagement**
 - Enhance educational outcomes, student well-being, and community engagement by expanding the number of Community Schools across the district.
 - Develop targeted education for parents/guardians and staff to support student success, strengthen family engagement, and foster community involvement.
 - Engage district stakeholders in a collaborative process to develop a comprehensive district plan through the Portrait of a Learner and a multi-year strategic plan.
 - **Strategy 2: Prioritize Effective Communication**

- Use a variety of tools and activities to provide open and accessible communications.
- Develop and expand outreach strategies to retain students
- Increase community awareness of school activities

System of Student Support

- **Strategy 1: Implement a Cohesive System of Student Support**
 - Develop and implement a cohesive and coordinated system of student support.
 - Conduct regular MTSS meetings (per System of Student Support Handbook) to analyze data, identify interventions, and monitor student progress at the building level.
 - Conduct regular district-level meetings to assess the implementation of the System of Student Support, analyze student data, monitor progress, and adjust as needed.
 - Provide advanced training in Analytics and Insights, MTSS interventions, and Student Plans for tracking and monitoring academic and non-academic interventions.
 - Establish and fully integrate a comprehensive assessment and intervention system for dyslexia within the school's Multi-Tiered System of Supports (MTSS) framework.
 - Provide comprehensive professional learning on dyslexia for ancillary staff and MTSS leads.

Curriculum and Instruction: Reading/Writing District Improvement Goals

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To: Amy Wilcox, Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Addition of Bookkeeper/Accountant
Date: September 15, 2025

Based on the recommendation of Teri Les from Oakland Schools ISD after a review of our district's financial management needs, we are requesting the Board's consideration to add a Bookkeeper/Accountant position to our staffing structure.

As our district continues to navigate increasingly complex financial requirements including compliance with state and federal reporting, grant management, payroll, and budget monitoring the workload has grown beyond the capacity of current staff. The addition of this role will:

- Strengthen fiscal accountability and ensure accuracy in financial reporting.
- Support compliance with state, federal, and audit requirements.
- Provide dedicated support for accounts payable, receivable, and reconciliation processes.
- Allow for improved timeliness in budget analysis and reporting to the Board and administration.
- Free capacity for existing staff to focus on strategic planning and oversight rather than day-to-day transactions.

Oakland Schools ISD has advised that comparable districts of our size and scope benefit from this dedicated role, and Teri Les specifically recommended this addition to better align our business office with best practices.

We are recommending the salary be in the range of \$55,000 - \$60,000.

Strategic Goal Alignment - Below are the 4 statements for your reference. Please choose

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.

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 the addition of a bookkeeper/accountant to the business office staff.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.

Superintendent





Ford Administration
Kristy Cales, Director of Human Resources
1620 E. Elza Ave., Hazel Park, MI 48030 | 248-658-5241 | F: 248-544-5222
www.hazelparkschools.org

Hazel Park Schools

Job Title: Bookkeeper/Accountant

Reports To: Director of Business

Location: Administration Building

Work Year: 12-Month, Full-Time

Salary \$55,000 - \$60,000 dependant on experience

Position Summary:

The Bookkeeper/Accountant supports the financial operations of the school district by maintaining accurate records of receipts, expenditures, and budgetary transactions in accordance with state and federal regulations, district policies, and generally accepted accounting principles. This position is responsible for reconciling accounts, preparing financial reports, assisting with payroll and grant accounting, and supporting annual audits. The Bookkeeper/Accountant works closely with district administrators, staff, and external partners to ensure fiscal integrity, compliance, and efficient use of school resources.

PREFERRED QUALIFICATIONS:

- Understanding of basic accounting/bookkeeping principles is required
- Two years accounting or bookkeeping experience preferred
- Ability to work with efficiency and accuracy
- Demonstrated experience and proficiency with Excel/Google Sheets, including the ability to write basic formulas and organize, format, and maintain data
- Demonstrated experience and proficiency with Word/Google Docs
- Experience working within a general ledger reporting system is required (BusinessPlus is preferred)
- Strong organizational skills and attention to detail are required
- Strong analytical skills are required
- Ability to calculate figures and amounts such as percentages, decimals, etc.
- Ability to read and interpret documents such as procedure manuals
- Ability to problem solve and propose potential solutions to identified issues
- Ability to multi-task



Required Qualifications:

- High school diploma or equivalent
- Minimum of 2 years of bookkeeper experience, preferably in a public school or municipal setting
- Proficiency with Microsoft Excel and Google Workspace
- Working knowledge GAAP
- Strong attention to detail and organizational skills
- Ability to manage sensitive information with professionalism and confidentiality
- Excellent written and verbal communication skills
- Ability to meet deadlines and work collaboratively with cross-functional teams

DUTIES AND RESPONSIBILITIES:

- Journal entry and cash receipt filing
- Reviews transactions, such as journal entries and cash receipts, for reasonableness and records in the District's accounting system
- Scans and files journal entries and cash receipts in compliance with record retention requirements
- Reconciles and maintains accounting records
- Researches and processes electronic payments from the State of Michigan
- Assists with the preparation of bank reconciliations, including researching and resolving unreconciled transactions and maintaining outstanding check lists in accounting system
- Initiates ACH/wire payments in banking system
- Provides support and training to users of the accounting system (BusinessPlus)
- Administers district's online payment systems
- Reconciles and records activity from online payment systems with bank activity and records transactions in accounting system
- Downloads and posts district's purchasing card transactions, verify reconciliation and supporting documentation
- Assists with preparations of audit schedules, as needed
- Develops and maintains positive working relationships with team members
- Maintains regular and reliable attendance
- Assists with tracking and maintaining fixed assets
- Other duties as necessary

ESSENTIAL FUNCTIONS OF THE JOB

- Must be present at the work site to perform duties
- Must be able to manage stressful situations
- Must be able to lead and manage groups of people and individuals
- Must be able to communicate effectively
- Must be able to build and maintain a safe environment
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds



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To: Amy Wilcox, Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Additional Paraprofessional
Date: September 15, 2025

The Student Services Department is requesting the hiring of a special education 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.

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.

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 Total cost - \$30,132 salary/benefits

Recommendation

That the Board of Education approve the addition of one special education paraprofessional.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent





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To: Hazel Park Board of Education
From: Dr. Amy Kruppe, Superintendent
Subject: Roof Repair – Hazel Park Junior High
Date: September 22, 2025

We are requesting board approval to proceed with roof repairs at Hazel Park Jr. High. A recent inspection by Royal Roofing Company, Inc. identified surface rust on approximately 750 metal roof panels over the gymnasium (20,203 sq. ft. section). The rust has begun creating holes in the panels, allowing water intrusion that could result in leaks and possible structural damage if not addressed promptly.

Recommended corrective action includes cleaning the affected areas, applying primer, installing reinforcement fabric, and finishing with a thermoplastic rubber coating. This repair process requires a 24-hour dry time between coating layers to ensure proper adhesion.

Total Cost: \$7,875.00

Administration recommends approval of the Royal Roofing Company, Inc. proposal in the amount of \$7,875.00 to complete the emergency roof repairs to the Hazel Park Jr. High gym

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.

Funding Source: General Fund

Recommendation

That the Board of Education approve the roof repair to the Hazel Park Jr. High gym, at a cost not to exceed \$7,875 as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y Wilcox, Ed.D.
Superintendent

Hazel Park Public Schools
1620 E. Elza
Hazel Park, MI 48030-1500

Hazel Park Jr. High
22750 Highland Avenue
Hazel Park, MI

Opp/Job ID

Section: Section 1 / Gym

Size: 20203 Sq Ft

Serviceman Brandon Bastuba

Proposal Date: 08/14/2025



Deficiencies

1



Surface rust on metal panels (Emergency) - 08/06/2025
Quantity: 750 EA

Deficiency: There is an area of surface rust on the metal roof panels. This is allowing holes to form in the roof panels and allowing water to enter the building. If not addressed, this can create a leak problem and possibly cause structural damage.

Corrective Action: This area will need to be cleaned, primed, a reinforcement fabric placed in the primer and a thermoplastic rubber (grey in color) finish coating installed to prevent further damage. 24 hours of dry time is needed between the base and top coats to allow the layers to adhere to each other.



Royal Roofing Company, Inc.**
2445 Brown Rd
Orion, MI 48359
p: 248-276-7663 f: 248-276-9170
www.royal-roofing.com

Hazel Park Public Schools
1620 E. Elza
Hazel Park, MI 48030-1500

Hazel Park Jr. High
22750 Highland Avenue
Hazel Park, MI

Opp/Job ID

Serviceman Brandon Bastuba
Proposal Date: 08/14/2025

PAYMENT TERMS

Due Upon Receipt

AUTHORIZATION TO PROCEED

Signature: _____ Date: _____ \$7875.00

Printed Name: _____ PO # _____

*Please sign and date, then fax to: 248-276-9170
Or scan and email to: info@royal-roofing.com*



**Hazel Park School District
Board of Education Resolution
Designation of Asbestos Designee**

At a regular meeting of the Board of Education of the School District of the City of Hazel Park, County of Oakland, State of Michigan (the "School District"), held in the School District on September 22, 2025, at 6:00 p.m., local time.

PRESENT: Members: _____

ABSENT: Members: _____

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the U.S. Environmental Protection Agency (EPA) requires each school district to designate a person to ensure compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations; and

WHEREAS, this designee is responsible for coordinating asbestos management plans, ensuring inspections and re-inspections are conducted, overseeing response actions, and maintaining compliance records for the District; and

WHEREAS, the Board of Education recognizes the importance of designating a qualified individual to serve in this role to protect the health and safety of students, staff, and the community;

NOW, THEREFORE, BE IT RESOLVED, that the Hazel Park School District Board of Education hereby designates Gregory Richardson, Supervisor of Custodial and Maintenance, as the official Asbestos Designee for the District in accordance with federal and state requirements.

BE IT FURTHER RESOLVED, that this designation shall remain in effect until such time as the Board of Education formally appoints a new designee.





Adopted this 22nd day of September, 2025, by the Hazel Park School District Board of Education.

Ayes: _____

Nays: _____

RESOLUTION DECLARED ADOPTED.

Darrin Fox
Secretary, Board of Education

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the Board of Education of School District of the City of Hazel Park, County of Oakland, State of Michigan, at a regular meeting held on September 22, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Darrin Fox
Secretary, Board of Education



HAZEL PARK SCHOOLS Asbestos Designated Person Resolution

Hazel Park Schools, Oakland County, Michigan

A regular meeting of the board of education of said district was held in Hazel Park, Michigan, in said district on the 22nd day of September, 2025, at 6:00pm.

The meeting was called to order by Beverly Hinton, President.

PRESENT: BEATON, BECKER, FORTRESS, FOX, LAFRAMBOISE, RATTEE, HINTON

ABSENT: NONE

The following preamble and resolution were offered by Member _____, and supported by Member _____.

WHEREAS, Congress has enacted the Asbestos Hazard Emergency Response Act of 1986 (AHERA) and the Environmental Protection Agency has promulgated final regulation requiring the district to inspect and reinspect buildings, take and analyze samples of suspected asbestos-containing material, perform assessments, submit a management plan to the designated state agency, and perform various other tasks (40 cfr 763), and

WHEREAS, the district is required to designate a person(s) to ensure that the requirements of the regulations are properly implemented {40 CFR 763.84 (g) (1)}, and

WHEREAS, the Board of Education believes that it is in the best interest of the district to provide the designated person(s) with protection against liability arising out of efforts to comply with AHERA.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The Superintendent and his designee are hereby designated to ensure that the requirements of the regulations promulgated under AHERA are met:





2. The Board of Education shall indemnify the Superintendent and/or Director of Maintenance and Operation and such individuals shall be entitled, without further act on their part, to indemnify from the Board of Education for all expenses, including the cost of investigation and defense, amounts of Judgements, and amounts of reasonable settlements incurred by either of them in connection with or arising out of any claim, action, suit or proceeding in which either of them may be involved by reason of their acting as such designated person on behalf of the Hazel Park Schools. This indemnity shall include all acts of such individuals, even if deemed to be acts of negligence on their part, but shall not include indemnity for acts of willful misfeasance, bad faith, or reckless disregard of duties in the conduct of these designated responsibilities. This right of indemnification shall insure to the benefit of the heirs, executors and administrators of each individual and shall remain in force even though such individual shall no longer be an employee of the Hazel Park schools.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

AYES: Members:

NAYS: Members:

Secretary, Board of Education

The undersigned, duly qualified and acting sSecretary of the Board of Education of the Hazel Park Schools, Oakland County, Michigan, hereby certified that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Education at a meeting held on September 22, 2025, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Education



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

To: Amy Wilcox, Superintendent
From: Kristy Cales, Director of Human Resources
Subject: Additional Custodian
Date: September 15, 2025

We are seeking approval to add an additional custodian for Longfellow and supporting other buildings where needed across the district. This person would be available for opening and cleaning the Longfellow building for community use and when not needed there would be utilized in our other buildings when someone is on vacation or otherwise absent.

The position is a full time, 12 month position and pays \$18.57/hour in accordance with the AFSCME Group Contract Salary Schedule.

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.
- 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 \$59,294.01 salary/benefits

Recommendation

That the Board of Education approve the addition of one custodian.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, 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: Amy Wilcox, Superintendent
Subject: Hoover Media Center
Date: September 15, 2025

We are seeking approval for the removal of existing wallpaper and repainting of the Media Center at Hoover Elementary. This renovation will enhance the learning environment, create a more welcoming space for students and staff, and maintain the facility's overall upkeep.

The Media Center at Hoover Elementary currently has wallpaper that shows signs of major wear and damage. Updating the walls by removing the wallpaper and applying fresh paint will improve aesthetics, durability, and functionality of this key learning space.

Scope of work:

- Remove all existing wallpaper in the Media Center.
- Prepare surfaces for repainting, including necessary priming and repairs.
- Apply a fresh, durable coat of paint in a color conducive to a learning environment.

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.

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: N/A

Recommendation

That the Board of Education approve the repainting of the Hoover Media Center, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent



INVOICE

INVOICE NUMBER
00311

DATE OF ISSUE
9/7/2025

BILLED TO
Greg Richardson
23720 Hoover Ave #1596
Hazel Park, MI 48030

Pedestal Painting
"we put our customers on a pedestal"
52597 Lasalle Dr
Shelby Township MI 48315
586-665-5333
PedestalPainting@gmail.com

DESCRIPTION	UNIT COST	QTY/HR RATE	AMOUNT
Remove wallpaper in all areas of media center			
Sand down all walls (All wallpaper has glue behind it)			
When removin wallpaper, there will be repairs			
Drywall repair on holes in walls			
Prime all walls			
Glue down painting (on the window)			
Everything needs to be removed out of the way in order to start the job			
Paint all walls with two coats			
Cover everythig with plastic and drop cloths			

INVOICE TOTAL
\$13,569.00

SUBTOTAL	\$13,569.00
Deposit	-\$0.00
(TAX RATE)	0%
TAX	\$0.00
TOTAL DUE	\$13,569.00

TERMS

Job outline is described above.
The above price includes paint, material, and labor costs. We will be using Sherwin Williams paint for a fresh clean look that will last. In order to begin, we require a deposit of fifty percent for a job this size. Half down would be (6,784.50). The other half will be required at the time of completion. This will be the remaning blance of (6,784,50). This project will take about two to three weeks to complete.

Payment preferred via zelle or check.
If paying with check please make payable to Pedestal Painting, LLC
(Check must be deposited Asap to owner for materials and to lock in a date for completion).
A receipt will be sent upon final completion of job.

Hazel Park Schools

Budget to Actual by Fund-Responsibility

As of 9/11/2025

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
Type: 4 Revenue							
Fund: 110 General Fund							
Resp. Code: 8160							
110-000-0000-8160-000-8160-44130060	DRUG FREE COMMUNITY SUPPORT	Restricted from Fed Gvmnt	125,000.00	0.00	0.00	125,000.00	0.00%
	Resp. Code: 8160	Drug Free Community Support	Total: 125,000.00	0.00	0.00	125,000.00	0.00%
	Fund: 110	General Fund	Total: 125,000.00	0.00	0.00	125,000.00	0.00%
	Type: 4	Revenue	Total: 125,000.00	0.00	0.00	125,000.00	0.00%
Type: 5 Expense							
Fund: 110 General Fund							
Resp. Code: 8160							
110-391-0000-8160-000-8160-51490000	DRUG FREE COMMUNITY SUPPORT	Other Prof-Other Salaries	125,000.00	0.00	20,625.62	104,374.38	16.50%
110-391-0000-8160-000-8160-52110000	DRUG FREE COMMUNITY SUPPORT	Group Life Insurance	0.00	0.00	25.38	-25.38	0.00%
110-391-0000-8160-000-8160-52120000	DRUG FREE COMMUNITY SUPPORT	Group Disability Insurance	0.00	0.00	66.51	-66.51	0.00%
110-391-0000-8160-000-8160-52132000	DRUG FREE COMMUNITY SUPPORT	Group Health Insurance	0.00	0.00	4,039.83	-4,039.83	0.00%
110-391-0000-8160-000-8160-52140000	DRUG FREE COMMUNITY SUPPORT	Dental Health Care	0.00	0.00	308.82	-308.82	0.00%
110-391-0000-8160-000-8160-52150000	DRUG FREE COMMUNITY SUPPORT	Vision Care	0.00	0.00	39.75	-39.75	0.00%
110-391-0000-8160-000-8160-52820000	DRUG FREE COMMUNITY SUPPORT	Contr To Retirement Funds	0.00	0.00	5,309.56	-5,309.56	0.00%
110-391-0000-8160-000-8160-52821000	DRUG FREE COMMUNITY SUPPORT	UAAL	0.00	0.00	1,653.18	-1,653.18	0.00%
110-391-0000-8160-000-8160-52822000	DRUG FREE COMMUNITY SUPPORT	Personal HC Fund	0.00	0.00	16.50	-16.50	0.00%
110-391-0000-8160-000-8160-52825000	DRUG FREE COMMUNITY SUPPORT	Defined Contrib Emplr Match	0.00	0.00	8.25	-8.25	0.00%
110-391-0000-8160-000-8160-52830000	DRUG FREE COMMUNITY SUPPORT	Employer Social Security	0.00	0.00	1,523.23	-1,523.23	0.00%
110-391-0000-8160-000-8160-52840000	DRUG FREE COMMUNITY SUPPORT	Workmans Compensation	0.00	0.00	206.27	-206.27	0.00%
110-391-0000-8160-000-8160-55990000	DRUG FREE COMMUNITY SUPPORT	Miscellaneous Supplies & Matl	0.00	0.00	100.00	-100.00	0.00%
	Resp. Code: 8160	Drug Free Community Support	Total: 125,000.00	0.00	33,922.90	91,077.10	27.13%
	Fund: 110	General Fund	Total: 125,000.00	0.00	33,922.90	91,077.10	27.13%
	Type: 5	Expense	Total: 125,000.00	0.00	33,922.90	91,077.10	27.13%

User: MUBARAKC - Crystal Mubarak

Page

Current Date: 09/11/2025

Report: OSGL6004 - OSGL6004: Budget to Actual by Fund-Resp

1

Current Time: 18:10:16

Selection:

Vers. 4

FY = '2026' AND GLBA_BUDACT_MSTR.[glba_gr] = 'GL' AND GLBA_BUDACT_MSTR.[glba_level] = 'OB' AND Dist Grant = '8160'

Hazel Park Schools
Budget to Actual by Fund-Responsibility
 As of 9/11/2025

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
		Grand Total:	0.00		-33,922.90		
		End of Report					

Hazel Park Schools

Budget to Actual by Fund-Responsibility

As of 9/11/2025

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
Type: 4 Revenue							
Fund: 110	General Fund						
Resp. Code: 9010							
110-000-0000-9010-000-9010-41920000	Drug Free Coalition	Private Sources Donations	35,777.72	0.00	0.00	35,777.72	0.00%
	Resp. Code: 9010	Drug Free Coalition	Total: 35,777.72	0.00	0.00	35,777.72	0.00%
	Fund: 110	General Fund	Total: 35,777.72	0.00	0.00	35,777.72	0.00%
	Type: 4	Revenue	Total: 35,777.72	0.00	0.00	35,777.72	0.00%

Type: 5 Expense

Fund: 110	General Fund						
Resp. Code: 9010							
110-391-0000-9010-000-9010-51490000	Othr Comm Drug Free Coal	Other Prof-Other Salaries	13,402.15	0.00	0.00	13,402.15	0.00%
110-391-0000-9010-000-9010-52110000	Othr Comm Drug Free Coal	Group Life Insurance	-5,541.90	0.00	0.00	-5,541.90	0.00%
110-391-0000-9010-000-9010-52120000	Othr Comm Drug Free Coal	Group Disability Insurance	117.40	0.00	0.00	117.40	0.00%
110-391-0000-9010-000-9010-52132000	Othr Comm Drug Free Coal	Group Health Insurance	7,627.22	0.00	0.00	7,627.22	0.00%
110-391-0000-9010-000-9010-52140000	Othr Comm Drug Free Coal	Dental Health Care	495.61	0.00	0.00	495.61	0.00%
110-391-0000-9010-000-9010-52150000	Othr Comm Drug Free Coal	Vision Care	67.56	0.00	0.00	67.56	0.00%
110-391-0000-9010-000-9010-52820000	Othr Comm Drug Free Coal	Contr To Retirement Funds	9,547.68	0.00	0.00	9,547.68	0.00%
110-391-0000-9010-000-9010-52821000	Othr Comm Drug Free Coal	UAAL	4,020.95	0.00	0.00	4,020.95	0.00%
110-391-0000-9010-000-9010-52830000	Othr Comm Drug Free Coal	Employer Social Security	2,408.96	0.00	0.00	2,408.96	0.00%
110-391-0000-9010-000-9010-52840000	Othr Comm Drug Free Coal	Workmans Compensation	302.97	0.00	0.00	302.97	0.00%
110-391-0000-9010-000-9010-53220000	Othr Comm Drug Free Coal	Empl Reimb (Conference)	254.48	0.00	0.00	254.48	0.00%
110-391-0000-9010-000-9010-54910000	Othr Comm Drug Free Coal	Other Purchased Services	146.54	0.00	0.00	146.54	0.00%
110-391-0000-9010-000-9010-55990000	Othr Comm Drug Free Coal	Miscellaneous Supplies & Matl	2,928.10	0.00	0.00	2,928.10	0.00%
	Resp. Code: 9010	Drug Free Coalition	Total: 35,777.72	0.00	0.00	35,777.72	0.00%
	Fund: 110	General Fund	Total: 35,777.72	0.00	0.00	35,777.72	0.00%
	Type: 5	Expense	Total: 35,777.72	0.00	0.00	35,777.72	0.00%

User: MUBARAKC - Crystal Mubarak

Report: OSGL6004 - OSGL6004: Budget to Actual by Fund-Resp

Selection:

FY = '2026' AND GLBA_BUDACT_MSTR.[glba_gr] = 'GL' AND GLBA_BUDACT_MSTR.[glba_level] = 'OB' AND Dist Grant = '9010'

Page

1

Current Date: 09/11/2025

Current Time: 18:09:18

Vers. 4

Hazel Park Schools
Budget to Actual by Fund-Responsibility
 As of 9/11/2025

Org Key / Object	Key Description	Object Description	WB Budget	Encumbrance	Actual	Balance	% of Utilization
		Grand Total:	0.00		0.00		
		End of Report					

Teri Les' Recommendations

Internal Controls and Compliance

B1 Establish a month-end close checklist with the task assignment, due dates and sign-offs

B2 Build in dedicated time for reconciliations and budget-to-actual reviews

B3 Provide staff with training on reconciliations and financial reporting

B4 Ensure that segregation of duties is addressed to prevent single-person control over key financial functions

B5 Continue work on clearing audit findings and ensure timely corrective action

Financial Reporting and Budgeting

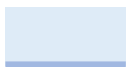
D1 Require all invoices to be sent directly to the business office

D2 Transition known budget changes into B+ routinely, eliminating reliance on Excel tracking

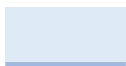
D3 Provide read-only access and training to other leaders (e.g Asst Superintendent, Principals) to reduce inquiry volume and build financial ownership

D4 Begin providing the Board with a monthly budget-to-actual statement to enhance transparency and catch errors early

Working
W/Teri
[x]



[x]
[x]
[x]



Monica's Response to Teri Les' Recommendations

9/11 - Teri provided a sample checklist that we will start reviewing and implementing as an agenda item during our weekly meetings (following the commencement of the audit we will add this to the agenda)

9/11 - we will begin building these timelines as we look at month end close checklist and other monthly processes that are necessary to get to the close

9/11 - we have been working on many of the recommendations (will detail in the next update) and also have been discussing processes and process improvement as we work our way through the current audit. Working through the audit has allowed us to see where we need improvements to be better prepared with data and schedules as well as timely review of variances.

9/11 - We have been working with Christine Diatkar at Oakland Schools to pull a vendor data including mailing address and email so that we can send out emails, or snail mail if necessary, to all our current vendors asking them to mail all invoices to the Ford Admin Building or to email all invoices to the accounts payable email. In that letter we are also going to give the vendors an opportunity to sign up to receive ACH payments instead of a paper check. This is the most cost effective way to make payments and reduces manual transaction processing.

In addition, we are preparing a new vendor packet letting them know where to send invoices, how to sign up for ACH payments, and providing them a W-9 to complete.

We have also reached out to Christine Diatkar to see if they had a process, or would be willing to develop one, to inactivate any vendor we have not paid in 18 months. This will help us so that if we do use a vendor after that time lapse, we are prompted to send them a vendor packet to ensure we have current payment information and current W-9 forms on file.

We also asked Christine Diatkar if there was a way to scan W-9s and organizational documents and attach them to the vendor file. She not only confirmed we can do that but also provided directions so we can start doing that going forward.

9/11 - I have researched through MiPEER the various documents available on budget amendments and have discussed with Crystal what our process will be to accomplish this. As soon as audit schedules are complete this will be top priority to prepare for the October amendment.



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

To: Amy Wilcox, Superintendent
From: Charles Pleiness, Athletic Director
Subject: Winter Sports Purchase
Date: September 10, 2025

As we prepare for the upcoming Winter sports season, I am writing to request the Board's approval and funding for essential items needed by our athletic department to ensure the success and safety of our student-athletes. Our Winter sports programs, which include Boys & Girls Basketball, Boys & Girls Bowling, Boys & Girls Swimming, Competitive Cheer, and Wrestling, are critical to fostering student engagement, school spirit, and physical education.

Many of our current uniforms and equipment are outdated and worn, no longer meeting the standards we strive to uphold. Providing our athletes with high-quality uniforms is essential not only for their performance but also for their safety and team unity. Below is a detailed list of the required items and associated costs for each sport:

Varsity Boys Basketball

- 1. Coaching board \$25
- 2. Training Cones \$20
- 3. Blocking pads for training \$50
- 4. Uniforms \$1,485.00

Total: \$1,580.00

Varsity Girls Basketball

- 1. Coaching Board \$25.00
- 2. Training cones \$20
- 3. Blocking pads for training \$50
- 4. Uniforms \$1,485.00

Total: \$1,580.00

Varsity Girls Comp cheerleading

- 1. Tumbling \$4,700.00
- 2. Warm Ups 20 @ \$65 each \$1,300.00

Total: \$6,000

Junior High Girls Basketball 7th and 8th grade

- 1. Uniforms \$2,970.00

Total: \$2,970.00





Junior High Boys Basketball 7th and 8th grade

1. Uniforms \$2,970.00

Total: \$2,970.00

Grand Total for All Sports: \$15,100.00

These purchases are crucial for maintaining the high standards of our athletic programs. By investing in new equipment and uniforms, we can ensure that our athletes are well-prepared, safe, and proud to represent our school.

I kindly request the Board's approval and the allocation of funds to cover these expenses. 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.

Strategic 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 Winter Sports Purchases not to exceed **\$15,100.00** as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, 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: Amy Wilcox, Superintendent
Subject: (Renwel) HUDL Program for Enhanced School-wide Use
Date: September 11, 2025

The administration is requesting board approval for the renewal of the HUDL program to support athletic and instructional activities district-wide.

HUDL is a video performance analysis platform widely used in athletics for recording, reviewing, and sharing game film. Beyond athletics, HUDL also provides opportunities for student engagement, coaching development, and integration into classroom and co-curricular programs. Renewal of this program will ensure continued access to these tools for students and staff while expanding its use across multiple teams and school programs.

Benefits of Renewal:

- Continued support for athletic teams through video review and performance analysis.
- Expanded access for students, coaches, and staff across the district.
- Enhanced opportunities for collaboration, communication, and skill development.
- Strengthening of instructional practices and student engagement through technology integration.

Cost and Funding:

The total cost to renew HUDL is \$12,400, which includes cameras for the football field, large gym, and aux gym. We had in the past spent \$3,499 on a basic HUDL subscription and over \$5,000 for videography services.

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: General Fund

Recommendation

That the Board of Education approve the upgrade for the HUDL program at a cost of \$12,400 as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
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 August 2025

DATE: September 13, 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)		1,749,701.22	
	<i>Total - General Fund</i>	<u>\$ 1,749,701.22</u>	
CENTER PROGRAM (22)		6,488.42	
COMMUNITY SERVICE (23)		671.50	
FOOD SERVICE FUND (25)		11,863.38	
COMMON DEBT (31-39)		0.00	
CAPITAL PROJECTS (41-49)		1,800.00	
	<i>Total - Special Revenue Funds</i>	<u>\$ 20,823.30</u>	
TRUST FUNDS (51)		0.00	
INTERNAL ACCOUNT FUNDS (29)		5,382.09	
	<i>Total - Other Funds</i>	<u>\$ 5,382.09</u>	
TOTAL CHECK DISBURSEMENTS		<u><u>\$ 1,775,906.61</u></u>	\$ 1,775,906.61
ACH DEBITS			2,028,744.32
PAYROLL			1,354,256.87
OUTGOING WIRE TRANSFERS			3,082,297.02
P-CARD PURCHASES			42,264.64
			<u>6,507,562.85</u>
TOTAL DISBURSEMENTS IN PERIOD			<u><u>\$ 8,283,469.46</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

Hazel Park Schools
Budget to Actual by St Revenue and St Function
As of 8/31/25

St Revenue/Function	Description	Original Budget	Encumbrance	Actual	Balance	Percent
Type: 4 Revenue						
St Revenue: 100	Revenue from Local Sources	8,188,887.00	-	2,294,743.04	5,894,143.96	28.02%
St Revenue: 300	Rev from State Sources	42,340,022.00	-	3,250,583.00	39,089,439.00	7.68%
St Revenue: 400	Rev from Federal Sources	3,719,065.00	-	-	3,719,065.00	0.00%
St Revenue: 500	Incoming Transfer/Oth Transact	3,365,761.00	-	-	3,365,761.00	0.00%
St Revenue: 600	Fund Modifications	1,966,021.00	-	-	1,966,021.00	0.00%
	Type: 4 Revenue Total:	59,579,756.00	-	5,545,326.04	54,034,429.96	9.31%
Type: 5 Expense						
St. Function:110	Basic Programs	22,077,940.00	280,441.95	520,239.55	21,557,700.45	2.36%
St. Function:120	Added Needs	11,923,793.00	8,215.08	241,216.44	11,682,576.56	2.02%
St. Function:210	Support Services-Pupil	4,751,947.00	-	(133,931.23)	4,885,878.23	-2.82%
St. Function:220	Support Services-Inst. Staff	3,338,671.00	330,351.54	321,386.99	3,007,284.01	9.66%
St. Function:230	Support Services-General Admin	954,141.00	1,881.00	126,161.89	827,979.11	13.22%
St. Function:240	Support Services-School Admin	2,714,191.00	3,685.52	158,026.60	2,556,164.40	5.82%
St. Function:250	Support Services-Business	900,983.00	-	196,594.27	704,388.73	21.82%
St. Function:260	Operations and Maintenance	5,754,169.00	8,225.00	944,498.56	4,809,670.44	16.41%
St. Function:270	Pupil Transportation Services	2,714,841.00	-	205,057.72	2,509,783.28	7.55%
St. Function:280	Support Services-Central	2,132,910.00	7,800.00	479,856.53	1,653,053.47	22.50%
St. Function:290	Support Services-Other	2,149,338.00	67,714.80	51,897.62	2,097,440.38	2.41%
St. Function:330	Community Activities	18,923.00	-	-	18,923.00	0.00%
St. Function:390	Other Community Services	976,180.00	-	102,688.81	873,491.19	10.52%
St. Function:440	Pymts to Other Govmnt	594,750.00	-	150.00	594,600.00	0.03%
St. Function:510	Debt Services - Long Term Only	-	-	-	-	0.00%
St. Function:600	Transfers Out	295,688.00	-	-	295,688.00	0.00%
	Type: 5 Expense Total:	61,288,465.00	708,314.89	3,213,843.75	58,074,621.25	5.24%
	Grand Total:	(1,708,710.00)	2,331,482.29	(4,040,192.29)		

Monthly Summary of EFT's from HP Bank Accounts

Aug-25

<u>Date</u>	<u>Amount</u>	<u>Bank Acct Taken From</u>	<u>Reason</u>
8/4/2025	\$70.00	Food Service	Square Monthly Membership
8/4/2025	\$231.90	Gen Funds	Latchkey Fees
8/8/2025	\$6,212.33	Gen Funds	Health Equity Payment Aug 8th Payroll
8/22/2025	\$6,462.33	Gen Funds	Health Equity Payment Aug 22nd Payroll
8/5/2025	\$113,740.64	Gen Funds	Penserv Payment July 25th Retirement Payroll
8/12/2025	\$21,885.81	Gen Funds	Penserv Payment August 8th Payroll
8/25/2025	\$46,871.70	Gen Funds	Penserv Payment August 22nd Payroll
8/6/2025	\$483,553.95	MESSA	MESSA Payments
8/7/2025	\$387,326.88	Ret W/H	Payroll Retirement Withholding Aug 8th
8/21/2025	\$397,573.10	Ret W/H	Payroll Retirement Withholding Aug 22nd
8/8/2025	\$246,470.98	Tax W/H	Payroll Federal Tax Withholding August 8th
8/22/2025	\$245,701.50	Tax W/H	Payroll Federal Tax Withholding August 22nd
8/8/2025	\$35,513.95	Tax W/H	Payroll State Tax Withholding August 8th
8/25/2025	\$35,423.21	Tax W/H	Payroll State Tax Withholding August 22nd
8/12/2025	\$510.57	Tax W/H	Consumer Energy
8/15/2025	\$1,195.47	Gen Funds	Service Fees
<hr/>			
	\$2,028,744.32	Total ACH Debits	

<u>Date</u>	<u>Amount</u>	<u>Payroll</u>
8/8/2025	\$679,104.66	General Payroll on July 11th
8/22/2025	\$675,152.21	General Payroll on July 25th
<hr/>		
	\$1,354,256.87	Total Payroll

<u>Date</u>	<u>Amount</u>	<u>Wires</u>
8/22/2025	\$3,082,297.02	MVCA Wire State Aid
<hr/>		
	\$3,082,297.02	Total Wires

<u>Date</u>	<u>Amount</u>	<u>P-Card Purchases</u>
8/21/2025	\$42,264.64	General P-Card charges Huntington Bank
<hr/>		
	\$42,264.64	Total P-Card Purchases

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49C	Crayola Model Magic - White (7	P2600015	72.54
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49C	Crayola Broad Line Markers (12	P2600015	29.88
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	1XXX463CCXQ3	Oxford Two-Pocket Folders, Ass	P2600009	12.10
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	1XXX463CCXQ3	Mead Spiral Notebooks, 24 Pack	P2600009	8.30
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Scissors, iBayam 8" All Purpos	P2600009	18.98
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Shuttle Art Dry Erase Markers,	P2600009	10.10
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Crayola Fine Line Markers for	P2600009	11.64
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Scissors Bulk Set of 25-Pack,	P2600009	24.95
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Owlkela 12 Rolls Transparent T	P2600009	18.20
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Teaching/Testing Supplies	P2600009	17.98
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Party Bargains Disposable Cuff	P2600009	21.99
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	File Folder, 13 Cut Tab, Lette	P2600009	23.51
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Dry Erase Monthly Extra Large	P2600009	30.99
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Officeenata Standard Staples, 5	P2600009	7.83
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Amazon Basics Desktop Stapler	P2600009	9.20
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Amazon Basics Weighted Office	P2600009	15.10
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49J	00PCS 5x7 Watercolor Paper Bu	P2600015	9.49
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49B	6 Pack Watercolor Paint Set,	P2600015	26.97
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49B	28pcs Gens Stickers, Self Ad	P2600015	5.99
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Sharpie Permanent Markers Set	P2600009	18.64
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	Bostitch Office Personal Elect	P2600009	33.66
100550	AMAZON CAPITAL SERVICES	0-113-0000-0000-400-0400-55110000	EH 00001627	08/04/2025	INL9KR7V1H6	BIC Round Stic Xtra Life Blue	P2600009	5.98
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49C	Crayola Washable Finger Paints	P2600015	17.78
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49K	wik Stix Solid Temptra Paint	P2600015	39.54
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49M	Meiissa & Doug Finger Paint Pa	P2600015	18.60
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49J	Crayola Ultimate Washable Chal	P2600015	16.71
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49P	00psc Wiggle Googly Eyes with	P2600015	3.99
100550	AMAZON CAPITAL SERVICES	0-111-0000-0000-170-0171-55110000	EH 00001627	08/04/2025	IGYMRRDH49P	GN 40 Large River Rocks for P	P2600015	36.24
100550	AMAZON CAPITAL SERVICES	0-232-0000-0000-0660-0660-55910000	EH 00001627	08/04/2025	11N3LHMVMC	OFFICE SUPPLIES	P2600015	1,994.00
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	IKRXXD4C97K	Amazon Basics ID Badge Holders	P2600005	16.08
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	IKRXXD4C97K	RMidlin-USA Horizontal ID Name	P2600005	32.97
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	IKRXXD4C97K	RAmazon Basics Clear Thermal La	P2600005	34.70
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	IKRXXD4C97K	R200 Pcs 10 in x 6 In(14mily) CI	P2600005	24.87
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	IKRXXD4C97K	RZe-335 Black Label Tape Compa	P2600005	14.24
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001627	08/04/2025	1QLFQK	VXXK4 Snyglassy 12 Seis Fraction Ttl	P2600013	65.98

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-0000-0221-55910000	EH 00001627	08/04/2025	ITYG1QYHRL	Learning Resources Algebra Til	P2600013	312.39
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-0000-0221-55910000	EH 00001627	08/04/2025	ITYG1QYHRL	EAMAY Hunded Pocket ChartCoun	P2600013	358.89
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-0000-0221-55910000	EH 00001627	08/04/2025	ITYG1QYHRL	KIKIGOAL Daily Math Calendar C	P2600013	197.94
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-200-0065-55990000	EH 00001627	08/04/2025	1HP6179L4TCMPALLET	12 Sets Fraction Til	P2600013	65.98
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-150-0065-55990000	EH 00001627	08/04/2025	1KRTPFH3664TWEBB	D BATTERIES		88.60
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	1KRXDX4C97KR8	Inch Zip Cable Ties (100 Pie	P2600005	569.80
100550	AMAZON CAPITAL SERVICES	0-118-0000-0000-190-0190-55910000	EH 00001627	08/04/2025	1KRXDX4C97KR8	12A Toner Cartridges 4 Pack R	P2600005	11.97
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001627	08/04/2025	1QLFQKVKXK4	Learning Resources Algebra Til	P2600013	249.49
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001627	08/04/2025	1QLFQKVKXK4	KIKIGOAL Daily Math Calendar C	P2600013	79.98
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001627	08/04/2025	1QLFQKVKXK4	2000 Pcs 45" Wooden Cra	P2600013	104.13
								329.90
								59.97
								Vendor Total:
								5,204.25
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-600-0065-54915000	EH 00001628	08/04/2025	8615901	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-150-0065-54915000	EH 00001628	08/04/2025	8615901	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-200-0065-54915000	EH 00001628	08/04/2025	8615903	COCKROACH/RODENT PROGRAM		189.07
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-300-0065-54915000	EH 00001628	08/04/2025	8615904	COCKROACH/RODENT PROGRAM		274.01
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-600-0065-54915000	EH 00001628	08/04/2025	8615889	SERVICE LONGFELLOW JULY		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-170-0065-54915000	EH 00001628	08/04/2025	8615895	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-130-0065-54915000	EH 00001628	08/04/2025	8615896	COCKROACH/RODENT PROGRAM		114.27
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-560-0065-54915000	EH 00001628	08/04/2025	8615897	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-650-0065-54915000	EH 00001628	08/04/2025	8615898	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-650-0065-54915000	EH 00001628	08/04/2025	8615900	SERVICE EDISON JULY		87.45
								Vendor Total:
								1,216.14
101356	FACILITIES MANAGEMENT	110-284-0000-0000-000-0284-53450000	EH 00001629	08/04/2025	40245	SOFTWARE LIC 070125-063026		10,227.09
								Vendor Total:
								10,227.09
100409	FRONTLINE EDUCATION	110-283-0000-0000-000-0060-54140000	EH 00001630	08/04/2025	INVUS219369	FRONTLINE CENTRAL SOLUTION		14,710.86
100409	FRONTLINE EDUCATION	110-283-0000-0000-000-0060-54140000	EH 00001630	08/04/2025	INVUS222551	ATSOLUTION+PLMAN+FRAMEWO		38,538.91
								Vendor Total:
								53,249.77
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001631	08/04/2025	1683894-1	CUSTODIAL SUPPLIES		65.16
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001631	08/04/2025	1689103	MAINTENANCE SUPPLIES		4,729.31
								Vendor Total:
								4,794.47
100444	LIGHTING SUPPLY	110-261-0000-0000-000-0065-55990000	EH 00001632	08/04/2025	L25096984	MAINTENANCE SUPPLIES		31.72

Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101330	MICHIGAN STAGE	110-119-0000-9019-170-9019-53110000	EH 00001633	08/04/2025	INV000015	SUMMER CAMP UO		3,750.00
101330	MICHIGAN STAGE	110-119-0000-9019-200-9019-53110000	EH 00001633	08/04/2025	INV000015	SUMMER CAMP JH		3,750.00
100070	MUNETRIX LLC	110-261-0000-0000-000-0065-54140000	EH 00001634	08/04/2025	12554	SCHOOL ENT LIC 100125-093026		7,500.00
100428	ROYAL ROOFING	110-261-0000-0000-300-0065-54110000	EH 00001635	08/04/2025	SI29456	23400 ROOF REPAIR		224.00
100504	SET SEG	110-000-0000-0000-000-0000-24516500	EH 00001636	08/04/2025	QTR125	WORKERS COMP QTR 125		51,861.00
100504	SET SEG	110-261-0000-0000-000-0060-53910000	EH 00001636	08/04/2025	PC6313020261	PROPERTY		257,427.00
100504	SET SEG	110-271-0000-0000-000-0061-53910000	EH 00001636	08/04/2025	PC6313020261	AUTO GEN LIABILITY EXC LIABI		67,393.00
100504	SET SEG	110-259-0000-0000-000-0060-53920000	EH 00001636	08/04/2025	PC6313020261	ED LEGAL LIABILITY		48,834.00
100515	STAFF CONNECTIONS LLC	220-213-0013-0000-600-0602-53130000	EH 00001637	08/04/2025	2559	SCHOOL LPN		425,515.00
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Universal Steno Pads, 6" x 9",	Vendor Total:	1,008.00
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Kleenex Boutique Standard Paci		9.05
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Post-it Pop-up Super Sticky No		18.76
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Post-it Notes, 3" x 3", Canary		11.70
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Staples Pre-Printed A-Z Leathe		10.30
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Staples Large Tab Insertable P		17.55
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	Staples Packaging Tape, 188" x		9.20
100357	STAPLES BUSINESS	110-221-0000-0000-000-0221-55910000	EH 00001638	08/04/2025	6037241202	TRU RED 5-Compartment Plastic		18.70
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-650-0065-54915000	EH 00001639	08/04/2025	8381514	COCKROACH/RODENT PROGRAM	Vendor Total:	113.95
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-600-0065-54915000	EH 00001639	08/04/2025	8381515	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-150-0065-54915000	EH 00001639	08/04/2025	8381515	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-200-0065-54915000	EH 00001639	08/04/2025	8381517	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-300-0065-54915000	EH 00001639	08/04/2025	8381518	COCKROACH/RODENT PROGRAM		169.07
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-200-0065-54915000	EH 00001639	08/04/2025	8147223	COCKROACH/RODENT PROGRAM		274.01
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-060-0065-54915000	EH 00001639	08/04/2025	8381509	COCKROACH/RODENT PROGRAM		169.07
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-170-0065-54915000	EH 00001639	08/04/2025	8381510	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-130-0065-54915000	EH 00001639	08/04/2025	8381511	COCKROACH/RODENT PROGRAM		114.27
100316	ECOLAB PEST ELIMINATION	110-261-0000-0000-560-0065-54915000	EH 00001639	08/04/2025	8381512	COCKROACH/RODENT PROGRAM		99.11

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-550-0065-54915000		EH 00001639	08/04/2025	8381513	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-130-0065-54915000		EH 00001639	08/04/2025	8147217	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-560-0065-54915000		EH 00001639	08/04/2025	8147218	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-550-0065-54915000		EH 00001639	08/04/2025	8147219	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-650-0065-54915000		EH 00001639	08/04/2025	8147220	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-600-0065-54915000		EH 00001639	08/04/2025	8147221	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-150-0065-54915000		EH 00001639	08/04/2025	8147221	COCKROACH/RODENT PROGRAM		87.45
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-060-0065-54915000		EH 00001639	08/04/2025	8147215	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION10-261-0000-0000-170-0065-54915000		EH 00001639	08/04/2025	8147216	COCKROACH/RODENT PROGRAM		114.27
Vendor Total:								2,158.27
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1M1HYK3K6P6Morton Plain Salt, (26 oz), 2-	P2600017	6.76	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Avery Removable Print or Write	P2600017	7.20	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG 100 Sheets Arts Craft Paper fo	P2600017	9.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Beever 94 Pcs Fall Sensory Bi	P2600017	35.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Shipping Charge	P2600017	0.00	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG SUJOY 1-inch 3-Ring Binder, 1	P2600017	14.28	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Pzostly 6 Pack Magnetic Bingo	P2600017	12.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Ice Cube Trays 4 Pack, 56 PCS	P2600017	8.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Perkhomy 36" x 1,440" (120) B	P2600017	27.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Decymis 50 Pack Binder Rings 1	P2600017	4.59	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Colorations - SW/T16 Simply Was	P2600017	46.29	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG MAKEASY Binding Machine, 21-Hop2600017	P2600017	49.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Amazon Basics Clasp Kraft Enve	P2600017	31.32	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG WILLBOND 100 Packs Fabric Dats	P2600017	8.79	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Kempshot 750 Paper Clips Asso	P2600017	7.49	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG HONGBAKE Muffin Pan for Baking	P2600017	14.70	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG PCS Pom Poms, Multicolor B	P2600017	6.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Amazon Basics Sturdy Binder Cl	P2600017	8.48	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Amazon Basics 3 Ring Binders,	P2600017	14.98	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Cotton Balls Pack of 2000 Medi	P2600017	13.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG moveland 200PCS 3ml Disposable	P2600017	8.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Samsill 15 Inch 3 Ring Binders	P2600017	44.97	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG SA VITA 3D Stickers for Kids &	P2600017	5.99	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG Prang (Formerly SunWorks) Cons	P2600017	7.87	
100550	AMAZON CAPITAL SERVICES0-122-0191-0000-190-0660-551110000		EH 00001640	08/07/2025	1XXC3M3GVG ScotchBlue Original Multi-Surf	P2600017	17.38	

OH_DTL.[oh_ck_dt] <= '08/31/2025' AND OH_DTL.[oh_ck_dt] >= '08/01/2025'

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	0-122-0191-0000-190-0660-55110000	EH 00001640	08/07/2025	1XXC3M3GVG Crayola Large Washable Crayons	P2600017	12.11	
100550	AMAZON CAPITAL SERVICES	0-122-0191-0000-190-0660-55110000	EH 00001640	08/07/2025	1XXC3M3GVG Giantex 10 Drawer Rolling Stor	P2600017	88.16	
100550	AMAZON CAPITAL SERVICES	0-122-0191-0000-190-0660-55110000	EH 00001640	08/07/2025	1XXC3M3GVG Play-Doh Bulk Pack of 48 Cans,	P2600017	30.16	
100550	AMAZON CAPITAL SERVICES	0-122-0191-0000-190-0660-55110000	EH 00001640	08/07/2025	1XXC3M3GVG CoolSand Natural 5 Pound Refill	P2600017	26.95	
							Vendor Total:	674.38
100137	BISON PLUMBING INC	110-261-0000-0000-150-0065-53190000	EH 00001641	08/07/2025	620815 REMOVED 4" TRAP		6,408.00	
							Vendor Total:	6,408.00
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	8615902 COCKROACH/RODENT PROGRAM		139.92	
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	7432187 COCKROACH/RODENT PROGRAM		139.92	
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	780059 COCKROACH/RODENT PROGRAM		139.92	
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	7914410 COCKROACH/RODENT PROGRAM		139.92	
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	8147222 COCKROACH/RODENT PROGRAM		139.92	
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-190-0065-54915000	EH 00001642	08/07/2025	8381516 COCKROACH/RODENT PROGRAM		139.92	
							Vendor Total:	839.52
100319	G N E PAINT & SUPPLY	110-261-0000-0000-000-0065-55990000	EH 00001643	08/07/2025	04113491N MAINTENANCE SUPPLIES		113.17	
100319	G N E PAINT & SUPPLY	110-261-0000-0000-130-0065-55990000	EH 00001643	08/07/2025	04117831N MAINTENANCE SUPPLIES		148.87	
							Vendor Total:	232.04
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001644	08/07/2025	16835731 MAINTENANCE SUPPLIES		54.57	
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001644	08/07/2025	16891031 MAINTENANCE SUPPLIES		110.29	
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001644	08/07/2025	1689104 MAINTENANCE SUPPLIES		2,757.25	
							Vendor Total:	2,922.11
100380	OAKLAND SCHOOLS	110-252-0000-0000-000-0060-58220000	EH 00001645	08/07/2025	A003481 PS B+FINANCE HR SOFTWARE		37,089.75	
							Vendor Total:	37,089.75
101090	RENAISSANCE LEARNING	110-227-0000-0000-000-0060-55110000	EH 00001646	08/07/2025	INV5547251 FasBridge Subscription		8,349.60	
							Vendor Total:	8,349.60
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001647	08/13/2025	1612184 FINANCIAL EMER NEGOTIATIONS		9,222.00	
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001647	08/13/2025	1612563 FINANCIAL EMER NEGOTIATIONS		10,036.00	
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001647	08/13/2025	1612578 FINANCIAL EMER NEGOTIATIONS		4,409.50	
100431	CLARK HILL PLC	110-231-0000-0000-000-0060-53170000	EH 00001647	08/13/2025	1615207 FINANCIAL EMER NEGOTIATIONS		5,302.50	
							Vendor Total:	28,970.00
100351	AIRGAS GREAT LAKES	110-261-0000-0000-000-0065-55990000	EH 00001648	08/21/2025	5518041541 Rent Cyl		319.56	
							Vendor Total:	319.56
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-000-0065-55990000	EH 00001649	08/21/2025	13VCF9XC44NKGAS LINE		100.77	
100550	AMAZON CAPITAL SERVICES	0-221-0000-9012-060-9012-55990000	EH 00001649	08/21/2025	11WJK9KRB99MFCovermax 100-Count Triple AAA	P2600024	79.96	

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100550	AMAZON CAPITAL SERVICES	0-221-0000-9012-060-9012-55990000	EH 00001649	08/21/2025	TTWJK9KR99WMSpecial SG Glory Fleece Blanke	P2600024	217.50	
100550	AMAZON CAPITAL SERVICES	0-221-0000-9012-060-9012-55990000	EH 00001649	08/21/2025	TTWJK9KR99WMTarklanda Alarm Clock for Kids	P2600024	273.30	
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001649	08/21/2025	IMCCWRWN3 Post-it Tabs, 1 in Solid, Aqua	P2600025	23.44	
100550	AMAZON CAPITAL SERVICES	0-221-0000-0000-000-0221-55910000	EH 00001649	08/21/2025	IMCCWRWN3 Shipping Charge	P2600025	6.99	
100550	AMAZON CAPITAL SERVICES	0-112-0000-0000-200-0201-55110000	EH 00001649	08/21/2025	IP367HMINIP6 EZ BioResearch Bacteria Science	P2600042	68.20	
100550	AMAZON CAPITAL SERVICES	0-112-0000-0000-200-0201-55110000	EH 00001649	08/21/2025	IMVYTG3XK4Crayola BIN570016 Super Soft M	P2600037	50.16	
100550	AMAZON CAPITAL SERVICES	0-112-0000-0000-200-0201-55110000	EH 00001649	08/21/2025	IMVYTG3XK4Swan Hydrogen Peroxide Topical	P2600037	7.75	
100550	AMAZON CAPITAL SERVICES	0-112-0000-0000-200-0201-55110000	EH 00001649	08/21/2025	IMVYTG3XK4Freshware Plastic Portion Cups	P2600037	8.09	
100550	AMAZON CAPITAL SERVICES	0-112-0000-0000-200-0201-55110000	EH 00001649	08/21/2025	IMVYTG3XK4Shipping Charge	P2600037	6.99	
Vendor Total:							843.15	
101545	BOUFFARD ENTERPRISES,	110-261-0000-0000-000-0065-54110000	EH 00001650	08/21/2025	1040 PREP FOR SWING SET		7,500.00	
Vendor Total:							7,500.00	
100604	CORRIGAN RECORD	110-261-0000-0000-000-0065-54910000	EH 00001651	08/21/2025	1251266 CONSOLE SERVICE FUEL		444.77	
Vendor Total:							444.77	
100319	G N E PAINT & SUPPLY	110-261-0000-0000-000-0065-55990000	EH 00001652	08/21/2025	04121551N BUS SUPPLIES		238.17	
100319	G N E PAINT & SUPPLY	110-261-0000-0000-000-0065-55990000	EH 00001652	08/21/2025	04125491N MAINTENANCE SUPPLIES		30.67	
Vendor Total:							277.84	
100574	INSTITUTE FOR EXCELLENCE	0-232-0000-0000-000-0060-53150000	EH 00001653	08/21/2025	2026191 MVCA SUPPORT		1,500.00	
Vendor Total:							1,500.00	
100745	KSS ENTERPRISES	110-261-0000-0000-000-0065-55990000	EH 00001654	08/21/2025	1696594 FLOOR PAD		62.85	
Vendor Total:							62.85	
100428	ROYAL ROOFING	110-261-0000-0000-200-0065-54110000	EH 00001655	08/21/2025	S129713 JH ROOF REPAIR		901.00	
100428	ROYAL ROOFING	110-261-0000-0000-560-0065-54110000	EH 00001655	08/21/2025	S129874 IR ROOF REPAIR		1,023.00	
Vendor Total:							1,924.00	
100241	SPINA ELECTRIC	110-261-0000-0000-000-0065-55990000	EH 00001656	08/21/2025	S11009771904 FAN BAND MT		460.00	
Vendor Total:							460.00	
100515	STAFF CONNECTIONS LLC	220-213-0015-0000-150-0660-53130000	EH 00001657	08/21/2025	2563 SCHOOL LPN 7/21-23		504.00	
100515	STAFF CONNECTIONS LLC	110-213-0015-0000-000-0660-53130000	EH 00001657	08/21/2025	2573 SCHOOL CNA		543.75	
Vendor Total:							1,047.75	
101494	THRUN MAATSCH AND	110-231-0000-0000-000-0060-53170000	EH 00001658	08/21/2025	306307 7/14/25,7/21/25/07/24/25 CALLS		670.00	
Vendor Total:							670.00	
100045	A & I ENTERPRISES	110-113-0000-0000-570-0570-53110000	EH 00001659	08/22/2025	MCAJUL25 MCA JULY PAYMENT		207,724.97	
Vendor Total:							207,724.97	

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100292	INVEST CENTERS LLC	110-113-0000-0000-560-0000-53110000	EH 00001660	08/22/2025	RIJULY25	JULY 2025 PAYMENT		214,199.80
Vendor Total:								214,199.80
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 PHYSICAL DOMAIN FORMZ600006		53.00
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 SOCIAL EMOTIONAL	P2600006	49.00
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 ADAPTIVE DOMAIN	P2600006	49.00
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 COGNITIVE DOMAIN	P2600006	53.00
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 EXAMINER SUMMARY	P2600006	36.00
100489	PEARSON EDUCATION	110-122-0191-0000-190-0660-55110000	EH 00001661	08/22/2025	29066498	DAYC-2 COMMUNICATION ON	P2600006	182.94
Vendor Total:								422.94
100550	AMAZON CAPITAL SERVICES	0-261-0000-0000-000-0065-55990000	EH 00001662	08/27/2025	1TJLMPG9FLSTEEL	DOLLIES		200.45
Vendor Total:								200.45
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-060-0065-54915000	EH 00001663	08/27/2025	8863249	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-130-0065-54915000	EH 00001663	08/27/2025	8863251	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-560-0065-54915000	EH 00001663	08/27/2025	8863252	COCKROACH/RODENT PROGRAM		99.11
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-150-0065-54915000	EH 00001663	08/27/2025	8863255	COCKROACH/RODENT PROGRAM		174.90
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-200-0065-54915000	EH 00001663	08/27/2025	8863257	COCKROACH/RODENT PROGRAM		169.07
100316	ECOLAB PEST ELIMINATION	10-261-0000-0000-300-0065-54915000	EH 00001663	08/27/2025	8863258	COCKROACH/RODENT PROGRAM		274.01
Vendor Total:								915.31
100393	KILBURNS EQUIPMENT	110-261-0000-0000-000-0065-55990000	EH 00001664	08/27/2025	1596882	.095 TRIMMER LINE		79.99
Vendor Total:								79.99
100428	ROYAL ROOFING	110-261-0000-0000-150-0065-54110000	EH 00001665	08/27/2025	SI29907	WEBB ROOF		687.00
Vendor Total:								687.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00505202	08/04/2025	0000222090A	PROPOSAL NUMBER: 246976- Hazel		300.00
Vendor Total:								300.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00505203	08/04/2025	0000221566	PROPOSAL NUMBER: 246976- Hazrd		2,700.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00505203	08/04/2025	0000222090	PROPOSAL NUMBER: 246976- Hazrd		2,400.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00505203	08/04/2025	0000222399	PROPOSAL NUMBER: 246976- Hazrd		2,880.00
101104	AMERICAN READING	110-111-0000-0000-150-0151-55110000	HP 00505203	08/04/2025	0000222702	PROPOSAL NUMBER: 246976- Hazrd		2,880.00
Vendor Total:								10,860.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00505204	08/04/2025	574937	PHYSICAL EXAM		50.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00505204	08/04/2025	575383	PHYSICAL EXAM		50.00
Vendor Total:								100.00
100347	BILLINGS LAWN EQUIPMENT	0-261-0000-0000-000-0065-55990000	HP 00505205	08/04/2025	488663	MAINTENANCE LAWN SUPPLIES		158.19

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100308	COCHRANE SUPPLY	110-261-0000-0000-200-0065-55990000	HP 00505206	08/04/2025	1431755	MAINTENANCE SUPPLIES		158.19
Vendor Total:								164.40
100361	DOWNRIVER	110-261-0000-0000-000-0065-55990000	HP 00505207	08/04/2025	2079296	MAINTENANCE SUPPLIES		164.40
100361	DOWNRIVER	110-261-0000-0000-200-0065-55990000	HP 00505207	08/04/2025	2080189	MAINTENANCE SUPPLIES		233.55
Vendor Total:								105.04
101219	ECRA GROUP	110-232-0000-0000-000-0060-53150000	HP 00505208	08/04/2025	11511	SCHOOL IMP SOL 25/26		338.59
101219	ECRA GROUP	110-232-0000-0000-000-0060-53150000	HP 00505208	08/04/2025	11512	STRATEGIC DB SERVICES 25/26		22,491.00
Vendor Total:								5,150.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00505209	08/04/2025	39178	MUSIC JARDON ASD JULY		27,641.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00505209	08/04/2025	39178	MUSIC JARDON SXI ASD JULY		155.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0601-53130000	HP 00505209	08/04/2025	38916	REC THERAPY JARDON ASD JUNE		466.86
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0602-53130000	HP 00505209	08/04/2025	38916	REC THERAPY JARDON SXI JUNE		-56.25
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00505209	08/04/2025	39175	MUSIC JARDON ASD JUNE		-56.25
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00505209	08/04/2025	39175	MUSIC JARDON SXI JUNE		155.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00505209	08/04/2025	39176	GRP MUSIC THERAPY WEBB SXI		77.50
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00505209	08/04/2025	39177	MUSIC THERAPY-WEBB SXI JULY		9.50
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00505209	08/04/2025	38886	MUSIC THERAPY-WEBB SXI MAY		155.64
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00505209	08/04/2025	38886	MUSIC THERAPY-WEBB SXI MAY		225.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-150-0603-53130000	HP 00505209	08/04/2025	38886	RECREATION THERAPY JARDON		225.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-600-0602-53130000	HP 00505209	08/04/2025	38887	RECREATION THERAPY JARDON		225.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-150-0603-53130000	HP 00505209	08/04/2025	38888	REC THERAPY WEBB SXI MAY		450.00
100446	FAR THERAPEUTIC &	220-219-0073-0000-150-0603-53130000	HP 00505209	08/04/2025	38915	REC THERAPY WEBB SXI MAY 3		-112.50
100446	FAR THERAPEUTIC &	220-219-0073-0000-150-0603-53130000	HP 00505209	08/04/2025	38882	GR ART THERAPY WEBB SXI MAY		450.00
100446	FAR THERAPEUTIC &	220-219-0075-0000-150-0603-53130000	HP 00505209	08/04/2025	38884	GR DANCE THERAPY WEBB SXI		450.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0601-53130000	HP 00505209	08/04/2025	38885	MUSIC JARDON ASD MAY		281.25
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0602-53130000	HP 00505209	08/04/2025	38885	MUSIC JARDON SXI MAY		225.00
100446	FAR THERAPEUTIC &	220-219-0071-0000-600-0600-53130000	HP 00505209	08/04/2025	38885	MUSIC JARDON MOCI MAY		450.00
100446	FAR THERAPEUTIC &	110-219-0071-0000-150-0660-53130000	HP 00505209	08/04/2025	38886	MUSIC THERAPY-WEBB ASD MAY		450.00
Vendor Total:								225.00
101170	IMPRESSIVE TILE	110-261-0000-0000-000-0065-55990000	HP 00505210	08/04/2025	2507094364	MAINTENANCE SUPPLIES		4,293.75
Vendor Total:								1,917.80
100830	INTERACTIVE LIGHTING	110-261-0000-0000-000-0065-55990000	HP 00505211	08/04/2025	INV20216088	FLOURESCENT LAMP		325.63
Vendor Total:								325.63

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101315	MACOMB SALES & SERVICE250-297-0000-0000-000-0000-55610000		HP 00505212	08/04/2025	63163	BLODGETT OU SOUTHBEND JH		345.00
							Vendor Total:	345.00
100452	NORTHWEST POOLS INC	110-261-0000-0000-300-0065-55990000	HP 00505213	08/04/2025	1181612	CHEMICALS TEST FUEL		772.50
							Vendor Total:	772.50
100497	OTIS ELEVATOR	110-261-0000-0000-300-0065-54120000	HP 00505214	08/04/2025	100402001448	MAINTENANCE SERVICE 8/1-10/31		3,027.96
							Vendor Total:	3,027.96
100337	PETERSON GLASS CO	110-261-0000-0000-650-0065-54110000	HP 00505215	08/04/2025	25328	VISSION KIT METAL DOOR		649.22
							Vendor Total:	649.22
100468	PROGRESSIVE PLUMBING	110-261-0000-0000-000-0065-55990000	HP 00505216	08/04/2025	2683103	MAINTENANCE SUPPLIES		39.42
							Vendor Total:	39.42
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	605444246	HS FB V UNIFORMS		16,095.00
							Vendor Total:	16,095.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	605444398	ROSVHG KP3-# Circular Knee Pad	P2600012	306.95
								594.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	605444398	ROSVHG TI-Garner-CHR-NFHS-Teah600012		250.00
								40.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	605444398	ROSVAP E10-NAVY-OSFA-	P2600012	40.00
								40.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	60544398	ROSVAP E10-BLACK-OSFA-	P2600012	40.00
								40.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-300-0350-55990000	HP 00505217	08/04/2025	60544398	ROSVAP E-10-ROYAL BLUE OSF#P2600012		40.00
								2,468.00
100690	RIDDELL ALL AMERICAN	110-293-0000-0000-200-0250-55990000	HP 00505217	08/04/2025	952345045-01	40 Junior high football helmet	P2600003	165.60
								20,039.55
101455	RPM	110-261-0000-0000-000-0065-55990000	HP 00505218	08/04/2025	80855223	MAINTENANCE SUPPLIES BELTS		20.52
							Vendor Total:	20.52
100809	TRANE US INC	110-261-0000-0000-000-0065-55990000	HP 00505219	08/04/2025	19620873	VACUUM PUMP OIL		22.61
							Vendor Total:	22.61
100356	UNITY SCHOOL BUS PARTS 220-271-0099-0000-000-0061-54120000		HP 00505220	08/04/2025	06149491N	TRANSPORTATION SUPPLIES		252.69
							Vendor Total:	252.69
100364	VIGILANTE SECURITY INC	250-297-0000-0000-000-0000-53190000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		17.50
							Vendor Total:	252.69
100364	VIGILANTE SECURITY INC	110-261-0000-0000-083-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		30.00
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100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	HP 00505221	08/04/2025	66667	Security Services		0.00
								128.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		63.25
								63.25
100364	VIGILANTE SECURITY INC	110-261-0000-0000-150-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		63.25
								145.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-300-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		145.50

OH_DTL.[oh_ck_dt] <= '08/31/2025' AND OH_DTL.[oh_ck_dt] >= '08/01/2025'

Hazel Park Schools
Detailed Check Register w HQA
 Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100364	VIGILANTE SECURITY INC	110-261-0000-0000-170-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		69.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-190-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		103.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-060-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-200-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		111.00
100364	VIGILANTE SECURITY INC	110-271-0000-0000-000-0061-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		43.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-130-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		111.50
100364	VIGILANTE SECURITY INC	110-261-0000-0000-550-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		118.00
100364	VIGILANTE SECURITY INC	110-261-0000-0000-560-0065-53155000	HP 00505221	08/04/2025	66667	MONTHLY MONITORING-AUG		35.00
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505222	08/04/2025	1103246700	MAINTENANCE SUPPLIES	Vendor Total:	1,081.50
100996	WILSON, SHARON	290-296-9450-0000-000-0450-57920000	HP 00505223	08/04/2025	INV0393	SENIOR BANNERS SPRING SPORTS	Vendor Total:	154.29
100063	21ST CENTURY MEDIA	110-231-0000-0000-000-0060-53511000	HP 00505224	08/04/2025	2728846	NOTICE OF PUBLIC HEARING	Vendor Total:	540.00
100488	HOME DEPOT CREDIT	110-261-0000-0000-000-0065-55990000	HP 00505225	08/04/2025	063025	ACCOUNT BALANCE 6/30/2025	Vendor Total:	341.50
100896	TOUCHPOINT INDUSTRIES	110-284-0000-0000-000-0284-54140000	HP 00505226	08/04/2025	164745	SERVICE RENEWAL	Vendor Total:	2,288.84
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Grad	Vendor Total:	5,824.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Grad		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Grad		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Kdg		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Support - Uni		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Support - Uni		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Support - Uni		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	School Pace/eIRLA - Connect Va		3,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	School Pace/eIRLA - School Pace		6,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Grad		500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55111000	HP 00505227	08/07/2025	0000224346	ARC Core Digital Access - Grad		500.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00505228	08/07/2025	575493	DOT PHYSICAL	Vendor Total:	13,000.00
100340	BEARING SERVICE INC	110-261-0000-0000-000-0065-55990000	HP 00505229	08/07/2025	236437300	MAINTENANCE SUPPLIES	Vendor Total:	116.00
							Vendor Total:	59.88

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100346	BIG D LOCK & KEY	110-261-0000-0000-000-0065-55990000	HP 00505230	08/07/2025	7914	CORES		1,805.75
							Vendor Total:	1,805.75
100347	BILLINGS LAWN EQUIPMENT	110-261-0000-0000-000-0065-55990000	HP 00505231	08/07/2025	489107	MAINTENANCE LAWN SUPPLIES		237.65
							Vendor Total:	237.65
101547	BUTLER ROWSE-OBERLE	110-000-0000-0000-000-0000-24516000	HP 00505232	08/07/2025	2840/2501160	PAYROLL		350.00
							Vendor Total:	350.00
100462	CENGAGE LEARNING	110-111-0000-0000-170-0171-55110000	HP 00505233	08/07/2025	999100718646	CURRICULUM		198.00
							Vendor Total:	198.00
100512	CHAPTER 13 TRUSTEE - T.	110-000-0000-0000-000-0000-24516000	HP 00505234	08/07/2025	2850/2501160	PAYROLL		695.00
							Vendor Total:	695.00
100321	CITY OF HAZEL PARK	110-261-0000-0000-000-0065-55710000	HP 00505235	08/07/2025	0000012464	GAS DIESEL		935.79
100321	CITY OF HAZEL PARK	110-271-0000-0000-000-0061-55710000	HP 00505235	08/07/2025	0000012464	GAS DIESEL		1,110.04
							Vendor Total:	2,045.83
100888	CONSTELLATION	110-261-0000-0000-190-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		45.44
100888	CONSTELLATION	110-261-0000-0000-650-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		138.90
100888	CONSTELLATION	110-261-0000-0000-600-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		18.85
100888	CONSTELLATION	110-261-0000-0000-200-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		102.43
100888	CONSTELLATION	110-261-0000-0000-130-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		46.89
100888	CONSTELLATION	110-261-0000-0000-550-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		7.52
100888	CONSTELLATION	110-261-0000-0000-560-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		34.85
100888	CONSTELLATION	110-261-0000-0000-170-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		56.30
100888	CONSTELLATION	110-261-0000-0000-083-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		23.88
100888	CONSTELLATION	110-261-0000-0000-400-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		11.10
100888	CONSTELLATION	110-261-0000-0000-060-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		15.48
100888	CONSTELLATION	110-261-0000-0000-600-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		9.82
100888	CONSTELLATION	110-261-0000-0000-150-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		63.44
100888	CONSTELLATION	110-261-0000-0000-300-0065-55510000	HP 00505236	08/07/2025	4349449	GAS SUPPLY CHARGES		282.96
							Vendor Total:	849.86
100479	CRISIS PREVENTION	220-122-0193-0000-600-0601-55110000	HP 00505237	08/07/2025	NAINI180704	MEMBERSHIP RENEWAL		200.00
							Vendor Total:	200.00
100361	DOWNRIVER	110-261-0000-0000-300-0065-55990000	HP 00505238	08/07/2025	2082553	SEAL BEARING		83.64
100361	DOWNRIVER	110-261-0000-0000-300-0065-55990000	HP 00505238	08/07/2025	2083478	LENNOX COMPRESSER		1,491.42
100361	DOWNRIVER	110-261-0000-0000-000-0065-55990000	HP 00505238	08/07/2025	2084629	MAINTENANCE SUPPLIES		31.94
100361	DOWNRIVER	250-297-0000-0000-000-0000-54120000	HP 00505238	08/07/2025	2082989	MAINTENANCE SUPPLIES		673.08

User: MUBARAK C - Crystal Mubarak
 Report: OSAP5001B - OSAP5001B: Detailed Check Register w F
 Selection:
 OH_DTL.[oh_ek_dt] <= '08/31/2025' AND OH_DTL.[oh_ek_dt] >= '08/01/2025'
 Page 11
 Current Date: 09/11/2025
 Current Time: 16:09:16

Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100361	DOWNRIVER	250-297-0000-0000-000-0000-54120000	HP 00505238	08/07/2025	2083715	MAINTENANCE SUPPLIES		306.46
							Vendor Total:	2,586.54
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00505239	08/07/2025	11868	NURSE AIDE UO		716.30
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00505239	08/07/2025	11869	NURSE WEBSTER		1,400.00
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00505239	08/07/2025	11908	NURSE WEBSTER		1,062.50
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00505239	08/07/2025	11607	NURSE AIDE UO		805.84
101132	ENTECH MEDICALL	110-213-0015-0000-170-0660-53130000	HP 00505239	08/07/2025	11756	NURSE AIDE UO		805.84
101132	ENTECH MEDICALL	110-213-0015-0000-190-0660-53130000	HP 00505239	08/07/2025	11757	NURSE WEBSTER		1,600.00
							Vendor Total:	6,390.48
101429	FOXPASS INC	110-284-0000-0000-000-0284-53450000	HP 00505240	08/07/2025	A7C986540002	ADVANCED RADIUS W/CERT+EX		4,999.00
							Vendor Total:	4,999.00
100455	GRAINGER	110-261-0000-0000-000-0065-55990000	HP 00505241	08/07/2025	9573761211	MAINTENANCE LAWN SUPPLIES		25.70
							Vendor Total:	25.70
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00505242	08/07/2025	926768Q	MAINTENANCE SUPPLIES		75.94
100404	HASTINGS AUTO PARTS	110-261-0000-0000-000-0065-55990000	HP 00505242	08/07/2025	927412Q	MAINTENANCE SUPPLIES		223.99
							Vendor Total:	299.93
101538	HERKES, SCOTT	110-000-0000-0000-000-0000-24516000	HP 00505243	08/07/2025	2840/2501160	PAYROLL		675.00
							Vendor Total:	675.00
101548	JEFFERSON CAPITAL	110-000-0000-0000-000-0000-24516000	HP 00505244	08/07/2025	2840/2501160	PAYROLL		292.00
							Vendor Total:	292.00
100323	JOSTENS INC	290-296-9340-0000-000-0300-57920000	HP 00505245	08/07/2025	1064172101B	CORDS TASSLS GRAD25		2,125.45
							Vendor Total:	2,125.45
100868	KS VENTURES INC	110-261-0000-0000-200-0065-54120000	HP 00505246	08/07/2025	33891	BOILER ROOM CONTROLLER		8,015.00
100868	KS VENTURES INC	110-261-0000-0000-150-0065-54120000	HP 00505246	08/07/2025	35486	LABOR TEMP CONTROLS		3,616.90
							Vendor Total:	11,631.90
101546	LAW OFFICE OF MATTHEW	110-000-0000-0000-000-0000-24516000	HP 00505247	08/07/2025	2840/2501160	PAYROLL		310.17
							Vendor Total:	310.17
101282	LEWIS TIRE SERVICE	110-261-0000-0000-000-0060-54130000	HP 00505248	08/07/2025	87233	FREESTAR LRE		240.00
101282	LEWIS TIRE SERVICE	110-261-0000-0000-000-0060-54130000	HP 00505248	08/07/2025	86560	FREESTAR		120.00
							Vendor Total:	360.00
101530	LLOYD & MCDANIEL PLC	110-000-0000-0000-000-0000-24516000	HP 00505249	08/07/2025	2840/2501160	PAYROLL		227.59
							Vendor Total:	227.59
101315	MACOMB SALES & SERVICE	250-297-0000-0000-000-0000-53190000	HP 00505250	08/07/2025	63253	CONTROLLER REPLACED		1,248.50
							Vendor Total:	1,248.50

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101315	MACOMB SALES & SERVICE50-297-0000-0000-000-0000-53190000		HP 00505250	08/07/2025	63259	ICE MACHINE REPAIR		735.00
101315	MACOMB SALES & SERVICE50-297-0000-0000-000-0000-56420000		HP 00505250	08/07/2025	63246	REACH-IN FREEZER		5,394.00
Vendor Total:								7,377.50
101273	MADISON HEIGHTS PLBG & 110-261-0000-0000-300-0065-55990000		HP 00505251	08/07/2025	226031	FAUCET HANDLE LAV SUP		363.91
Vendor Total:								363.91
100329	MICHIGAN MAINTENANCE 110-261-0000-0000-000-0065-55990000		HP 00505252	08/07/2025	10019	HANDLE TOOL		36.54
100329	MICHIGAN MAINTENANCE 110-261-0000-0000-000-0065-55990000		HP 00505252	08/07/2025	10060	WAND SANITARE		75.15
Vendor Total:								111.69
100387	MISDU 110-000-0000-0000-000-0000-24516000		HP 00505253	08/07/2025	2800/2501160	PAYROLL		88.05
100387	MISDU 110-000-0000-0000-000-0000-24516000		HP 00505253	08/07/2025	2800/2501160	PAYROLL		144.60
Vendor Total:								232.65
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-190-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		51.71
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-170-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		42.77
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-400-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		30.85
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-150-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		28.86
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-600-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		49.15
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-200-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		32.84
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-300-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		65.62
101052	NORTHSTAR MAT SERVICE 110-261-0000-0000-130-0065-54910000		HP 00505254	08/07/2025	0712319	FLOOR MATS		108.83
Vendor Total:								457.94
100461	NOVA ENVIRONMENTAL INCI0-261-0000-0000-300-0065-54110000		HP 00505255	08/07/2025	17736	COLLECTION OF SAMPLES		261.00
Vendor Total:								261.00
100064	REPUBLC SERVICIS INC 110-261-0000-0000-060-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		419.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-130-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		419.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-300-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		419.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-200-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		449.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-150-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		663.68
100064	REPUBLC SERVICIS INC 110-261-0000-0000-170-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		419.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-190-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		312.12
100064	REPUBLC SERVICIS INC 110-261-0000-0000-600-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		90.42
100064	REPUBLC SERVICIS INC 110-261-0000-0000-650-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		321.12
100064	REPUBLC SERVICIS INC 110-261-0000-0000-560-0065-53840000		HP 00505256	08/07/2025	0241004186916	WASTE REMOVAL		419.69
100064	REPUBLC SERVICIS INC 110-261-0000-0000-081-0065-53840000		HP 00505256	08/07/2025	302370014168	WAISTE REMOVAL		277.32

OH_DTL.[oh_ck_dt] <= '08/31/2025' AND OH_DTL.[oh_ck_dt] >= '08/01/2025'

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101154	ROOSEN VARCHETTI &	110-000-0000-0000-000-24516000	HP 00505257	08/07/2025	2842/2501160	PAYROLL		4,212.80
							Vendor Total:	96.20
101535	STATE DISBURSEMENT UNIT	110-000-0000-0000-000-24516000	HP 00505258	08/07/2025	2800/2501160	PAYROLL		96.20
							Vendor Total:	281.15
100987	SUPERIOR GROUNDCOVER	110-261-0000-0000-170-0065-54110000	HP 00505259	08/07/2025	82052	WOOD CHIPS		281.15
100987	SUPERIOR GROUNDCOVER	110-261-0000-0000-190-0065-54110000	HP 00505259	08/07/2025	82053	WOOD CHIPS		4,015.00
100987	SUPERIOR GROUNDCOVER	110-261-0000-0000-150-0065-54110000	HP 00505259	08/07/2025	82092	WOOD CHIPS		4,380.00
							Vendor Total:	5,110.00
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-24517000	HP 00505260	08/07/2025	2825/2501160	PAYROLL		13,505.00
							Vendor Total:	162.50
100809	TRANE US INC	110-261-0000-0000-000-55990000	HP 00505261	08/07/2025	19684843	MAINTENANCE SUPPLIES		162.50
							Vendor Total:	83.89
101142	UNIVERSAL PLUMBING	110-261-0000-0000-000-0065-55990000	HP 00505262	08/07/2025	2507094497	UNIVERSAL FAUCET SPOUT		83.89
							Vendor Total:	565.20
100032	VERIZON WIRELESS	110-261-0000-0000-000-0060-53415000	HP 00505263	08/07/2025	8426375350000	JAMY BRAD PHONE		565.20
							Vendor Total:	182.44
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505264	08/07/2025	1103246701	MAINTENANCE SUPPLIES		153.66
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505264	08/07/2025	1103246702	INSULATOR		32.99
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505264	08/07/2025	1103467000	MOWER BLADE TREAD		12.99
100395	WEINGARTZ SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505264	08/07/2025	1103531500	SPINDLE		167.15
							Vendor Total:	191.99
101467	WELTMAN, WEINBERG &	110-000-0000-0000-000-24516000	HP 00505265	08/07/2025	2840/2501160	PAYROLL		405.12
							Vendor Total:	408.09
101108	YMCA OF METROPOLITAN	110-119-0000-9019-170-9019-53110000	HP 00505266	08/07/2025	073125	ACTIVITY FEE		480.09
101108	YMCA OF METROPOLITAN	110-119-0000-9019-200-9019-53110000	HP 00505266	08/07/2025	073125	ACTIVITY FEE SUMMER CAMP		4,800.00
							Vendor Total:	4,800.00
100321	CITY OF HAZEL PARK	110-261-0000-3760-000-3760-53190000	HP 00505267	08/11/2025	0000012438	SCHOOL LIAISON		9,600.00
100321	CITY OF HAZEL PARK	110-219-0000-3060-300-3060-53190000	HP 00505267	08/11/2025	0000012438	SCHOOL LIAISON		52,951.50
							Vendor Total:	198,227.50
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016480	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016481	COLLEGE SUCCESS SKLS CAREER		554.00
							Vendor Total:	251,179.00

Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016482	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016483	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016484	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016513	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016514	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016515	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016487	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016486	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016489	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016490	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016491	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016492	COLLEGE SUCCESS SKLS CAREER		554.00
100481	OAKLAND COMMUNITY	110-127-0000-9026-000-9026-53710000	HP 00505268	08/11/2025	0000016512	COLLEGE SUCCESS SKLS CAREER		554.00
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100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		168.78
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-113-0000-0000-560-0560-54220000	HP 00505269	08/12/2025	39686859	TOSHIBA IR JULY		344.59
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	250-297-0000-0000-000-0000-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		2.00
100589	MILLENNIUM BUSINESS	250-297-0000-0000-000-0000-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		78.84
100589	MILLENNIUM BUSINESS	110-125-0000-0000-400-0400-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-125-0000-0000-400-0400-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-241-0000-0000-170-0170-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		49.07
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-130-0130-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78

User: MUBARAKC - Crystal Mubarak
 Report: OSAP5001B - OSAP5001B: Detailed Check Register w F
 Selection:

Page 15

Current Date: 09/11/2025
 Current Time: 16:09:16

OH_DTL.[oh_ck_dt] <= '08/31/2025' AND OH_DTL.[oh_ck_dt] >= '08/01/2025'

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0150-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-257-0000-0000-000-0060-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.78
100589	MILLENNIUM BUSINESS	110-221-0000-0000-000-0221-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		108.80
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54220000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		49.07
100589	MILLENNIUM BUSINESS	220-122-0140-0000-650-0650-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		5.23
100589	MILLENNIUM BUSINESS	110-113-0000-0000-300-0300-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		12.53
100589	MILLENNIUM BUSINESS	110-111-0000-0000-150-0130-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		6.74
100589	MILLENNIUM BUSINESS	110-111-0000-0000-000-0221-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		10.45
100589	MILLENNIUM BUSINESS	110-285-0000-0000-000-0060-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		27.96
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		7.63
100589	MILLENNIUM BUSINESS	110-111-0000-0000-170-0170-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		39.44
100589	MILLENNIUM BUSINESS	220-122-0120-0000-600-0600-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		14.63
100589	MILLENNIUM BUSINESS	110-118-0000-0000-190-0190-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		4.04
100589	MILLENNIUM BUSINESS	110-112-0000-0000-200-0200-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		25.51
100589	MILLENNIUM BUSINESS	110-252-0000-0000-000-0060-54129000	HP 00505269	08/12/2025	39686858	MILLENNIUM INVOICE		195.66
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082818	Seed, radish, scarlett globe,	P2600021	9.44
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082818	Freight and handling	P2600021	41.12
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082694	Pro Mix Potting Soil	P2600020	29.06
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082694	Chalk, assorted colors pk/12	P2600020	8.56
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Tank, plastic, 1 gal	P2600023	14.06
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Freight and handling	P2600023	39.22
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082818	Bag, plastic, resealable, 12 x	P2600021	15.08
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082818	Ball, cotton, pk/300	P2600021	7.46
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082818	Pad, absorbent, large	P2600021	63.50
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Paper, construction, white, 12	P2600021	30.24
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Container, plastic, 16oz, pk/2	P2600023	37.90
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Cotton wick, 4 x 3/8 in., pk/1	P2600023	8.18
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Felt, kelly green, 9 x 12", pk	P2600023	31.35
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Mix, potting, WFP, 1 liter soi	P2600023	12.58
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082809	Sandpaper, fine, pk/5	P2600023	83.84
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082809	Soil, woodland terr, 11L, temp	P2600023	8.19
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Crayola, dough, blue, 3 lbs	P2600022	38.74
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Crayola, dough, green, 3 lb	P2600022	38.74

Vendor Total: 3,057.87

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Crayola, dough, orange, 3 lbs	P2600022	38.74
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Mix, potting, WFP, 2 liter, so	P2600022	13.86
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Ballon, round, 9", pk/24	P2600022	11.74
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Freight and handling	P2600022	18.95
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082694	Plastic pots 3.5 inch, pk/30	P2600020	65.48
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082694	Seed, lima bush bean; 1/2lb, e	P2600020	16.14
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505270	08/13/2025	53082694	Foam tray 7.5 in x 9.5 in	P2600020	8.00
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Freight and handling	P2600020	30.54
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Foam tray, 7.5 x 9.5 in., pk/1	P2600022	30.28
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505270	08/13/2025	53082800	Stick, craft, 4-1/2 x 3/8", pk	P2600022	7.66
Vendor Total:								758.65
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 1 - workbook	P2600008	180.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 2 - workbook	P2600008	180.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 3 - Lesson Planner	P2600008	180.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 4: Lesson Planner	P2600008	99.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 5: Lesson Planner	P2600008	99.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Shipping and Handling	P2600008	45.10
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our world 2	P2600008	296.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World Starter: Lesson Plan	P2600008	99.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 1: Lesson planner	P2600008	99.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our world 2: Lesson planner	P2600008	198.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our world 3: lesson Planner	P2600008	198.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 4: Lesson Planner	P2600008	198.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 2: Spark platform, i	P2600008	290.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 3: Student's boo +	P2600008	490.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 4: student's book +	P2600008	490.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 5: Spark platform -	P2600008	145.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 6 = Spark platform,	P2600008	145.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 1	P2600008	290.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 3 - workbook	P2600008	180.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 4 - workbook	P2600008	180.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 5 - workbook	P2600008	90.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 6 - workbook	P2600008	90.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World Starter: Spark platf	P2600008	290.00
100462	CENGAGE LEARNING	110-221-0000-0000-000-0221-54140000	HP 00505271	08/13/2025	999100712586	Our World 1: Spark platform, i	P2600008	290.00

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100044	HAZEL PARK PROMISE ZONE	110-261-0000-1080-000-0000-58510000	HP 00505272	08/13/2025	081125	OAK PARK PASS THROUGH	Vendor Total:	4,962.10
100585	PTNEY BOWES	110-232-0000-0000-000-00660-53430000	HP 00505273	08/13/2025	08082025	METOR REFILL	Vendor Total:	150.00
100675	PROCARE SOFTWARE LLC	230-351-0000-0000-190-0230-57410000	HP 00505274	08/13/2025	INV1008565	SCHOOL CARE WORKS/CONNECT	Vendor Total:	5,069.75
101544	WESTWOOD COMMUNITY	110-271-0000-6010-000-6010-53310000	HP 00505275	08/13/2025	2425068	TRANSPORTATION SHARED	Vendor Total:	366.50
100929	ALLSTAR CREATIONZ LLC	110-231-0000-0000-000-00660-55990000	HP 00505276	08/14/2025	000062	HOMETOWN HUDDLE TEES	Vendor Total:	99.49
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	764.00
100322	CITY HAZEL PARK WATER	110-261-0000-0000-060-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	135.78
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	105.76
100322	CITY HAZEL PARK WATER	110-261-0000-0000-130-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	180.81
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	75.74
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	48.02
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	2,192.15
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-560-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	165.80
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	105.76
100322	CITY HAZEL PARK WATER	110-261-0000-0000-170-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-190-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	225.84
100322	CITY HAZEL PARK WATER	110-261-0000-0000-300-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	210.83
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-200-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	90.75
100322	CITY HAZEL PARK WATER	110-261-0000-0000-066-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	180.81
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
100322	CITY HAZEL PARK WATER	110-261-0000-0000-550-0065-53830000	HP 00505277	08/19/2025	70125	CITY OF HP WATER BILL JUNE	Vendor Total:	45.72
101550	YONDER, INC.	110-266-0000-0000-000-0066-55990000	HP 00505278	08/20/2025	000040111	ADVANTAGE PHONE HOLDERS	Vendor Total:	4,035.79
100049	5 STAR OUTDOOR LLC	110-231-0000-0000-000-00660-53510000	HP 00505279	08/21/2025	024345	BILLBOARD RENTAL AUG25-	Vendor Total:	3,191.25
Vendor Total: 14,000.00								

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
101392	ACCELERATEKIDS	110-119-0000-9019-170-9019-53110000	HP 00505280	08/21/2025	1166	STEM SUMMER	Vendor Total:	14,000.00
101392	ACCELERATEKIDS	110-119-0000-9019-200-9019-53110000	HP 00505280	08/21/2025	1166	STEM SUMMER		5,700.00
101392	ACCELERATEKIDS	110-119-0000-9019-170-9019-53110000	HP 00505280	08/21/2025	1164	SUMMER DISCOVERY		5,700.00
101392	ACCELERATEKIDS	110-119-0000-9019-200-9019-53110000	HP 00505280	08/21/2025	1164	SUMMER DISCOVERY		5,700.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224424	School Pace/eIRLA - Connect Va	Vendor Total:	22,800.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224424	School Pace/eIRLA - School Pace		3,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224425	School Pace/eIRLA - Connect Va		1,500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224425	School Pace/eIRLA - School Pace		3,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Grad		1,500.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Grad		1,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Grad		1,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Grad		1,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Grad		1,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	ARC Core Digital Access - Kdgs		1,000.00
101104	AMERICAN READING	110-221-0000-0000-000-0221-55110000	HP 00505281	08/21/2025	0000224507	School Pace/eIRLA - School Pace		6,000.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00505282	08/21/2025	576017	PHYSICAL EXAM	Vendor Total:	21,000.00
100544	ASCENSION MICHIGAN	110-283-0000-0000-000-0060-53190000	HP 00505282	08/21/2025	576454	PHYSICAL EXAM		100.00
100354	AUTO ZONE	110-261-0000-0000-000-0065-54130000	HP 00505283	08/21/2025	02254862839	BATTERY HS GOLF CART	Vendor Total:	200.00
101547	BUTLER ROWSE-OBERLE	110-000-0000-0000-000-0000-24516000	HP 00505284	08/21/2025	2840/2501170	PAYROLL	Vendor Total:	146.99
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-150-0151-55110000	HP 00505285	08/21/2025	53091693	Freight and handling	Vendor Total:	350.00
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Bag, plastic, resealable, 13 x		35.08
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Fertilizer, osmoscote 14, 1 oz		27.54
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Mix, potting, WFP, 1 liter, so		17.31
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Seed, sunflower, 16oz., pail		25.16
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53090957	Cotton wick, 4 x 3/8", pk/10		14.82
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53090957	Confetti mix seed, pk/100		16.36
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53090957	Freight and handling		41.80
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-150-0151-55110000	HP 00505285	08/21/2025	53091693	Balloon, round, 9", pk/24		25.00
							Vendor Total:	17.61

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-150-0151-55110000	HP 00505285	08/21/2025	53091693	Large owl pellets, pack/15	P2600033	306.35
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-150-0151-55110000	HP 00505285	08/21/2025	53091693	String, super twine, 200', rol	P2600033	4.84
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-150-0151-55110000	HP 00505285	08/21/2025	53091693	Tape, masking, 3/4", roll	P2600033	7.95
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Cup, dplastic, clear, 24oz, p	P2600029	69.80
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Nitrile, disposable gloves, sm	P2600029	47.40
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Nitrile, disposable gloves, la	P2600029	47.40
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Marker, red, pk/8	P2600029	50.10
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-130-0131-55110000	HP 00505285	08/21/2025	53088433	Marker, red, pk/8	P2600029	43.00
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53089594	Freight and handling	P2600029	38.47
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Economy polyethylene lab apron	P2600021	97.10
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Marker, permanent, fine black,	P2600029	77.48
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Crayola, dough, green, 3lb	P2600029	10.85
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Pipet, grad., 3ML, pk/8	P2600029	11.30
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Spoons, plastic, pk/50	P2600029	2.56
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53088433	Seed, kidney bean, pk	P2600029	45.42
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Foam tray, 7.5 x 9.5 in., pk/1	P2600035	17.12
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Cup, plastic, squat, 9 oz, pk/	P2600035	16.02
100526	CAROLINA BIOLOGICAL	110-111-0000-0000-170-0171-55110000	HP 00505285	08/21/2025	53093029	Soda, baking, 16 oz	P2600035	24.57
100512	CHAPTER 13 TRUSTEE - T.	110-000-0000-0000-000-0000-24516000	HP 00505286	08/21/2025	2850/2501170	Soil, woodland terr, 11L, temp	P2600035	695.00
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100888	CONSTELLATION	110-261-0000-0000-083-0065-55510000	HP 00505287	08/21/2025	4773076	PAYROLL		695.00
100888	CONSTELLATION	110-261-0000-0000-060-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		8.39
100888	CONSTELLATION	110-261-0000-0000-060-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		8.39
100888	CONSTELLATION	110-261-0000-0000-150-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		37.76
100888	CONSTELLATION	110-261-0000-0000-170-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		20.98
100888	CONSTELLATION	110-261-0000-0000-190-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		12.59
100888	CONSTELLATION	110-261-0000-0000-650-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		12.59
100888	CONSTELLATION	110-261-0000-0000-300-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		188.81
100888	CONSTELLATION	110-261-0000-0000-600-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		8.39
100888	CONSTELLATION	110-261-0000-0000-200-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		37.76
100888	CONSTELLATION	110-261-0000-0000-130-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		29.37
100888	CONSTELLATION	110-261-0000-0000-550-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		4.20
100888	CONSTELLATION	110-261-0000-0000-560-0065-55510000	HP 00505287	08/21/2025	4773076	GAS SUPPLY CHARGES		12.59

Vendor Total: 695.00

Vendor Total: 1,132.41

Hazel Park Schools
Detailed Check Register w FQA
 Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100309	CONSUMERS ENERGY	110-261-0000-0000-170-0065-55510000	HP 00505288	08/21/2025	1001AUG25	ACCT# 1000 0000 8845		390.21
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00505288	08/21/2025	1620AUG25	ACCT# 1000 0000 8860		167.34
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00505288	08/21/2025	1620AUG25A	ACCT# 1000 0000 8878		35.57
100309	CONSUMERS ENERGY	110-261-0000-0000-130-0065-55510000	HP 00505288	08/21/2025	23720AUG25	ACCT# 1000 0000 8910		133.32
100309	CONSUMERS ENERGY	110-261-0000-0000-190-0065-55510000	HP 00505288	08/21/2025	431AUG25	ACCT# 1000 0000 8795		83.03
100309	CONSUMERS ENERGY	110-261-0000-0000-083-0065-55510000	HP 00505288	08/21/2025	45AUG25	ACCT# 1000 0000 8886		155.30
100309	CONSUMERS ENERGY	110-261-0000-0000-550-0065-55510000	HP 00505288	08/21/2025	570AUG25	ACCT# 1000 0000 8811		37.77
100309	CONSUMERS ENERGY	110-261-0000-0000-650-0065-55510000	HP 00505288	08/21/2025	570AUG25A	ACCT# 1000 6807 0257		22.39
100309	CONSUMERS ENERGY	110-261-0000-0000-650-0065-55510000	HP 00505288	08/21/2025	1700AUG25	ACCT# 1030 3562 4669		134.98
100309	CONSUMERS ENERGY	110-261-0000-0000-150-0065-55510000	HP 00505288	08/21/2025	2200AUG25A	ACCT# 1000 0000 8936		154.89
100309	CONSUMERS ENERGY	110-261-0000-0000-060-0065-55510000	HP 00505288	08/21/2025	2200AUG25B	ACCT# 1000 0000 8944		63.50
100309	CONSUMERS ENERGY	110-261-0000-0000-600-0065-55510000	HP 00505288	08/21/2025	22770AUG25	ACCT# 1000 0000 8951		65.54
100309	CONSUMERS ENERGY	110-261-0000-0000-200-0065-55510000	HP 00505288	08/21/2025	22770AUG25	ACCT# 1000 0000 8837		1,017.52
100309	CONSUMERS ENERGY	110-261-0000-0000-300-0065-55510000	HP 00505288	08/21/2025	23400AUG25	ACCT# 1000 0000 8902		228.74
100459	CONVERGENT TECH	110-284-0000-0000-000-0284-54910000	HP 00505289	08/21/2025	19752	REVIEWER EMAILS		1,092.57
100479	CRISIS PREVENTION	110-122-0194-0000-300-0660-55110000	HP 00505290	08/21/2025	NAINI175768	REFRESHER WORKBOOK		3,392.46
100479	CRISIS PREVENTION	110-122-0194-0000-300-0660-55110000	HP 00505290	08/21/2025	NAINI175771	REFRESHER WORKBOOK		150.00
100038	DELTA NETWORK SERVICES	0-284-0000-0000-000-0284-53190000	HP 00505291	08/21/2025	7739	40 BLOCK HOURS		2,330.30
100361	DOWNRIVER	110-261-0000-0000-000-0065-55590000	HP 00505292	08/21/2025	2084860	COPELAND WIRE HARNESS		2,330.30
100313	DTE ENERGY	110-261-0000-0000-170-0065-55520000	HP 00505293	08/21/2025	1001AUG25	ACCT# 9100 057 4497 4	Vendor Total:	4,660.60
100313	DTE ENERGY	110-261-0000-0000-650-0065-55520000	HP 00505293	08/21/2025	1585AUG25	ACCT# 9100 057 4535 1	Vendor Total:	7,800.00
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00505293	08/21/2025	1620AUG25	ACCT#9100 057 5408 8	Vendor Total:	7,800.00
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00505293	08/21/2025	1650AUG25	ACCT# 910039996442	93.16	
100313	DTE ENERGY	110-261-0000-0000-150-0065-55520000	HP 00505293	08/21/2025	200365788949	ACCT # 910040563207	93.16	
100313	DTE ENERGY	110-261-0000-0000-083-0065-55520000	HP 00505293	08/21/2025	2200AUG25	ACCT# 920050742112	6,457.15	
100313	DTE ENERGY	110-261-0000-0000-550-0065-55520000	HP 00505293	08/21/2025	45AUG25	ACCT#910039981691	17.65	
100313	DTE ENERGY	110-261-0000-0000-550-0065-55520000	HP 00505293	08/21/2025	570AUG25	ACCT# 920006433964	2,682.57	
100313	DTE ENERGY	110-261-0000-0000-060-0065-55520000	HP 00505293	08/21/2025	90418239	POLE RENTAL FEE	2,554.42	
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								7,715.47
								44.57
								1,297.87
								290.82

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100313	DTE ENERGY	110-261-0000-0000-200-0065-55520000	HP 00505293	08/21/2025	22770AUG25	ACCT# 910040946980		16,277.36
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00505293	08/21/2025	23400AUG25	ACCT# 920050742120		16,512.07
100313	DTE ENERGY	110-261-0000-0000-300-0065-55520000	HP 00505293	08/21/2025	23400AUG25A	ACCT# 910031816663		177.39
100313	DTE ENERGY	110-261-0000-0000-130-0065-55520000	HP 00505293	08/21/2025	23720AUG25	ACCT# 9100 057 4546 8		5,188.74
100313	DTE ENERGY	110-261-0000-0000-560-0065-55520000	HP 00505293	08/21/2025	24131AUG25	ACCT# 910013450978		2,016.52
100313	DTE ENERGY	110-261-0000-0000-190-0065-55520000	HP 00505293	08/21/2025	431AUG25	ACCT#9100 057 4560 9		1,879.20
100640	FIBER LINK INC	110-284-0000-0000-000-0284-53190000	HP 00505294	08/21/2025	20488	MISS DIG		64,106.97
101538	HERKES, SCOTT	110-000-0000-0000-000-24516000	HP 00505295	08/21/2025	2840/2501170	PAYROLL		29.25
100079	INTEGRITY TESTING &	110-271-0000-0000-000-0061-57410000	HP 00505296	08/21/2025	49080	RANDOM DRUG TEST SCREEN		675.00
101548	JEFFERSON CAPITAL	110-000-0000-0000-000-24516000	HP 00505297	08/21/2025	2840/2501170	PAYROLL		75.00
100323	JOSTENS INC	110-113-0000-0000-300-0300-55990000	HP 00505298	08/21/2025	37376941	DIPLOMA		292.00
100323	JOSTENS INC	110-113-0000-0000-300-0300-55990000	HP 00505298	08/21/2025	37376962	DIPLOMA		25.37
100868	KS VENTURES INC	110-261-0000-0000-000-0065-54120000	HP 00505299	08/21/2025	34943	BMS SYSTEM DOWN		17.85
100868	KS VENTURES INC	110-261-0000-0000-200-0065-54120000	HP 00505299	08/21/2025	35715	LABOR AND MATERIALS		43.22
101546	LAW OFFICE OF MATTHEW	110-000-0000-0000-000-24516000	HP 00505300	08/21/2025	2840/2501170	PAYROLL		150.00
101530	LLOYD & MCDANIEL PLC	110-000-0000-0000-000-24516000	HP 00505301	08/21/2025	2840/2501170	PAYROLL		4,971.00
101273	MADISON HEIGHTS PLBG & 110-261-0000-0000-000-0065-55990000	HP 00505302	08/21/2025	226144	PRO PRESS		5,121.00	
101020	MASSP	110-241-0000-0000-300-0300-57410000	HP 00505303	08/21/2025	236956	25/26 MASC/MAHS MEMBERSHIP		310.17
100089	MCNAUGHTON-MCKAY	110-261-0000-0000-000-0065-55990000	HP 00505304	08/21/2025	2595234600	WIREMCAL ALUMINUM COIL		310.17
100387	MISDU	110-000-0000-0000-000-24516000	HP 00505305	08/21/2025	2800/2501170	PAYROLL		227.59
100387	MISDU	110-000-0000-0000-000-24516000	HP 00505305	08/21/2025	2800/2501170	PAYROLL		227.59

User: MUBARAKC - Crystal Mubarak
 Report: OSAP5001B - OSAP5001B - Detailed Check Register w F
 Selection:
 OH_DTL.[oh_ek_dtl] <= '08/31/2025' AND OH_DTL.[oh_ek_dtl] >= '08/01/2025'
 Page 22
 Current Date: 09/11/2025
 Current Time: 16:09:16

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100461	NOVA ENVIRONMENTAL	ING10-261-0000-0000-150-0065-53190000	HP 00505306	08/21/2025	17777	PROJECT C10421/WB153		232.65
							Vendor Total:	1,630.00
100202	ORKIN LLC	110-261-0000-0000-081-0065-54915000	HP 00505307	08/21/2025	6379AUG25	HAZELWOOD		1,630.00
							Vendor Total:	174.00
100497	OTIS ELEVATOR	110-261-0000-0000-200-0065-54120000	HP 00505308	08/21/2025	CVD16794001	JH ELEVATOR REPAIR		174.00
							Vendor Total:	541.25
100585	PITNEY BOWES	110-252-0000-0000-000-0060-54220000	HP 00505309	08/21/2025	3321133312	CONTRACT#0041406769		541.25
							Vendor Total:	664.80
100675	PROCARE SOFTWARE LLC	230-351-0000-0000-190-0230-57410000	HP 00505310	08/21/2025	INV1039993	SCHOOL CARE WORKS/CONNECT		664.80
							Vendor Total:	305.00
100740	SPECTRUM WIRELESS USA	110-284-0000-0000-000-0284-53190000	HP 00505311	08/21/2025	0000007200	RADIO AND BASE RENTALS		305.00
							Vendor Total:	302.50
101535	STATE DISBURSEMENT	0-000-0000-0000-000-0000-24516000	HP 00505312	08/21/2025	2800/2501170	PAYROLL		302.50
							Vendor Total:	281.15
100341	SULLIVANS FLEET SERV	ING10-271-0000-0000-000-0061-54130000	HP 00505313	08/21/2025	25743	FUEL INJECTOR FUEL TUBE		281.15
							Vendor Total:	2,649.99
100341	SULLIVANS FLEET SERV	ING10-261-0000-0000-000-0065-54130000	HP 00505313	08/21/2025	25754	VIN#1FTNE1EW2BDA25312		315.00
							Vendor Total:	2,956.99
101452	TEAMSTERS LOCAL 214	110-000-0000-0000-000-0000-24517000	HP 00505314	08/21/2025	2825/2501170	PAYROLL		187.50
							Vendor Total:	187.50
101520	THE ALLEN LAW GROUP	PCI110-231-0000-0000-000-0060-53170000	HP 00505315	08/21/2025	7069	INVESTIGATION #2		975.00
							Vendor Total:	975.00
101549	THE PRINTING OX LLC	290-296-9465-0000-000-0450-57920000	HP 00505316	08/21/2025	0000018	BOYS VOLLEYBALL		286.09
							Vendor Total:	286.09
100235	TOP NOTCH PRINTING LLC	250-297-0000-0000-000-0000-55990000	HP 00505317	08/21/2025	5010	SHIRTS FOR HUDDLE		2,718.00
							Vendor Total:	2,718.00
101123	VALUE CARPET N MORE	420-456-0000-9900-000-0000-56220000	HP 00505318	08/21/2025	3340	CARPET TILES		1,800.00
							Vendor Total:	1,800.00
100166	VEX ROBOTICS INC	110-112-0000-0000-200-0201-55110000	HP 00505319	08/21/2025	820335	Star Drive Shaft Collar (16 pa		77.52
							Vendor Total:	77.52
100166	VEX ROBOTICS INC	110-112-0000-0000-200-0201-55110000	HP 00505319	08/21/2025	820335	Rubber Shaft Collar (30-pack)		61.52
							Vendor Total:	47.92
100166	VEX ROBOTICS INC	110-112-0000-0000-200-0201-55110000	HP 00505319	08/21/2025	820335	#8 - 32 x 0.125" Star Drive Se		86.36
							Vendor Total:	86.36
100166	VEX ROBOTICS INC	110-112-0000-0000-200-0201-55110000	HP 00505319	08/21/2025	820335	Chain Add-on Pack		49.56
							Vendor Total:	49.56

User: MUBARAKC - Crystal Mubarak
 Report: OSAP5001B - OSAP5001B: Detailed Check Register w F
 Selection:
 OH_DTL.[oh_ck_dt] <= '08/31/2025' AND OH_DTL.[oh_ck_dt] >= '08/01/2025'
 Page 23
 Current Date: 09/11/2025
 Current Time: 16:09:16

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100166	VEX ROBOTICS INC	110-112-0000-0000-200-0201-55110000	HP 00505319	08/21/2025	820335	Shipping and handling	P2600038	25.20
							Vendor Total:	348.08
101553	WHITNEY-LANCIOS,	290-296-9376-0000-000-0300-57910000	HP 00505320	08/21/2025	081425	DISBURSEMENT REM		250.00
							Vendor Total:	250.00
101551	BLOOD HOUND LLC	110-261-0000-0000-600-0065-54910000	HP 00505321	08/27/2025	747644	EM/GPR LOCATING		588.00
							Vendor Total:	588.00
101265	BOUNCING ALL AROUND INC	290-296-9001-0000-000-0060-57920000	HP 00505322	08/27/2025	4393	HOMETOWN HUDDLE		1,525.00
							Vendor Total:	1,525.00
100517	CLAWSON PUBLIC SCHOOL	110-293-0000-0000-300-0350-57410000	HP 00505323	08/27/2025	2026005	1/6 TH COST OF MAMASAA MA		217.97
							Vendor Total:	217.97
100308	COCHRANE SUPPLY	110-261-0000-0000-000-0065-55990000	HP 00505324	08/27/2025	1428232	WALL PLATE TEMP SENSOR		258.85
							Vendor Total:	258.85
101215	HOLLAND BUS COMPANY	110-271-0000-0000-000-0061-56610000	HP 00505325	08/27/2025	U534373	2023 BLUE BIRD BUS GAS #58		73,497.00
							Vendor Total:	73,497.00
101315	MACOMB SALES & SERVICE	50-297-0000-0000-000-0000-53190000	HP 00505326	08/27/2025	63328	SERVICE PIZZA OVEN WEBB		345.00
							Vendor Total:	345.00
100329	MICHIGAN MAINTENANCE	110-261-0000-0000-060-0065-55990000	HP 00505327	08/27/2025	10325	MAINTENANCE SUPPLIES		3,077.28
							Vendor Total:	3,077.28
100058	PHOENIX STONE COMPANY	110-261-0000-0000-000-0065-55990000	HP 00505328	08/27/2025	93568	WASHINGTON BALL MIX		979.00
							Vendor Total:	979.00
101187	PLAQUES AND SUCH	290-296-9460-0000-000-0450-57920000	HP 00505329	08/27/2025	Q156512	SOFTBALL DISTRICT CHAMPION		158.10
							Vendor Total:	158.10
100690	RIDDELL ALL AMERICAN	290-296-9451-0000-000-0450-57920000	HP 00505330	08/27/2025	952363205	TEAM COMPOSITE FOOTBALLS		497.45
							Vendor Total:	497.45
100399	STATE OF MICHIGAN - LARA	110-261-0000-0000-600-0065-54120000	HP 00505331	08/27/2025	BLR506997	WEBB/JARDON BOILER INSP/CERT		595.00
							Vendor Total:	595.00
101099	T-SHIRT PRINTING PLUS	110-293-0000-0000-300-0350-55990000	HP 00505332	08/27/2025	102126	24/25 GIRDDLES		838.00
							Vendor Total:	838.00
101099	T-SHIRT PRINTING PLUS	110-293-0000-0000-300-0350-55990000	HP 00505332	08/27/2025	102486	24/25 SCULL CAPS		156.00
							Vendor Total:	156.00
101099	T-SHIRT PRINTING PLUS	110-293-0000-0000-300-0350-55990000	HP 00505332	08/27/2025	106288	FOOTBALLS, OUTERWEAR, MOUTH		2,700.50
							Vendor Total:	2,700.50
100016	TCI	110-112-0000-0000-200-0201-55110000	HP 00505333	08/27/2025	INV140186	MSS SS TEACHER LICENSE 1 YR		14,400.00
							Vendor Total:	14,400.00

Hazel Park Schools

Detailed Check Register w FQA

Check Date From 8/1/2025 TO 8/31/2025

PE ID	Vendor Name	FQA	Check#	Check Date	Invoice #	Description	PO#	Amount
100809	TRANE US INC	110-261-0000-0000-170-0065-55990000	HP 00505334	08/27/2025	19904836	COMPRESSOR METER		1,912.53
100629	VARTRONICS, LLC	110-226-0000-3400-190-3400-55910000	HP 00505335	08/27/2025	PS1187816	CL2510	Vendor Total:	1,912.53
100629	VARTRONICS, LLC	110-226-0000-3400-190-3400-55910000	HP 00505335	08/27/2025	PS1187816	Shipping and Handling	P2500377	1,799.00
100629	VARTRONICS, LLC	110-226-0000-3400-190-3400-55910000	HP 00505335	08/27/2025	PS1187816	2510DS	P2500377	317.00
							P2500377	989.97
							Vendor Total:	3,105.97
101258	WILLIAM H SADLER INC	110-111-0000-0000-130-0130-55990000	HP 00505336	08/27/2025	INV247066	S&H		1,154.94
101258	WILLIAM H SADLER INC	110-111-0000-0000-170-0171-55110000	HP 00505336	08/27/2025	INV247066	VOCAB WORKSHOP SE GR5		1,978.35
101258	WILLIAM H SADLER INC	110-112-0000-0000-200-0201-55110000	HP 00505336	08/27/2025	INV247066	VOCAB WORKSHOP SE GR 6,7,8		4,855.95
101258	WILLIAM H SADLER INC	110-113-0000-0000-300-0311-55110000	HP 00505336	08/27/2025	INV247066	VOCAB WORKSHOP GR 9,10		2,790.24
							Vendor Total:	10,779.48
100543	PETTY CASH	110-000-0000-0000-000-0000-11020000	HP 00505337	08/28/2025	082825	HOMETOWN HUDDLE TEES PETTY		150.00
							Vendor Total:	150.00

Total # of Checks: 175
End of Report

Grand Total: 1,775,906.61

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	\$3,734.83	\$0.00	\$0.00	\$184.00 CR	\$3,550.83	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/01	07/30	55421356LVAN3ZHQ4	MICHIGAN SCHOOL BUSINE LANSING MI	150.00
08/01	07/30	85369436L4MFGWAA6	GRAND TRAVERSE RESORT ACME MI CREDIT CHECK IN:07/30/2025 NUMBER OF NIGHTS:0000 CHECK OUT:07/30/2025 DAILY RATE: 0.00	184.00 CR
08/01	07/31	55483826M0BP05M1M	SAMSCLUB #6659 MADISON HEIGH MI	47.72
08/01	07/31	51043236L1YHJMG7A	MASB 5173275900 MI	1,315.00
08/08	08/07	51043236W1YVA742Q	MASB 5173275900 MI	1,065.00
08/15	08/14	054368473BLKQ5KWE	SAMS CLUB #6659 MADISON HEIGH MI	55.66
08/19	08/18	55432867660L7H6T3	TIM HORTONS #916688 586-703-7033 MI	58.55
08/19	08/18	5104323771ZA70N4G	MASB 5173275900 MI	125.00
08/21	08/20	855003978S66KGWL2	NATL ASSOC FOR FAMILY ALEXANDRIA VA	250.00
08/26	08/25	51043237E1YNQ86W6	ONESOURCEHA 7867909996 FL	359.90
08/27	08/26	85454917ES66ETPBT	NASN SILVER SPRING MD	154.00
08/27	08/26	85454917ES66ETROE	NASN SILVER SPRING MD	154.00

DEBRA DIMAS						
XXXX XXXX XXXX 8828	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY	
CREDIT LIMIT \$5,000.00	\$1,428.65	\$0.00	\$0.00	\$0.00	\$1,428.65	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/12	08/12	823050970EHMYRMQP	AMAZON MARK* IN0612S43 SEATTLE WA	233.79
08/15	08/14	827111672EHMT3280	STICKER MULE AMSTERDAM NY	293.00
08/17	08/15	555062973QXS53VSR	EA GRAPHICS STERLING HEIG MI	152.00
08/22	08/22	82305097AEHMSGNTW	AMAZON MARK* YR7G12U03 SEATTLE WA	17.48
08/24	08/23	82305097QEHMQPW2K	AMAZON MARK* SH0MC6RW3 SEATTLE WA	52.35
08/26	08/25	82305097DEHNWMR6A	AMAZON RETA* 3H2281CN3 SEATTLE WA	255.00
08/28	08/27	82305097FEHNHEPX4	AMAZON MARK* KZ3YX0PG3 SEATTLE WA	53.98
08/28	08/27	82305097FEHNRJJDB	AMAZON RETA* 9N9CI6JV3 SEATTLE WA	121.06
08/31	08/29	55432867H5SS2QDQR	AMAZON MKTPL*AP95M5M23 AMZN.COM/BILL WA	249.99

STEPHANIE DULMAGE						
XXXX XXXX XXXX 5092	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY	
CREDIT LIMIT \$5,000.00	\$445.00	\$0.00	\$0.00	\$0.00	\$445.00	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/28	08/26	55421357FVAM0D55A	MICHIGAN ASSOCIATION O LANSING MI	445.00

KARLA GRAESSLEY						
XXXX XXXX XXXX 2857	PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY	
CREDIT LIMIT \$5,000.00	\$232.66	\$0.00	\$0.00	\$0.00	\$232.66	

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/27	08/26	05416017E43ALHJXZ	WAL-MART #2873 TROY MI	111.66
08/27	08/26	05436847F00BYFB5X	DOLLAR TREE WARREN MI	121.00

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

MICHELLE KRAUSE						
XXXX XXXX XXXX 7323						
CREDIT LIMIT	\$5,000.00	PURCHASES	\$59.99	CASH ADV	\$0.00	TOTAL ACTIVITY
				FEES CHARGED	\$0.00	\$59.99
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/24	08/22	82305097BEHMN9JMW	EVERYDAYSPEECHSLP WEST ROXBURY MA			59.99

CORRI NASTASI						
XXXX XXXX XXXX 6896						
CREDIT LIMIT	\$5,000.00	PURCHASES	\$559.18	CASH ADV	\$0.00	TOTAL ACTIVITY
				FEES CHARGED	\$0.00	\$559.18
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/07	08/06	55432866S5WR3P1XH	AMAZON MKTPL*DL6OK98B3 AMZN.COM/BILL WA			49.99
08/07	08/06	55432866S5WT2VYV0	AMAZON MKTPL*RW92U9J93 AMZN.COM/BILL WA			151.36
08/10	08/08	05436846XBLKJ165E	SAMS CLUB #6664 UTICA MI			43.48
08/19	08/18	55432867660NWLZAL	AMAZON MKTPL*E34WY64Z3 AMZN.COM/BILL WA			215.94
08/21	08/20	054368479BLK9NQH8	WM SUPERCENTER #3487 SHELBY TOWNSH MI			11.34
08/24	08/22	55480777B41J99VFK	45 LAKESHORE LEARNING STERLING HEIG MI			47.11
08/24	08/24	55432867Q62F7RFQ9	AMAZON MKTPL*142GG3NR3 AMZN.COM/BILL WA			24.97
08/25	08/25	55432867D62P1QZ8Y	AMAZON MKTPL*FF8RM1503 AMZN.COM/BILL WA			14.99

MEGAN PAPASIAN-BROADWELL						
XXXX XXXX XXXX 5029						
CREDIT LIMIT	\$5,000.00	PURCHASES	\$1,250.97	CASH ADV	\$0.00	TOTAL ACTIVITY
				FEES CHARGED	\$0.00	\$1,250.97
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/11	08/10	05436846ZEHVQPRAB	FSP*BAYSHORE RESORT TRAVERSE CITY MI CHECK IN:08/10/2025 NUMBER OF NIGHTS:0003 CHECK OUT:08/13/2025 DAILY RATE: 1127.00			1,250.97

GREG RICHARDSON						
XXXX XXXX XXXX 2959						
CREDIT LIMIT	\$5,000.00	PURCHASES	\$5,094.85	CASH ADV	\$0.00	TOTAL ACTIVITY
				FEES CHARGED	\$0.00	\$3,065.45 CR
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/01	07/31	55310206M7FPX2H65	TONYS ACE HDWE HAZEL PARK MI			33.69
08/05	08/04	55310206T7J6T17VM	TONYS ACE HDWE HAZEL PARK MI			43.86
08/06	08/05	55310206S7JSJEEWT	TONYS ACE HDWE HAZEL PARK MI			14.86
08/06	08/05	55310206S7JSJEF1X	TONYS ACE HDWE HAZEL PARK MI			10.44
08/07	08/06	55310206V7KEGGFRJ	TONYS ACE HDWE HAZEL PARK MI			0.95
08/07	08/06	55310206V7KEGGFT4	TONYS ACE HDWE HAZEL PARK MI			82.93
08/08	08/07	55547506V5EVPXDMB	PHOENIX STONE COMPANY MT CLEMENS MI			979.00
08/08	08/07	55310206W7L2M9KKQ	TONYS ACE HDWE HAZEL PARK MI			8.16
08/08	08/07	55310206W7L2M9KSL	TONYS ACE HDWE HAZEL PARK MI			14.24
08/08	08/07	55310206W7L2M9L9K	TONYS ACE HDWE HAZEL PARK MI			28.49
08/10	08/08	55310206X7LPQB8H3	TONYS ACE HDWE HAZEL PARK MI			13.29
08/12	08/11	55547506Z5GLZPGJ	PHOENIX STONE COMPANY MT CLEMENS MI			1,948.00
08/12	08/11	5531020707NGRH6V0	TONYS ACE HDWE HAZEL PARK MI			36.07
08/12	08/11	5531020707NGRH6XK	TONYS ACE HDWE HAZEL PARK MI			3.78
08/12	08/11	5531020707NGRH774	TONYS ACE HDWE HAZEL PARK MI			38.92
08/13	08/12	5531020717P58SHKR	TONYS ACE HDWE HAZEL PARK MI			33.22
08/14	08/12	52707157109FPH3YQ	THE HOME DEPOT #2731 MADISON HEIG CREDIT			3,065.45 CR
08/14	08/13	5531020727PRVQ834	TONYS ACE HDWE HAZEL PARK MI			22.75
08/17	08/15	5531020747T183D2P	TONYS ACE HDWE HAZEL PARK MI			26.82

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	
08/19	08/18	5531020777STLRF0X	TONYS ACE HDWE HAZEL PARK MI	8.15	
08/20	08/19	5531020787VDSHLJG	TONYS ACE HDWE HAZEL PARK MI	24.69	
08/20	08/19	5531020787VDSHMB8	TONYS ACE HDWE HAZEL PARK MI	63.99	
08/21	08/20	5531020797W1E1FER	TONYS ACE HDWE HAZEL PARK MI	4.74	
08/22	08/21	55310207A7WMF34GP	TONYS ACE HDWE HAZEL PARK MI	67.12	
08/22	08/21	55310207A7WMF34YD	TONYS ACE HDWE HAZEL PARK MI	47.49	
08/22	08/21	55310207A7WMF353K	TONYS ACE HDWE HAZEL PARK MI	18.99	
08/24	08/22	55310207B7X9XPRZX	TONYS ACE HDWE HAZEL PARK MI	72.08	
08/24	08/22	82305097AEHNRM37X	CAPITAL LANDSCAPES OAK PARK MI	995.00	
08/26	08/25	55310207E7Z5SGDHD	TONYS ACE HDWE HAZEL PARK MI	33.34	
08/26	08/25	55310207E7Z5SGQVR	TONYS ACE HDWE HAZEL PARK MI	18.04	
08/27	08/26	55310207F7ZSK7TP0	TONYS ACE HDWE HAZEL PARK MI	20.85	
08/27	08/26	55310207F7ZSK7TRT	TONYS ACE HDWE HAZEL PARK MI	8.54	
08/27	08/26	55310207F7ZSK7TVW	TONYS ACE HDWE HAZEL PARK MI	10.23	
08/28	08/27	55310207G80FHN0LH	TONYS ACE HDWE HAZEL PARK MI	132.99	
08/28	08/27	55310207G80FHN146	TONYS ACE HDWE HAZEL PARK MI	7.21	
08/29	08/28	55310207H814QB2ZP	TONYS ACE HDWE HAZEL PARK MI	24.29	
08/29	08/28	55310207H814QB3A0	TONYS ACE HDWE HAZEL PARK MI	29.98	
08/29	08/28	55310207H814QB3D3	TONYS ACE HDWE HAZEL PARK MI	10.80	
08/29	08/28	55310207H814QB3H7	TONYS ACE HDWE HAZEL PARK MI	6.04	
08/29	08/28	55310207H814QB37W	TONYS ACE HDWE HAZEL PARK MI	83.55	
08/31	08/29	55310207J81TR5XFF	TONYS ACE HDWE HAZEL PARK MI	2.84	
08/31	08/29	55310207J81TR5XFP	TONYS ACE HDWE HAZEL PARK MI	20.28	
08/31	08/29	55310207J81TR5XR8	TONYS ACE HDWE HAZEL PARK MI	44.15	

ACCOUNTS PAYABLE								
XXXX XXXX XXXX 0249								
CREDIT LIMIT \$250,000.00								
Post Date	Tran Date	Reference Number	Transaction Description	PURCHASES	CASH ADV	FEEES CHARGED	CREDITS	TOTAL ACTIVITY
08/10	08/09	25247806X01FZDALD	ELKAY SALES INC DOWNERS GROVE IL	\$1,637.56	\$0.00	\$0.00	\$0.00	\$1,637.56
08/27	08/26	55432867E635RKFWY	SQ *LAWN CANDY GOSQ.COM MI					185.50
08/29	08/27	55483827G0QM1TQA9	SAMSLUB.COM 888-746-7726 AR					437.77

ROCHELLE TASSIE								
XXXX XXXX XXXX 9695								
CREDIT LIMIT \$5,000.00								
Post Date	Tran Date	Reference Number	Transaction Description	PURCHASES	CASH ADV	FEEES CHARGED	CREDITS	TOTAL ACTIVITY
08/14	08/13	575402471LWXHKATE	MCGRW-HILL HIGHER ED 8003383987 NY	\$1,184.77	\$0.00	\$0.00	\$0.00	\$1,184.77
08/15	08/14	575402472LPF8P1PA	MCGRW-HILL HIGHER ED 8003383987 NY					585.90
08/19	08/18	55432867660ME5R6N	AMAZON MKTPL *W32PA38F3 AMZN.COM/BILL WA					29.99
08/22	08/21	870213079EHN3FQ8G	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/22	08/21	870213079EHN3GHJZ	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/22	08/21	870213079EHN3SDG9	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/22	08/21	870213079EHN3TP88	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/22	08/21	870213079EHN3VXF9	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/22	08/21	870213079EHN46P51	OAKLAND SC* OAKLAND SC WATERFORD MI					75.00
08/27	08/27	82305097FEHMPGP5G	AMAZON RETA* O39XP5CV3 SEATTLE WA					35.18

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

BRADLEY WILKINS		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
XXXX XXXX XXXX 6906		\$101,430.83	\$0.00	\$0.00	\$5,293.78 CR	\$96,137.05
CREDIT LIMIT	\$100,000.00					

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/03	08/01	55432866M5V2WTFMD	GOOGLE *CLOUD P42VRR 650-253-0000 CA	3.39
08/03	08/01	82305096MEHP39H1E	AMAZON MARK* B61385RS3 SEATTLE WA	96.75
08/03	08/02	05410196NELPWRRMD2	BESTBUYCOM807075336115 888BESTBUY MN	39.99
08/03	08/02	05410196NELPWRS2N	BESTBUYCOM807075336115 888BESTBUY MN	39.99
08/03	08/02	55480776N3V5BEHL8	VOXTELESYS LLC WAHOO NE	1,566.82
08/05	08/04	05410196RELRA1KJQ	BESTBUYCOM807076591966 888BESTBUY MN	199.99
08/05	08/04	05410196RELRL94WN5	BESTBUYCOM807076591966 888BESTBUY MN	99.99
08/05	08/04	55417346R7XF8S0V2	HSI EMERGENCY CARE SOL EUGENE OR	885.00
08/05	08/04	55417346R7XF8S0WQ	HSI EMERGENCY CARE SOL EUGENE OR	100.00
08/08	08/07	55429506W49MD6YJ0	DOCUSIGN SEATTLE WA	3,510.00
08/10	08/10	55131586YQPVK62VG	APPLE.COM/US CUPERTINO CA	64,800.00
08/13	08/12	827111671EHM8DVB1	WWW.FOXPASS.COM CUPERTINO CA	4,999.00
08/13	08/13	823050971EHMNY270	AMAZON MARK* SF7ZK0KW3 SEATTLE WA	99.58
08/14	08/13	823050971EHNH9MZG	AMAZON MARK* 935V17OX3 SEATTLE WA	74.77
08/15	08/14	823050973EHMGLWDG	AMAZON MARK* PO3CS3AC3 SEATTLE WA	65.99
08/17	08/16	5543286745ZW1WH71	TMOBILE*AUTO PAY 800-937-8997 WA	629.93
08/19	08/19	55432867760VW3NZM	VOLUME CASES 917-533-5160 FL	4,810.78
08/20	08/19	821175577EHMJKN5Z	LANYARD* CUSTOMLANYARD SUGAR LAND TX	1,477.99
08/20	08/20	554328678613Z4B0P	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B0Y	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B1G	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B1R	APPLE.COM/US 800-676- CREDIT	9.54 CR
08/20	08/20	554328678613Z4B2G	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B20	APPLE.COM/US 800-676- CREDIT	34.68 CR
08/20	08/20	554328678613Z4B28	APPLE.COM/US 800-676- CREDIT	34.68 CR
08/20	08/20	554328678613Z4B3A	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B3J	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B3S	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B32	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B4B	APPLE.COM/US 800-676- CREDIT	9.54 CR
08/20	08/20	554328678613Z4B4K	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/20	08/20	554328678613Z4B4V	APPLE.COM/US 800-676- CREDIT	9.54 CR
08/20	08/20	554328678613Z4B53	APPLE.COM/US 800-676- CREDIT	19.68 CR
08/21	08/20	554328678618BDZXN	SQ *SQUARE HARDWARE GOSQ.COM MI	79.50
08/21	08/20	823050978EHN9ESQ6	AMAZON MARK* ZM24T4FF3 SEATTLE WA	347.64
08/22	08/21	854549179S66JV4RT	TRAFERA, LLC SAINT PAUL MN	4,944.00
08/24	08/23	55432867B623B0YJ2	APPLE.COM/US 800-676-2775 CA	487.63
08/24	08/24	55432867Q62DPBSLY	APPLE.COM/US 800-676-2775 CA	487.63
08/24	08/24	55432867Q62DPBV5Z	APPLE.COM/US 800-676-2775 CA	487.63
08/24	08/24	55432867Q62DPBV88	APPLE.COM/US 800-676-2775 CA	330.75
08/24	08/24	55432867Q62DPBW2L	APPLE.COM/US 800-676-2775 CA	487.63
08/26	08/25	89101787DEHRJNA1Q	ALOHI * FAXPLUS PLAN-LES-OUAT DU	199.79
08/26	08/26	55432867E631VE6PZ	APPLE.COM/US 800-676-2775 CA	752.63
08/27	08/27	55432867F63Q0GDNW	APPLE.COM/US 800-676-2775 CA	487.63
08/28	08/27	05410197FELZQ2LPH	BESTBUYCOM807082465563 RICHFIELD MN	799.00
08/28	08/27	55417347F8G9YPP7S	HSI EMERGENCY CARE SOL EUGENE OR	300.00
08/28	08/28	55131587GDB8JXMWN	APPLE.COM/US CUPERTINO CA	752.63

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
08/29	08/27	82711167GEHNB9H2P	WWW.FOXPASS.COM CUPERTINO CA CREDIT	4,999.00 CR
08/29	08/28	55131587GDBFXJTJZ	CDW GOVT #AF69W5J 800-808-4239 IL	6,252.70
08/29	08/28	55131587GDBW8A27P	CDW GOVT #AF7CC4K 800-808-4239 IL	734.08

CHARLES PLEINESS

XXXX XXXX XXXX 4166
CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$608.56	\$0.00	\$0.00	\$0.00	\$608.56

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/18	08/17	827111676EHM877PA	MIAAA MEMBERSHIP BOULDER CO	208.00
08/20	08/19	827111678EHM5HXHW	MIAAA MEMBERSHIP BOULDER CO	234.00
08/21	08/19	853694378840XMNZP	GRAND TRAVERSE RESORT ACME MI CHECK IN:08/18/2025 NUMBER OF NIGHTS:0000 CHECK OUT:08/19/2025 DAILY RATE: 0.00	121.00
08/27	08/27	15270217F00SVY80P	FACEBK *AYGQNVYLA2 MENLO PARK CA	45.56

THOMAS OESTRIKE

XXXX XXXX XXXX 3014
CREDIT LIMIT \$10,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$0.00	\$0.00	\$25.00	\$0.00	\$25.00

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/27	08/27	F1286007F000AFDF+	ANNUAL PROGRAM FEE	25.00

LINDA YATES

XXXX XXXX XXXX 0268
CREDIT LIMIT \$10,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$3,066.97	\$0.00	\$0.00	\$0.00	\$3,066.97

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/03	07/31	85369436M4SZ9FP7L	PENDRY BALTIMORE HOTEL BALTIMORE MD CHECK IN:07/27/2025 NUMBER OF NIGHTS:0000 CHECK OUT:07/31/2025 DAILY RATE: 0.00	1,798.27
08/12	08/11	55480776ZTJB3PZ7B	CAROLINA BIOLOGIC SUPP BURLINGTON NC	115.70
08/13	08/11	554213570VAKQW9K4	MICHIGAN ASSOCIATION O LANSING MI	550.00
08/13	08/12	5543286705YS89FMB	NYTIMES DISC* 800-698-4637 NY	4.00
08/13	08/12	870213070EHMYPHEY	OAKLAND SCHOOLS WATERFORD MI	35.00
08/13	08/12	870213070EHMZAHEYQ	OAKLAND SCHOOLS WATERFORD MI	35.00
08/13	08/12	870213070EHN00V4L	OAKLAND SCHOOLS WATERFORD MI	30.00
08/13	08/12	870213070EHN1381D	OAKLAND SCHOOLS WATERFORD MI	30.00
08/24	08/22	55480777B41GJJHE1	OAKLAND PRESS PONTIAC MI	14.00
08/29	08/28	87021307GEHMZM7H2	OAKLAND SC* OAKLAND SC WATERFORD MI	35.00
08/29	08/28	87021307GEHN0E9NL	OAKLAND SC* OAKLAND SC WATERFORD MI	35.00
08/31	08/28	55421357HVAN8T8K7	MICHIGAN SCHOOL BUSINE LANSING MI	385.00

JOAN RYBINSKI

XXXX XXXX XXXX 4803
CREDIT LIMIT \$5,000.00

PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
\$682.49	\$0.00	\$0.00	\$0.00	\$682.49

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/01	07/31	05436846L8PL53DT7	KROGER #447 HAZEL PARK MI	49.99

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

JOAN RYBINSKI				
XXXX XXXX XXXX 4803				
CREDIT LIMIT \$5,000.00				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08/06	08/06	55432866S5WLZGWHE	DETROITZOOLOGICAL SCTY 248-336-5732 MI	600.00
08/21	08/20	05436847900BYLN53	DOLLAR TREE HAZEL PARK MI	32.50

HEIDI KUNZ						
XXXX XXXX XXXX 7221						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$163.86	\$0.00	\$0.00	\$0.00	\$163.86
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
08/04	08/03	55432866P5VS3EY85	AMAZON MKTPL*WQ90C3N93 AMZN.COM/BILL WA	163.86		

KRISTY CALES						
XXXX XXXX XXXX 1852						
CREDIT LIMIT \$5,000.00						
		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
		\$2,343.39	\$0.00	\$0.00	\$0.00	\$2,343.39
Post Date	Tran Date	Reference Number	Transaction Description	Amount		
08/01	07/31	05345886L8PLZBFBA	A 1 FINGERPRINT OAK PARK MI	75.00		
08/03	08/01	05345886M8PNEXP72	A 1 FINGERPRINT OAK PARK MI	75.00		
08/06	08/05	55436876S.JN2GRS35	MDE EDUCATOR LICENSE LANSING MI	45.00		
08/06	08/05	55436876S.JN2GRS5Q	MDE EDUCATOR LICENSE LANSING MI	45.00		
08/06	08/05	55436876S.JN2GRVXQ	MDE EDUCATOR LICENSE LANSING MI	90.00		
08/06	08/05	55436876S.JN2GRVX5	MDE EDUCATOR LICENSE LANSING MI	45.00		
08/07	08/06	05345886S8PM14ZD0	A 1 FINGERPRINT OAK PARK MI	75.00		
08/07	08/06	05345886S8PM14ZFK	A 1 FINGERPRINT OAK PARK MI	75.00		
08/08	08/07	05345886V8PLXGGJ1	A 1 FINGERPRINT OAK PARK MI	75.00		
08/12	08/11	554368770JN49XJTG	MDE EDUCATOR LICENSE LANSING MI	90.00		
08/13	08/12	5543687707L7LYHJP	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/13	08/12	5543687707L7LYHLR	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/14	08/13	554368772JN4WW22Q	MDE EDUCATOR LICENSE LANSING MI	90.00		
08/14	08/13	554368772JN4WW22V	MDE EDUCATOR LICENSE LANSING MI	45.00		
08/15	08/14	0543684728PKZLSE1	KROGER #447 HAZEL PARK MI	42.40		
08/17	08/15	5543687737XJJ8BD1	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/17	08/15	5543687737XJJ8BEA	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/17	08/15	5543687737XJJ8BFQ	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/20	08/18	554368777L9EVSJH	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/20	08/18	554368777L9EVSNL	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/20	08/19	554368777L9PKNAF	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/22	08/21	0543684798PL14ZPY	KROGER #447 HAZEL PARK MI	5.99		
08/24	08/21	55436877A7LAG0AJX	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/24	08/22	55436877A7XLH5LXV	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/26	08/25	55436877EJN8FDBJ2	MDE EDUCATOR LICENSE LANSING MI	45.00		
08/27	08/26	55436877E7XMJDJSB	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK1K	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK1V	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK2D	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK2M	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK2X	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK34	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/27	08/26	55436877E7XMJDK60	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		
08/31	08/29	55436877H870FEERG	A1 FINGERPRINTS OF MIC OAK PARK MI	75.00		

Corporate Account Name: HAZEL PARK SCHOOLS

Corporate Account Number: XXXX XXXX XXXX 5846

CARDHOLDER ACCOUNT ACTIVITY (continued)

RYANN VOSS						
XXXX XXXX XXXX 5452		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$0.00		\$0.00	\$0.00	\$0.00	\$109.50 CR	\$109.50 CR
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/12	08/01	55436876Z86R9FA8N	DECKER EQUIP SCHOOL FI VASSAR MI CREDIT			109.50 CR

SHANA E WILLIAMS						
XXXX XXXX XXXX 8194		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$698.29	\$0.00	\$0.00	\$0.00	\$698.29
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/05	08/04	55463156T207RP54T	SIGNS-N-DESIGNS INC ROYAL OAK MI			169.95
08/15	08/15	5543286735ZFXW9MV	AMAZON MKTPL*UV9E69TA3 AMZN.COM/BILL WA			53.96
08/17	08/15	5543286735ZR1FSK4	AMAZON MKTPL*1J22S7JJ3 AMZN.COM/BILL WA			254.38
08/29	08/28	82117557GEHMG00XJ	FIREFLIES.AI PLEASANTON CA			120.00
08/31	08/28	85353357HFHDK2J6K	PAYPAL *MALENTAYLOR201 4029357733 CA			100.00

HEATHER L AGUEROS						
XXXX XXXX XXXX 8621		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/15	08/14	823050973EHMANN00	LIBIB.COM COVINA CA			11.00


JULIE KAMINSKI						
XXXX XXXX XXXX 0778		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$276.65	\$0.00	\$0.00	\$0.00	\$276.65
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/19	08/19	55432867760TEQKW0	AMAZON MKTPL*4D4TJ2KK3 AMZN.COM/BILL WA			276.65

MONICA PAPASIAN						
XXXX XXXX XXXX 3813		PURCHASES	CASH ADV	FEES CHARGED	CREDITS	TOTAL ACTIVITY
CREDIT LIMIT \$5,000.00		\$279.96	\$0.00	\$0.00	\$0.00	\$279.96
Post Date	Tran Date	Reference Number	Transaction Description			Amount
08/27	08/27	55432867F63BJV9AL	AMAZON.COM*JQ3FG32N3 AMZN.COM/BILL WA			69.96
08/28	08/26	55421357FVAM0RJ1K	MICHIGAN SCHOOL BUSINE LANSING MI			210.00

MICHIGAN DEPARTMENT OF EDUCATION

608 W. Allegan P.O. Box 30008
Lansing, Michigan 48909

GRANT AWARD NOTIFICATION

<p>1 Recipient Entity Name and Address: Hazel Park, School District of the City of 1620 E Elza Ave Hazel Park, MI 48030 District/Recipient Code: 63130</p>	<p>5 Recipient Business Contact: Name: Amy Wilcox Position: Superintendent Telephone: 248-658-5220 Email: amy.wilcox@myhpsd.org</p>									
<p>2 Award Information Grant Title: Section 22l(1) - School Transportation Fund Fiscal Year: 2024-25 Funding Source (check one): <input type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Other: _____ Subaward Type (select): Formula Grant Number – Project Number: Grant Code: 269</p>	<p>6 Authorized Funds:</p> <table border="0"> <thead> <tr> <th></th> <th align="center">Date:</th> <th align="right">Amount:</th> </tr> </thead> <tbody> <tr> <td>Original Approved Amount:</td> <td align="center">10/1/2024</td> <td align="right">\$9,587.42</td> </tr> <tr> <td>Amendments:</td> <td align="center">5/15/2025</td> <td align="right">\$86.61</td> </tr> </tbody> </table> <p>Current Authorized Amount: \$9,674.03</p>		Date:	Amount:	Original Approved Amount:	10/1/2024	\$9,587.42	Amendments:	5/15/2025	\$86.61
	Date:	Amount:								
Original Approved Amount:	10/1/2024	\$9,587.42								
Amendments:	5/15/2025	\$86.61								
<p>3 Report Due Dates: Final Expenditure Report: N/A Final Performance Report: N/A</p>	<p>7 Expenditure Period: Beginning date: 10/01/2024 Ending date: 09/30/2025</p>									
<p>4 MDE Program Staff Contact: Name: Troy Hansbarger MDE Office: Office of Health and Safety Telephone: 517-241-5383 Email: hansbargert@michigan.gov</p>	<p>8 Method of Obtaining Payment: Regular monthly State Aid payment upon approval Payment Contact: State Aid/School Finance: 517-241-2208</p>									
<p>9 Legislative Authority Pertaining to Award: Section 22l(1) of Public Act 120 of 2024 (State School Aid Act) 2024-PA-0120.pdf (mi.gov)</p>										
<p>10 Authorizing Official: Michael F. Rice, Ph.D., State Superintendent</p> <p align="center"></p> <p align="right">Date: 5/21/2025</p>										



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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: 2025-2026 Career Readiness Allocation and Budget Plan
Date: September 22, 2025

Career Readiness Allocation

Every year, Hazel Park School District receives a Career Readiness allocation from Oakland Schools. These funds are designed to prepare K–12 students for future college, career, and life success by ensuring exposure to career exploration, in-demand industries, and work-based learning opportunities. To achieve these goals, the district is required to develop a plan to meet the targets listed below, using the allocated funds.

K-12 Targets Career Exploration - Xello Dashboard

- K–2: Complete at least 3 Career Town activities
- 3–5: Complete at least 3 Xello Missions
 - Completion Goal: 90% completion in at least 2 classrooms per elementary school (special populations excluded if IEP restricts participation).
- Grades 6–12: At least 90% of non-special population students complete or update an EDP (Educational Development Plan)

Middle School Pathful Target

- Use the Pathful platform to host 3 student/family experiences or educator professional learning opportunities in each of the 5 key industries:
 - Advanced Manufacturing
 - Construction
 - Health Sciences
 - Information Technology
 - TMLE (Transportation, Mobility, Logistics & Energy)
- Total Requirement: 15 experiences or sessions across all five industries.

Student and Family Experiences and/or Professional Learning

- Conduct **3 student/family experiences** or **educator professional learning sessions** in **each of 5 industries**:
 - Advanced Manufacturing
 - Construction
 - Health Sciences
 - Information Technology
 - Transportation, Mobility, Logistics & Energy (TMLE)



Proposed Budget

- 2025-2026 Allocation: \$41,660.00
- Budget amendments may occur during the school year

Budget Category	Budgeted Total
Salary <ul style="list-style-type: none"> • Career Readiness Leads - Elementary, Junior High, and High School • HPJH Counselor - Portion of salary for EDP and Xello Support • HPHS Counselor - Portion of salary for EDP and Xello Support 	\$19,200
Purchased Services <ul style="list-style-type: none"> • Career Readiness Administrative Oversight 	\$4,000
Supplies/Materials <ul style="list-style-type: none"> • K-5 Allocation • 6-8 Allocation • 9-12 Allocation 	\$18,450
Total Allocation	\$41,660

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.

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.

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:

- Career Readiness Allocation

Recommendation

That the Board of Education approve the budgeted items for the Career Readiness grant for \$41,660.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.

Superintendent

FY26 54d Estimations

Function Code	FTE serving Part C ONLY	Contractual	Salary amount	Benefits amount	Total Salary/Benefits	Name of Staff
215	Yes	No	\$ 56,024.00	\$ 44,230.00	\$ 100,254.00	Jillian Clark
		Choose One			\$ -	
		Choose One			\$ -	
		Choose One			\$ -	
GRAND TOTAL:					\$ 100,254.00	

Function Code	Specialty
213-OT	Occupational Therapist
213-PT	Physical Therapist
215	Speech and Language Pathologist
218	Teacher Consultant
219	Child Support Services/Social Worker

Re: FY 2026 Fresh Fruit & Vegetable Program: Hazel Park, School District of the City of - 63130

1 message

Amy Wilcox <amy.wilcox@myhpsd.org> Tue, Sep 9, 2025 at 8:33 PM
 To: Jamie Buczko <jamie.buczko@myhpsd.org>
 Cc: Brenda Sapp <brenda.sapp@myhpsd.org>, "crystal.mubarak@myhpsd.org" <crystal.mubarak@myhpsd.org>

AWESOME job! Brenda will you attend? Jamie please add this to the grant packet!!

On Tue, Sep 9, 2025 at 5:20 PM mde-ffvp <mde-ffvp@michigan.gov> wrote:

Hello-

Congratulations! You have been selected for **Fresh Fruit & Vegetable Program (FFVP)** funds for the **2026 Fiscal Year (FY)**.

Sponsor/District Name & Code	Total Proposed Budget*	Total Expected Award
Hazel Park, School District of the City of - 63130	\$ 73,500.00	\$ 49,000.00

**Please do not change proposed budget in 2026 FFVP Application in NexSys*

Please review the [FY 2026 FFVP Expected Grant Awards List](#) to see expected grant award(s) per school/site.

The **FY 2026** for FFVP runs from **October 1, 2025**, to **September 30, 2026**. Right now, the United States Department of Agriculture (USDA) has not yet extended the FFVP funds for this period to the Michigan Department of Education Office of Nutrition Services (ONS). Schools that received the FFVP grants for FY 2026 are encouraged to start serving fresh fruit & vegetable snacks in October. However, they cannot request or be reimbursed for any costs until USDA sends the funds to MDE, and MDE makes them available in NexSys.

At least one sponsor/district employee is **required** to register & attend a live **FY 2026 FFVP Grantee Training** later this month. Minimally, Food Service Directors & Business Managers/Financial Directors are encouraged to attend, but additional staff & support are welcomed. Please register for 1 of the 4 training webinars that best fits your schedule:

1. 9-10AM EST, September 16, 2025 ([REGISTRATION](#)); or
2. 2-3PM EST, September 17, 2025 ([REGISTRATION](#)); or
3. 9-10AM EST, September 25, 2025 ([REGISTRATION](#)); or
4. 2-3PM EST, September 26, 2025 ([REGISTRATION](#))

Additional guidance & support will be provided via email in the FY 2026 FFVP Grantee Training.

If you have any questions, please email, call, or schedule an office hours appointment with me: [Schedule Meeting with Callie](#)

Best,

Callie Gavorek

School District Consultant

Fresh Fruit and Vegetable Program (FFVP)

Office of Nutrition Services (ONS)

Michigan Department of Education (MDE)

Phone: 517-335-1558

Email: mde-ffvp@michigan.gov

Microsoft Teams: [Book time with Gavorek, Callie \(MDE\): FFVP Office Hours](#)



**Do you know an outstanding Michigan educator?
Nominate them for 2026-27 Michigan Teacher of the Year!**

The MTOY Program is accepting nominations through September 24.

**Nominate an educator using the [online form](#).
For more information visit www.Michigan.gov/mtoy.**



Get personalized voter information on early voting and other topics at Michigan.gov/Vote.



**Hazel Park Schools • Today's Learners, Tomorrow's Leaders.
The Cornerstone of Oakland, Macomb and Wayne Counties.**

RR = Response Required Within One Working Business Day

NRN = No Reply Necessary

CC or BCC: No Reply Necessary

Electronic Privacy Notice. This e-mail and any attachment contain information that is, or may be, covered by electronic communications privacy laws, and is also confidential and proprietary in nature. If you are not the intended recipient, please be advised that you are legally prohibited from retaining, using, copying, distributing, or otherwise disclosing this information in any manner. Instead, please reply to the sender that you have received this communication in error, and then immediately delete it. Thank you in advance for your cooperation.

BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not forward it to any other individual or copy a reply to other board members.



To: Dr. Amy Wilcox, Superintendent
From: Karla J. Graessley, Director of Community Schools
Subject: After-School Enrichment Partnership with Michigan Stage Playlabs
Date: September 11, 2025

Purpose, Strategic Plan Alignment, and Supporting Data

This memo seeks approval to partner with **Michigan Stage Playlabs** to provide a 12-week creative arts and drama enrichment program for students at Webb, Hoover, United Oaks, and Hazel Park Junior High. The program will run one day per week at each school, culminating in student performances on **Monday, December 8 (Junior High)** and **Tuesday, December 9 (Elementary schools)** from 3:30 – 5:00 p.m. in the Junior High Auditorium. The cost of this 12 week program for four schools with three teaching artists is \$2500 per school with a total of \$10,000.

The program directly supports Hazel Park's commitment to expanding learning opportunities beyond the classroom, nurturing creativity, and providing structured enrichment that enhances student well-being and engagement.

Historical Perspective

Hazel Park has a strong tradition of supporting enrichment opportunities, including summer programming, after-school tutoring, and community-based partnerships. The district has consistently prioritized offering students access to the arts as part of a whole-child approach. Partnering with Michigan Stage Playlabs continues this tradition by adding a structured, high-quality creative arts program that promotes student growth in both academic and social-emotional domains.

Research – Why This is Good for Kids

1. **Arts education improves academic achievement.** Students engaged in drama and the arts demonstrate stronger reading, writing, and problem-solving skills.
American Alliance for Theatre & Education
2. **Drama participation builds confidence and communication.** Research shows students involved in theatre programs develop stronger self-esteem, collaboration skills, and the ability to communicate effectively.
National Endowment for the Arts – Arts & Human Development
3. **The arts foster social-emotional growth.** Drama programs help students develop empathy, persistence, and positive peer relationships, supporting healthy development.
Arts Education Partnership – Benefits of the Arts



Funding Source

Funding will be provided through the **Ballmer Community School Expansion Grant** in the amount of **\$10,000**.

Strategic Goal Alignment

- **Climate and Culture:** Supports a positive and inclusive environment where all students can express themselves through the arts.
- **Community Relations:** Strengthens partnerships by showcasing student talent to families and the broader Hazel Park community.
- **Curriculum & Instruction:** Builds critical thinking, communication, and creativity skills in alignment with 21st-century learning goals.
- **Resources:** Maximizes grant funding to provide high-quality enrichment while utilizing district facilities effectively.

Recommendation :

Approval is recommended for Hazel Park Schools to enter into partnership with Michigan Stage Playlabs for the delivery of a 12-week after-school enrichment program in drama and creative arts during Fall 2025 in the amount of \$10,000 from the Ballmer Community School Expansion Grant.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent



**HAZEL PARK
SCHOOLS**

**Memorandum of Understanding
Michigan Stage and Hazel Park Schools**

I. Memorandum of Understanding

This Memorandum of Understanding (MOU) sets out the principles to guide the activities of the partnership between Michigan Stage and Hazel Park Schools (HPS), the mission of which is to 1) increase access to the dramatic arts for HPS students by establishing training opportunities and professional pathways within the Michigan Stage scope of programming and 2) support student wellness via SEL-based interpersonal activities.

II. Program Partners

The following entities are participating in building this community partnership. They are committed to the mission of the project and will collaborate to achieve its strategic objectives.

- a. Michigan Stage
 - i. Tim Paré, Artistic Director
- b. Hazel Park Schools
 - i. Amy Wilcox, Ed.D., Superintendent
 - ii. Karla Graessley
 - iii. Julie Kaminski
 - iv. Christopher Rattee
 - v. Debra Dimas
 - vi. Corri Nastasi
 - vii. Lisa Bernys

III. Partnership Description, Timeline, & Purpose

- a. **Timeline (details below)**
 - i. ***Fall '25 Sept 15 - Dec 19***
- b. **Scale**
 - i. ***Webb Elementary: One day of programs, led by three Teaching Artists.***
 - ii. ***United Oaks Elementary: One day of programs, led by three Teaching Artists.***
 - iii. ***Hoover Elementary: One day of programs, led by three Teaching Artists.***
 - iv. ***HPJH: One day of programs, led by three Teaching Artists.***

IV. Playlab Details

- a. **Philosophy**
 - i. Michigan Stage Playlabs are engaging, amusing, one-of-a-kind workshops that are heavily determined by the participating students under the guidance of professional teaching artists. Each program focuses on building interpersonal and performance skills through ensemble-based work, improvisation, and

individualized coaching. Our traditional Playlabs culminate with a student-created original work to be performed on the final day of the program.

- ii. Our unique Playlab model blends storytelling with performing arts and a focus on preserving our region's history. Groups of all ages and communities learn to work together, sharing ideas and building collaborative social skills in a creative environment, thereby expanding the boundaries of where theater can take us.

b. Location

- i. United Oaks: Playlabs will be held in music room on Mondays.
- ii. Hoover Elementary: Playlabs will be held in music room on Tuesdays.
- iii. Webb Elementary: Playlabs will be held in Media Center on Wednesdays.
- iv. HPJH: Playlabs will be held at the HPJH Auditorium on Thursdays.

c. Students

- i. Playlabs are a space for the brave and curious. We attract both veterans of the stage and first-time performers. We're a strengths-based arts program. We meet our students where they are—regardless of ability or experience, affirming their positive attributes, and inspiring them to be compassionate to themselves and others throughout the creative process.
- i. Registration will be handled through a Michigan Stage hosted form and must be completed by the legal guardian of all participants.

d. Performance Outcomes

- i. Middle School students will meet once per week for twelve weeks to devise an original 25-minute performance, to be presented the final week of each semester. One performance will be held in-school for peers and one after-school for friends/families.

e. SEL Outcomes

- i. Michigan Stage Playlabs are a safe environment where students can express themselves, find their voice, learn how to deal with challenging situations, and better understand how the choices they make will impact their lives and the lives of those around them, ensuring they will grow up to be well-rounded, active citizens.
- ii. 100% of participants have access to:
 - 1. Acting and improv training
 - 2. Tools for conflict resolution and self-regulation
 - 3. Heightened SEL competencies: Playlabs nurture creative expression, develop positive social and emotional identity, and encourage curiosity, collaboration, and critical thinking—all through the performing arts.
 - 4. Increased confidence, social-capital, and social engagement
 - 5. Fun and new friends
- iii. Playlabs are a safe space and structured environment for students to connect and grow outside of traditional school environments.
- iv. Repurposed elements from traditional sports leagues reinforce team unity, camaraderie, and good sportsmanship.

f. Schedule - Hazel Park School District

- i. **Semester-** Sept 15 - Dec 19
 - 1. **United Oaks Elementary-** After School
 - a. Mondays - 3:30-5:10 pm
 - b. Sept 15/22/29, Oct 6/20/27, Nov 3/11/17, Dec 1/15

- c. *Performance Dec 9 with a cast party on the Dec 15*
 - i. *Performance location TBD*
- 2. **Hoover Elementary- After School**
 - a. Tuesdays - 3:30-5:10 pm
 - b. Sept 16/23/30, Oct 7/14/21/28, Nov 11/18, Dec 2/16
 - c. *Performance Dec 9 with a cast party on the Dec 16*
 - i. *Performance location TBD*
- 3. **Webb Elementary- After School**
 - a. Wednesdays - 3:30-5:10 pm
 - b. Sept 17/24, Oct 1/8/15/22/29, Nov 5/12/19, Dec 3/17
 - c. *Performance Dec 9 with a cast party on the Dec 17*
 - i. *Performance will take place in the HPJH auditorium.*
- 4. **HPJH- After School**
 - a. Thursdays - 3:00-5:00 pm
 - b. Sept 18/25, Oct 2/9/16/23/30, Nov 6/20, Dec 4/18
 - c. *Performance Dec 8 with a cast party on the Dec 18*
 - i. *Performance will take place in the HPJH auditorium.*

V. Program Staffing & Resources

- a. **Playlab facilitators**
 - i. **Teaching Artist(s):** This Michigan Stage contractor plans and facilitates the Playlab workshops. Our participant-to-teacher ratio will never exceed 10:1.
 - ii. **Classroom teachers:** Although not an official member of the team, all interested HPS teachers—especially ELA teachers—are invited to join for capacity building.
- b. **Administrative & managerial staff**
 - i. **Social Workers:** This Michigan Stage staffer advises staff on best practices.
 - ii. **Programs Coordinator:** This Michigan Stage representative coordinates performance details with district liaison, supports on-site staff with materials, resources, and facilitates substitution requests.

VI. Finances

- a. **Insurance**
 - i. Michigan Stage carries liability insurance underwritten by [Michigan Millers](#).
- b. **Funding**
 - i. Michigan Stage will pay all staff involved in the coordination of Playlabs.
 - ii. HPS will provide in-kind contributions of space for the Playlabs, as well as pay Michigan Stage \$10,000 for the Fall semester, to cover four days of programming with three teaching artists per program, impacting more than 65 students directly.
- c. **Rentals**
 - i. Michigan Stage will be granted access to HPS spaces for the planning, production, and exhibition of Playlabs at no cost.

VII. Amendment to this Memorandum of Understanding

The partners may agree to amend this MOU, provided they support the incorporation of this amendment into this document. This MOU will remain in effect until December 20, 2025, with bi-annual review.

Acknowledged and agreed upon by:

On behalf of Michigan Stage:

On behalf of Hazel Park Schools:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



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

To: Amy Wilcox, Superintendent
From: George Dimas, HPHS Principal
Subject: Thespian Festival
Date: September 15, 2025

To prepare our scholar-performers for success beyond high school graduation, the Hazel Park High School administration recommends approval for Thespian Troupe 4443 (HPHS's Drama Honor Society) to stay three nights in Lansing for the 2025 Michigan Thespian Festival, sponsored by the Michigan Educational Theatre Association. The Hazel Park delegation will arrive Thursday, December 11, and will return Sunday, December 14. They will be accompanied by the Drama Coach (Mr. Mark Fairbrother) and at least one additional chaperone. Participating students will enjoy bonding activities with 1600+ other young theatre scholars from across the state, learn in workshops led by industry professionals, compete in college scholarship auditions and competitions in theatre arts & tech, see live shows, and more. The purpose of the trip is to facilitate the development of theater skills as well as earn recognition for Hazel Park Schools' growing program and talented students.

The Drama team requests District funding for this trip [see attached proposal] and approval to stay overnight in a hotel: Hyatt House Lansing (3150 E. Michigan Ave. Lansing, MI 48912)

- complimentary breakfast included
- local shuttle service provided

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.

Funding Source: N/A

Recommendation

That the Board of Education approve the funding for the Hazel Park delegation to participate in the Thespian Festival for the 2025-2026 school year and moving forward , as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent





proposed budget
Michigan Thespian Festival 2025

sponsor: Hazel Park Drama

estimated students: 12–15

estimated chaperones: 2–3

category	item	per unit cost	quantity needed	total cost	details
lodging	Thursday night hotel room	175	5	875	1 boys room 2 girls rooms 2 adult rooms
	Friday night hotel room	175	5	875	1 boys room 2 girls rooms 2 adult rooms
	Saturday night hotel room	175	5	875	1 boys room 2 girls rooms 2 adult rooms
meals	Thursday dinner	–	12	–	provided by Chartwells at school
	Friday breakfast	–	15	–	provided by hotel
	Friday lunch	–	12	–	provided by Chartwells
	Friday dinner	25	15	375	eaten out
	Saturday breakfast	–	15	–	provided by hotel
	Saturday lunch	20	15	300	eaten out
	Saturday dinner	25	15	375	eaten out
	Sunday breakfast	–	15	–	provided by hotel
registration	registration	150	15	2250	
TOTAL				\$5,925	

NOTE: Some costs are estimates.

funding sources

Hazel Park School’s Drama program seeks the School Board’s approval for full District funding for this formative experience, which—in addition to elevating Hazel Park’s profile on the state-wide stage—has led to tens of thousands of dollars in university scholarship offers to Hazel Park students.

INTERGOVERNMENTAL AGREEMENT FOR POWERSCHOOL CONSORTIUM

This Intergovernmental Agreement for PowerSchool Consortium (“Agreement”) entered into as of _____ (the “Effective Date”), by and between **Oakland Schools**, a Michigan intermediate school district, whose address is 2111 Pontiac Lake Rd, Waterford Michigan, 48328 (“Oakland Schools”), and each of the **undersigned constituent local public school districts** who executes this Agreement (each a “Participating District” and collectively the “Participating Districts”). Each a “Party” and collectively the “Parties.”

RECITALS

- A. Each Participating District is a general powers school district under the Michigan Revised School Code, MCL 380.1 *et seq.*, and a constituent local school district of Oakland Schools.
- B. Pursuant to Sections 11a(3) and (4) of the Revised School Code, MCL 380.11a(3) and (4), a general powers school district has the authority to exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district and to enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the school district.
- C. Pursuant to Sections 601a(1) and (2) of the Revised School Code, MCL 380.601a(1) and (2), an intermediate school district has the authority to exercise a power incidental or appropriate to the performance of any function related to the operation of the intermediate school district in the interests of public elementary and secondary education in the intermediate school district and to enter into agreements or cooperative arrangements with other entities, public or private, or join organizations as part of performing the functions of the intermediate school district.
- D. Pursuant to Section 627(1)(a), (2), and (4) of the Revised School Code MCL 380.627, Oakland Schools: (i) shall, upon request of the board of a constituent school district, furnish services on a management, consultant, or supervisory basis to the school district and may charge for the costs of the services furnished; (ii) may conduct or participate in cooperative programs for information technology systems as the intermediate school board considers appropriate; and (iii) shall offer to provide for its constituent school districts located within the intermediate school district those business services that can be accomplished more cost-effectively by an intermediate school district, may charge a fee for these services, and may contract with a third-party for provision of some or all of these business services.
- E. Each Participating District currently uses PowerSchool as their Student Information System (“SIS”). PowerSchool does not offer nor provide level one technical assistance/support for the PowerSchool application that meets the needs of the Participating District.
- F. In order to establish a centralized support model and level one support services for the Participating Districts, the Participating Districts and Oakland Schools desire to enter into this Agreement to analyze the necessary scope of work, staffing and associated costs to provide level one support for the PowerSchool SIS for the Participating Districts.

- G. The Parties desire to enter into this Agreement to set forth the obligations of the Parties as set forth herein.

NOW THEREFORE, it is hereby agreed between the Parties as follows:

I. PURPOSE, ENGAGEMENT AND OBLIGATIONS OF OAKLAND SCHOOLS

- A. Purpose of Agreement. The purpose of this Agreement is to establish a centralized support model for Participating Districts and other constituent local school districts of Oakland Schools using PowerSchool as their SIS in order to streamline PowerSchool use across the county, improve compliance with State reporting, and foster collaboration among local school districts. The Appendices to this Agreement, if any, set forth the specific Services to be provided by Oakland Schools, and any additions to, or modifications of, the standard terms and conditions contained in this Agreement. To the extent there is a conflict between the Appendices and this Agreement, the Appendices shall control.
- B. Engagement and Relationship of Parties. The Participating Districts hereby engage Oakland Schools and Oakland Schools accepts such engagement to provide the Services set forth in this Agreement for the consideration and upon the terms and conditions set forth in this Agreement. The relationship between Participating District and Oakland Schools (including any personnel, third-party consultants or independent contractors of Oakland Schools) shall be that of independent contracting parties. Oakland Schools' personnel, third-party consultants and independent contractors shall be self-directed in their activities, provided that said personnel, consultants or independent contractors shall abide by the terms of their respective employment agreement or contractual arrangement with Oakland Schools, as well as the policies and procedures of Participating District to the extent such Participating District policies and procedures are made known to Oakland Schools prior to the delivery of the Services, and to the extent the Participating District policies and procedures comply with applicable law and are applicable to the delivery of the Services. This Agreement shall not be construed as authority for any Party to act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby. It is expressly agreed that neither Oakland Schools nor any third-party consultants or independent contractors provided by Oakland Schools hereunder are entitled to participate in any plans, arrangements, or distributions by Participating District pertaining to or in connection with any fringe, pension, bonus, profit sharing, or similar benefits, or any medical, dental, life or disability insurance plans.
- C. Scope of Services. Oakland Schools agrees to perform the services as set forth and described below during the Term of this Agreement (the "Services):
1. Hire a Senior Business Analyst ("SBA") to analyze and determine the feasibility of developing the scope of work, staffing and costs to provide level one support services to local districts using the PowerSchool SIS to include:

- a. Establishing a PowerSchool Support Team led by Oakland Schools that will provide:
 1. Expert guidance on State reporting and compliance.
 2. Support for new feature implementation, system maintenance and custom configurations.
 3. Plug-in development and management, report writing and user training.
 4. Centralized training coordination and documentation.
- b. In cooperation with the Participating Districts, establish a plan with deliverables for the implementation of each phase of the plan to implement PowerSchool SIS level one support (the “Plan”).
- c. Establish a Jira-based ticketing system for issue tracking and resolution and fostering collaboration between local school district staff and the PowerSchool Support Team.
- d. Coordinate a County-wide user group and negotiate consortium-based pricing as needed.
- e. Determine additional staffing for Oakland Schools to support level one service capacity.

With respect to the Services to be provided by Oakland Schools, the Parties acknowledge and agree that Oakland Schools may utilize Oakland Schools’ personnel or may secure third-party consultants or independent contractors (collectively the “Service Personnel”) to perform the Services, and that Oakland Schools’ election to utilize, and the selection of, its own personnel or a third-party consultant(s) or an independent contractor(s) to perform the Services shall be determined in the business judgment, and sole discretion, of Oakland Schools. If Oakland Schools elects to utilize a third-party consultant(s) or an independent contractor(s) to perform the Services, or portion thereof, Oakland Schools agrees to cooperate with the Participating Districts in the selection of said third-party consultant(s) or an independent contractor(s), provided that Oakland Schools reserves the right to make the final selection in its sole discretion. If the Plan is not implemented by the Participating Districts, then Oakland Schools may withdraw any third-party consultant(s) or an independent contractor(s) it engaged to perform Services pursuant to this Agreement. Furthermore, if Oakland Schools fails to perform in accordance with this Agreement, the Participating Districts may pursue termination in accordance with Section VIII.

D. Change in Scope of Services.

1. If during the Term of this Agreement, the Participating Districts desire to:
 - (i) make any changes to the quantity or specifications of any Services; (ii) request Oakland Schools’ assistance in any special projects not included in the scope of Services or terms of this Agreement or Appendices, or (iii) change or modify the scope of Services as a result of a change in

applicable law; the Participating Districts shall submit a request detailing the desired change/modification in writing to Oakland Schools (a “Change in Scope of Work Request”). Oakland Schools shall promptly evaluate all Change in Scope of Work Requests and respond in writing with the terms under which Oakland Schools is willing to accommodate the same and any modification to the Contribution paid under this Agreement. Each Participating District acknowledges that, among other things, the Change in Scope of Work Request may likely result in adjustments to the Contribution payable under this Agreement, wind-up costs, if any, and service levels. Oakland Schools shall not be required to accept any Change in Scope of Work Request if Oakland Schools determines in good faith that it is not feasible or is impractical to execute the Change in Scope of Work Request. In the event the Parties agree on the terms of a Change in Scope of Work Request, the Parties shall execute a written amendment to this Agreement (and the applicable Appendices) confirming the applicable terms and when such amendment is duly signed by both Parties, this Agreement shall automatically be deemed amended as applicable to incorporate the Change in Scope of Work Request as set forth in the amendment.

II. OBLIGATIONS OF PARTICIPATING DISTRICTS

- A. Each Participating District shall provide Oakland Schools’ Service Personnel who performs the Services with the tangible and intangible items and support that are reasonable and necessary to perform the Services, including but not limited to:
 - 1. Access to all relevant records and other information, databases, software, documentation, reports, Participating District policies, protocols, procedures and/or processes etc., as deemed reasonable and necessary by Oakland Schools and the Participating Districts or required to perform the Services.
 - 2. Access to the Participating District’s administration and other personnel and third-party contractors, as deemed reasonable and necessary by Oakland Schools.
- B. Each Participating District shall designate a PowerSchool SIS administrator to serve as the primary point of contact for this Agreement and the Services and require this designated PowerSchool SIS administrator to attend all regularly scheduled meetings designed to ensure that the Plan is being implemented as determined by Oakland Schools.
- C. Each Participating District acknowledges that Oakland Schools will need the active support and adequate performance of each Participating District’s professional, administrative, operations, and other personnel and contractors in order to provide the Services under this Agreement and each Participating District agrees to use its best efforts to: i) fully cooperate with Oakland Schools; ii) perform its obligations under this Agreement; iii) implement the Plan; and iv) provide in a timely manner all data, reports, meeting notes and other information or documentation reasonably

requested by Oakland Schools. Each Participating District acknowledges and agrees that as part of this obligation, each Participating District's professional, administrative, operations, and other personnel and contractors must have the proper qualifications and training commensurate with, and necessary to perform, their assigned position/job function.

III. RESERVED

IV. COMMUNICATION

- A. Each Participating District's liaison to Oakland Schools, and its personnel, for purposes of the Services and this Agreement is the Participating District's designated PowerSchool SIS administrator. All communications to Participating District shall be provided to its PowerSchool SIS administrator. The Oakland Schools liaison to Participating District for purposes of the Services and this Agreement is Oakland Schools' Application Development Manager for the Student Team. All communications to Oakland Schools shall be provided to its Director of Applications or his/her designee.

V. PERFORMANCE

- A. Oakland Schools agrees that its Service Personnel shall perform all the Services in a professional and workmanlike manner in accordance with all applicable federal, state and local laws, rules, regulations and ordinances, as well as the policies and procedures of a Participating District to the extent such Participating District policies and procedures are made known to Oakland Schools prior to the delivery of the Services, and to the extent a Participating District policies and procedures comply with applicable law and are applicable to the delivery of the Services. Notwithstanding the forgoing, if the performance by a Participating District (including Participating District staff, personnel, agents or contractors) or any other external service provider of any duties or obligations are necessary for, or a prerequisite to, the proper performance of the Services by Oakland Schools, and a Participating District (including Participating District staff, personnel, agents or contractors) or any other external service provider fails to perform, or improperly performs, those duties or obligations, Oakland Schools may alter the Services rendered or be relieved of the performance of the Services until such duties and obligations are fulfilled by a Participating District or any other external service provider. Oakland Schools and the Participating Districts agree that the Services will be performed remotely except as agreed upon by the Parties. Furthermore, the Parties acknowledge and agree that Oakland Schools, in performing the Services, may make applicable recommendations in accordance with applicable laws, rules and regulations, and Participating District's policies and procedures made known to Oakland Schools. However, each Participating District shall be solely responsible for all functions or services required for the ownership and operation of the Participating District beyond the scope of the Services to be provided through Oakland Schools. Finally, Oakland Schools is not providing any legal services as part of the Services and the Participating District is responsible for securing any legal services necessary for the operation of the School Participating District.

VI. PARTICIPATING DISTRICT FEE FOR SERVICES AND INVOICING AND PAYMENT

- A. FEE. Participating Districts agrees to pay a fee for a full-time Senior Business Analyst to include salary and benefits not to exceed a total estimated amount of \$177,000 (“FEE”). Each Participating District Fee for the Services during the Term of this Agreement shall be Three Dollars and 32/100 (\$3.32) per Student FTE in accordance with the schedule in **Attachment B**. The Participating District Fee of \$3.32 per Student FTE is based on all local public school districts electing to participate in the PowerSchool Consortium. If any School District elects not to opt-in or participate, the Fee shall increase by a corresponding amount for each remaining Participating School District. If the total cost to Oakland Schools to perform the Services is less than the total estimated Fee, each Participating District shall pay an amount equal to the total cost incurred by Oakland Schools. If the total cost to Oakland Schools to perform the Services is more than the total estimated Fee, each Participating District shall pay an amount equal to the total cost incurred by Oakland Schools.
- B. Each Participating District shall make payment of the Fee on or before _____, 2025, no later than thirty (30) days after receipt of the original invoice.
- C. Billed amounts which are the subject of a good faith dispute shall be subject to the following dispute resolution procedures:
1. Within thirty (30) days of the Participating District’s receipt of Oakland Schools’ invoice, the Participating District shall provide Oakland Schools with written notice of the amount on the invoice which is in dispute and the basis for the dispute. Within ten (10) business days of its receipt of a notice of dispute from the Participating District, Oakland Schools shall respond in writing to the Participating District. In its response, Oakland Schools shall either (A) credit to Participating District the disputed amount; or (B) confirm the amount of the invoice which Oakland Schools contends is due and owing from Participating District and the basis for its contention.
 2. In the event that the amount on an Oakland Schools invoice remains in dispute following the implementation of the procedures specified in Section VI.C.1. above, and should the Participating District seek to further contest the invoice, the Participating District shall follow the procedures of Article VIII and issue a notice of default and opportunity to cure and, should that procedure not resolve the matter, the Participating District may elect to institute the dispute resolution procedures under Article IX of this Agreement.
 3. The invoice dispute resolution procedures set forth under this Article VI.C. shall apply solely to claims arising out of alleged errors, omissions, mistakes or other billing issues on Oakland Schools' invoices to

Participating District, and shall not apply to or otherwise limit either Party's ability to seek immediate relief for any other claims arising out of this Agreement or its performance by either Party, including without limitation claims for breach of contract or warranty or actions to enforce confidentiality or indemnification obligations hereunder.

- D. All fees invoiced and not subject to a good faith dispute which remain unpaid after sixty (60) days from the date of receipt of the invoice may accrue interest at a rate of one-half percent (0.5%) per month, and Oakland Schools will provide written notice thereof to Participating District.

VIII. TERM AND TERMINATION

- A. Term. The Term of this Agreement shall commence as of _____ and expire on June 30, 2026 (the "Term") unless terminated by the Parties as provided in this Agreement.
- B. Termination upon Mutual Agreement. The Parties may elect to terminate this Agreement at any time upon the mutual written agreement of the Parties.
- C. Termination for Cause. If a Party fails to perform its obligations under this Agreement or otherwise breaches the terms of this Agreement, the non-defaulting Party may pursue a termination for cause by following the procedures set forth in Articles VIII and IX of this Agreement. If, at the conclusion of the Mediation process under Section IX.B., the breach or dispute has not been resolved, the non-defaulting Party may terminate this Agreement for cause by providing written notice to the defaulting Party. Notwithstanding the forgoing requirements, if Participating District fails to pay in full any undisputed invoice amounts within the later of sixty (60) days after the date of receipt of the invoice or within sixty (60) days after delivery of a Notice Of Default And Opportunity To Cure under Section VIII.A., in addition to any other remedies available at law or in equity, Oakland Schools may terminate this Agreement for cause by providing written notice to the Participating District without the requirement to pursue any other requirements under Articles VIII or IX.
- D. Wind-Up Costs. Additionally, the Parties agree that if this Agreement is terminated or not renewed, the wind-up costs associated with this Agreement including but not limited to: unemployment, compensated absences, workers compensation, or third-party contractual liability of Oakland Schools, shall be allocated between the Parties as follows:
 - 1. If Oakland Schools terminates this Agreement for "cause" in accordance with Article VIII.C. above, the Participating Districts agree to be responsible for any wind-up costs incurred by Oakland Schools as a direct result of the termination of this Agreement.
 - 2. If the Participating Districts terminate this Agreement for "cause" in accordance with Article VIII.C. above, Oakland Schools agrees to be responsible for any wind-up costs incurred by Oakland Schools as a direct

result of the termination of this Agreement, such as any unemployment liability of Oakland Schools.

3. If the Parties agree to mutually agree to terminate this Agreement in accordance with Section VIII.B., the Parties agree to equally split any wind-up costs incurred by Oakland Schools as a direct result of the termination of this Agreement, such as any unemployment liability of Oakland Schools.
- F. Termination rights and remedies under this Article following a material breach by a Party shall be in addition to and not in lieu of any rights or remedies of the aggrieved Party. The Parties acknowledge that the payments required following a termination of this Agreement are an integral component of the overall pricing of the Services and are not intended to be a penalty.

IX. NOTICE OF DEFAULT AND OPPORTUNITY TO CURE

- A. Notice of Default and Opportunity to Cure Defect. In the event of a default by a Party, a non-defaulting Party shall provide a written Notice of Default and Notice of Opportunity to Cure default to the alleged defaulting Party.
- B. Prior to issuing a written Notice of Default and Notice of Opportunity to Cure, the Party must have first raised any issues informally to the other Party and sought informal resolution of the issue.
- C. If the dispute is not resolved, the disputing Party must provide said written Notice of Default and Opportunity to Cure identifying the dispute and the provision of this Agreement allegedly violated, or any alleged problems with Service Personnel or staffing arrangements, together with a proposal for curing the alleged problem and providing a sixty (60) day period to cure any alleged problem. If the alleged problem is not cured within the cure period, or the Party to whom the notice is directed states in writing that it believes no valid dispute exists or that the problem has been cured, the Parties shall proceed to Informal Resolution as set forth in Article X of this Agreement.

X. DISPUTE RESOLUTION

- A. Informal Resolution. Disputes arising from or relating to this Agreement must be presented to the Parties' Superintendents, in writing, for discussion and informal resolution. Such disputes must identify the provision or provisions in dispute, the full relief requested and all of the facts and circumstances supporting the requested relief, including the names of all witnesses and relevant documents.
- B. Mediation. Disputes that are not resolved to a Party's satisfaction through informal resolution by the Superintendents shall be submitted to non-binding mediation administered by the American Arbitration Association under its Commercial Mediation Procedures as soon as practicable. The purpose of the mediator is to facilitate the negotiation and resolution of the dispute between the Parties. The mediator shall not be empowered with the authority to render a binding opinion or award. The Parties will participate in the mediation in good faith and will share equally the cost of mediation. In the event the independent mediator's attempt to resolve the dispute between the Parties fails, then the non-defaulting Party may seek

termination in accordance with Section VIII.B., and each Party will be free to pursue recovery in a court of competent jurisdiction as permitted by law.

XI. NOTICES

- A. All notices, consents, approvals, requests and other communications, herein collectively called “Notices,” required or permitted under this Agreement shall be given in writing, signed by an authorized representative of Oakland Schools or Participating District and mailed by certified or registered mail, return receipt requested, personally delivered, sent by overnight courier or sent by facsimile or electronic mail transmission to the other Parties to the person and at the address identified in Appendix A, attached hereto.
- B. Unless otherwise provided for in this Agreement, all such notices, certificates or other communications shall be deemed served upon the date of personal delivery, the day after delivery to a recognized overnight courier, the date of the transmission by facsimile or other electronic means is verified or two days after mailing by registered or certified mail.

XII. RECORDS AND CONFIDENTIAL INFORMATION

All records, forms and supplies or any reproduced copies provided and furnished by a Participating District to Oakland Schools or its Service Personnel or obtained by Oakland Schools or its Service Personnel during the course of rendering the Services to a Participating District shall always remain the property of the Participating District and shall be returned to Participating District on demand, or upon the expiration or termination of this Agreement. All records and related documents prepared by the aforementioned consultants or otherwise created in connection with the rendering of Services to a Participating District shall be prepared in accordance with requirements and shall be the property of the Participating District. Oakland Schools and its Service Personnel shall maintain records of any obligations performed, and any payments received or costs incurred under this Agreement. Such records shall be kept in accordance with Generally Accepted Accounting Principles, and shall be made available to Participating District upon reasonable notice. Except as required to perform the Services, Oakland Schools and its Service Personnel agree that they will never, during the Term of this Agreement or at any time subsequent to the expiration or earlier termination of this Agreement, directly or indirectly use or disclose any confidential information of a Participating District without the written consent of the Participating District or as required by law. All records must be retained in compliance with Bulletin 522 or as otherwise required by law.

XIII. COPYRIGHT AND INTELLECTUAL PROPERTY

If Oakland Schools or its Service Personnel performing Services under this Agreement develop any work product, information material, document, writing, publication, software, recording or procedure, whether in written, video, audio or other media format, (“the Work”) Oakland Schools and its Service Personnel agree that the Work is a “work-for-hire” and Participating District shall be deemed the copyright author and holder of all intellectual property rights. In the event, for any reason, the Work is found to be other

than a “work-for-hire,” Oakland Schools and its Service Personnel agree to assign its/their rights in any copyrights and other intellectual property to Participating District.

XIV. OTHER ACTIVITIES

Oakland Schools shall remain free to engage in other independent contracting activities, provided, however, that Oakland Schools shall at all times remain available to perform the Services under this Agreement in a first-class manner and shall refrain from engaging in any activities which are inconsistent with, which interfere with, or which are in conflict with any of the terms of this Agreement.

XV. TENURE DISCLAIMER

Oakland Schools and its Service Personnel performing the Services will not acquire tenure under the Teacher Tenure Act in connection with the performance of the Services.

XVI. FINGERPRINTING AND BACKGROUND CHECK

Oakland Schools acknowledges and agrees that it shall have any of its Service Personnel who will be on a Participating District’s premises regularly and continuously to perform the Services, fingerprinted and subjected to criminal history and background checks through the Michigan State Police and Federal Bureau of Investigation, as detailed in Public Act 680 of 2006, as amended, prior to commencing any Services under this Agreement. Oakland Schools agrees to transfer the appropriate fingerprinting and criminal history background report to the Participating District as permitted by law. Oakland Schools represents and warrants to each Participating District that it will at all times during the Term, or any renewal term(s) of this Agreement be in compliance with the provisions of Michigan Public Act 680 of 2006, as amended, including, but not limited to, reporting to Participating District within 3 business days of when any of its Service Personnel who will regularly and continuously be on a Participating District premises to perform the Services, is/are charged with a crime listed in Section 1535a(1) or 1539b(1) of the Revised School Code, being MCL 380.1535a(1) and 380.1539b(1), or a substantially similar law, and to immediately report to a Participating District if that person is subsequently convicted, plead guilty or plead no contest to that crime. Oakland Schools, or Service Personnel shall be responsible for all costs and expenses associated with the above-required fingerprinting and background checks. Oakland Schools shall supply all necessary data and information, as requested by a Participating District, to enable a Participating District to properly submit any Oakland Schools Service Personnel for inclusion in the State of Michigan Department of Education’s list of “registered educational personnel” as may be required.

XVII. FACILITIES

A. Working Facilities. Oakland Schools’ Service Personnel performing the Services pursuant to this Agreement may utilize those premises and facilities of a Participating District as identified in writing by Participating District.

XVIII. EXCLUSIVE SERVICES

Participating District agrees to use Oakland Schools exclusively to perform the Services as defined in this Agreement.

XIX. RELIANCE UPON DISTRICT PERSONNEL AND INFORMATION

The Services that Oakland Schools has agreed to provide under this Agreement and the corresponding Contribution were developed based on the Services being part of a Pilot program, and on the operational and financial information provided by each Participating District and the understanding that a Participating District is responsible to, and will, provide any staff or other Participating District personnel who have the proper qualifications and training as reasonably necessary to carry out each Participating District's operational functions that are outside of the Services, or that the Services are reliant upon. The Participating District represents and warrants that: (i) such information is current, complete, and accurate; (ii) such Participating District staff and other personnel will have the proper qualifications and training; and the Participating District acknowledges that Oakland Schools has reasonably relied on these representations as a basis for entering into this Agreement. Each Participating District shall continue to provide similar information to Oakland Schools from time to time, which will also be current, complete, and accurate, so that Oakland Schools may reasonably rely on it in providing the Services contemplated hereunder. If such operational and/or financial information of Participating District is inaccurate, or the Participating District fails to provide the necessary Participating District staff or personnel who are properly trained and qualified, then the financial terms and obligations of Oakland Schools shall be renegotiated and restated to correct such change or inaccuracy on mutually agreeable terms. Furthermore, the Services shall not constitute an audit of any of Participating District's financial statements or internal controls. Furthermore, Participating District acknowledges and agrees that Oakland Schools will rely upon all information, data and Participating District staff/personnel provided by Participating District to perform the Services and Oakland Schools shall not be liable for any damages if such information, data or personnel/staff provided by Participating District is incorrect, incomplete, inaccurate or not properly trained/qualified.

XX. LIMITATION OF LIABILITY

- A. In the event Oakland Schools secures a third-party consultant or independent contractor to provide the Services, the Participating District and Oakland Schools agree that, by entering into this Agreement, Oakland Schools has not assumed any duty or obligation the Participating District is required to perform by any federal state or local law, rule or regulation. Oakland Schools has only assumed the obligation to verify that the duties of any third-party consultant or independent contractor secured by Oakland Schools to perform the Services were performed in accordance with the agreement between Oakland Schools and the respective third-party consultant or independent contractor secured by Oakland Schools to perform the Services.
- B. Oakland Schools' liability under this Agreement shall not under any circumstances exceed the annual consideration/Contribution paid by Participating District to Oakland Schools for the functional component(s) of the Services that are provided under this Agreement and directly involved with and give rise to the matter of liability. The Participating District agrees that if the performance by Oakland Schools of its obligations under this Agreement is delayed or prevented in whole or in parts by

acts of God, fire, floods, storms, explosions, accidents, epidemics, war, civil disorder, strikes or other labor difficulties, or any law, rule regulation, order or other action adopted or taken by any federal, state or local government authority, or any other cause not reasonably within Oakland Schools' control, whether or not specifically mentioned herein, Oakland Schools shall be excused, discharged and released of performance to the extent such performance or obligation is so delayed or prevented by such occurrence without liability of any kind.

- C. Except as otherwise set forth in this Agreement, provided that Oakland Schools complies with Section V.A. of this Agreement, the Participating District and Oakland Schools also agree that Oakland Schools has not provided any warranty, express or implied, concerning the performance of the Services and Oakland Schools SHALL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, WHETHER ARISING FROM THIS AGREEMENT OR THE SERVICES.

XXI. LIABILITY AND INSURANCE

- A. Insurance. During the term of this Agreement, each Participating District shall procure and maintain, at its sole costs and expense, commercial general liability and other insurance policies as required by law, with minimum limits as customary and commercially reasonable for the operations of the Participating District. Oakland Schools shall be named as an additional insured on Participating District's Commercial General Liability Insurance policy and Umbrella Excess Liability policy. Each Participating District will provide the certificates of insurance evidencing such coverage to Oakland Schools upon Oakland Schools' request. Each Participating District will provide Oakland Schools with thirty (30) calendar days' prior written notice of any changes in such policies and will pay all deductibles and retentions associated with such policies. Oakland Schools will procure and maintain throughout the Term, or renewal term, general liability insurance, employers liability insurance, workers compensation insurance, and unemployment insurance for its personnel assigned to provide the Services in this Agreement. To the extent a third party consultant or independent contractor is secured by Oakland Schools to perform the Services, Oakland Schools will require the third party consultant or independent contractor to maintain insurance coverages similar to those required by Oakland Schools.
- B. Reservation of Rights. This Agreement does not, and is not intended to impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty or immunity of each Party and shall not be construed to waive the defense of governmental immunity held by any Party to this Agreement.

XXII. MISCELLANEOUS

- A. Entire Agreement. This Agreement sets forth all the covenants, agreements, stipulations, promises, conditions and understandings of the Parties concerning the activities and Services contemplated herein. No Party, or its respective Board members, personnel, attorneys, consultants, advisors, agents, representatives or

students, have made any covenant, agreement, stipulation, promise, condition or understanding, warranty or representation, either oral or written, other than set forth herein.

- B. Legal Compliance. Oakland Schools and Participating District shall abide by and adhere to all applicable federal, state and local laws, rules, regulations and ordinances pertaining to the performance of any obligations under this Agreement.
- C. Amendment. This Agreement shall not be modified, altered or amended except by written agreement duly executed by all Parties to this Agreement in accordance with the terms hereof.
- D. Invalidity of Particular Provision. The invalidity of any article, section, subsection, clause or provision of this Agreement shall not affect the validity of the remaining sections, subsections, clauses or provisions hereof which remain valid and be enforced to the fullest extent permitted by law.
- E. Captions. The captions in this Agreement are inserted only as a matter of convenience and for reference and in no way define, limit, enlarge or describe the scope or intent of this Agreement nor in any way shall affect this Agreement or the construction of any provision hereof.
- F. Waivers. A Party may not waive any default, condition, promise, obligation or requirement applicable to the other Party hereunder, unless such waiver is in writing signed by an authorized representative of such Party and expressly stated to constitute such waiver. Such waiver shall only apply to the extent given and shall not be deemed or construed to waive any such or other default, condition, promise, obligation or requirement in any past or future instance. No failure by a Party to insist upon strict performance of any covenant, agreement, term, or condition of this Agreement, or to the exercise any right or remedy in the event of default, shall constitute a waiver of any such default of such covenant, agreement, term or condition.
- G. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with, the laws of the State of Michigan, and Parties consent to the jurisdiction and venue of the appropriate Oakland County Court.
- H. Successors and Assigns. The covenants, conditions and agreements in this Agreement shall be binding upon and inure to the benefit of each Party, their respective legal representatives, successors and assigns.
- I. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all such counterparts shall together constitute one and the same instrument.
- J. Authorized Signatory. All Parties represent that the individual executing this Agreement is duly authorized by, and has the authority to execute this Agreement and bind, the respective Party.

WHEREAS, the Parties execute this Intergovernmental Agreement for PowerSchool Consortium as of the Effective Date.

OAKLAND SCHOOLS

[NAME OF SCHOOL DISTRICT]

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

[NAME OF SCHOOL DISTRICT]

[NAME OF SCHOOL DISTRICT]

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

[NAME OF SCHOOL DISTRICT]

[NAME OF SCHOOL DISTRICT]

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____

[NAME OF SCHOOL DISTRICT]

[NAME OF SCHOOL DISTRICT]

By: _____

By: _____

Its: _____


Its: _____


Date: _____


Date: _____


Appendix A


List of Contact Persons and Addresses for Each Party


Avondale School District
Superintendent: Dr. James Schwarz
james.schwarz@avondaleschools.org
2940 Waukegan St.
Auburn Hills, MI 48326


Birmingham Public Schools
Superintendent: Dr. Embekka Roberson
eroberson@birmingham.k12.mi.us
31301 Evergreen Rd.
Beverly Hills, MI 48025


Hazel Park Schools
Superintendent: Dr. Amy Kruppe
amy.kruppe@myhpsd.org
1620 E. Elza
Hazel Park, MI 48030

Lake Orion Community Schools
Superintendent: Heidi Mercer
heidi.mercer@lok12.org
315 North Lapeer
Lake Orion, MI 48362

Novi Community School District
Superintendent: Benjamin Mainka
benjamin.mainka@novik12.org
25345 Taft
Novi, MI 48374

Oxford Community Schools
Superintendent: Dr. Tonya Milligan
tonya.milligan@oxfordschools.org
10 North Washington
Oxford, MI, 48371

Troy school District
Superintendent: Dr. Rich Machesky
rmachesky@troy.k12.mi.us
4400 Livernois
Troy, MI 48098

West Bloomfield School District
Superintendent: Dr. Dania H. Bazzi
danial.bazzi@wbsd.org 
5810 Commerce
West Bloomfield, MI 48324

Appendix B

Fee for Each Participating School District

Note: If any School District elects not to opt-in or participate, the Fee shall increase by a corresponding amount for each remaining Participating School District.

Oakland Schools

PowerSchool Support IGA Fee Structure Phase 1

Cost Calculation

\$177,000.00	Senior Business Analyst
53,368.00	Total FTE
\$3.32	Per FTE Fee

District	Student FTE Fall 2024	Fee Per District
Avondale	4,922.00	\$16,324.28
Birmingham	7,350.00	\$24,376.97
Hazel Park	2,909.00	\$9,647.97
Lake Orion	6,992.00	\$23,189.63
Novi	6,766.14	\$22,440.54
Oxford	7,425.40	\$24,627.04
Troy	12,249.25	\$40,625.79
West Bloomfield	4,754.00	\$15,767.09
	53,367.79	\$176,999.30

This pricing is a **DRAFT** and based on all districts participating. This will be adjusted in final agreement.



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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: Language Line - Revised Pilot Timeline and Funding Request
Date: 9/22/2025

Due to a low level of need during the end of the school year and summer months, Language Line was not utilized. Now that the school year has begun, the need for a flexible translation tool has increased. We are requesting a revised pilot timeline of September 23, 2025 - June 30, 2026.

To continue fostering inclusivity and equity within our district, I propose piloting Language Line, an on-demand interpretation service, for calls and video interactions with our second-language families. **This initiative aligns with our district's commitment to Title III compliance, the findings of the MDE onsite review, and the overarching goal of making school-related information and processes accessible to all families.**

Title III of the Elementary and Secondary Education Act emphasizes the importance of providing equitable educational opportunities for English Learners (ELs) and requires districts to ensure effective communication with second-language families. During a recent compliance review, it was noted that while our district uses an interpretation service, gaps remain in on-demand interpretation for time-sensitive communications, such as enrollment processes, parent-teacher conferences, and urgent school updates.

Currently, our district relies on pre-scheduled interpreters and bilingual staff. However, these resources are often stretched thin and cannot adequately meet the needs of all families in real time. Language Line would address this gap by providing 24/7 access to certified interpreters across more than 240 languages via phone or video.

Pilot Proposal

- Revised Timeline: September 1, 2025 - June 30, 2026
- Users and Implementation Activities
 - Enrollment Offices: Ensuring all families can navigate the enrollment process without delay or misunderstanding.
 - School Front Offices: Supporting real-time communication for urgent or everyday interactions.
 - Parent-Teacher Conferences: Facilitating meaningful dialogue about student progress.

This service would complement, rather than replace, our current interpretation services, which are used for IEP or disciplinary meetings.

Benefits:

- Enhanced Accessibility: Families will have immediate access to interpretation services for any school-related matter.





1. Improved Family Engagement: Language barriers will no longer hinder parents’ ability to participate fully in their child’s education.
2. Increased Compliance: This initiative directly addresses Title III and OCR findings, demonstrating our commitment to meeting federal requirements.
3. Efficient Use of Resources: Reduces the strain on bilingual staff and allows them to focus on their primary roles.

Cost and Implementation

Language Line charges \$0.64 per minute for Spanish interpretation and \$0.60 per minute for other languages. Most interactions are expected to last between 6 and 18 minutes. The pilot program will involve a limited rollout across a select number of schools and departments for 6 months. Estimated costs will be closely monitored and adjusted based on usage.

The proposed pilot of Language Line represents a significant step toward achieving our district’s vision of inclusivity and equity. By breaking down language barriers, we affirm the value of our diverse families and ensure all parents can actively participate in their children’s education.

Strategic Goal Alignment

- **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.

Funding Source: General Fund

Recommendation: It is recommended that the Board of Education approve the pilot of Language Line in an amount not to exceed \$9,000.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent



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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: Quaver Music Renewal
Date: September 11, 2025

Introduction

As part of our ongoing efforts to enhance the quality of education across all subjects, I recommend the renewal of Quaver Music, a comprehensive, standards-aligned K-8 curriculum that provides high-quality instructional resources for both teachers and students. Quaver Music supports student engagement, teacher efficacy, and alignment with state and national standards through its robust digital platform, which includes interactive lessons, teacher support tools, and integrated formative and summative assessments that provide valuable data for monitoring progress and guiding instruction. The curriculum offers a structured scope and sequence from kindergarten through 8th grade, supporting music literacy, performance, and critical thinking, while also promoting differentiated learning experiences. Staff members have provided positive feedback on its effectiveness and impact within our K-8 music program.

Schools	Grades	Per Building Cost	Total
Hoover, United Oaks, and Webb	K-5	\$1800.00	\$5400.00
Hazel Park Junior High	6-8	\$900.00	\$900.00
		Grand Total	\$6300.00

*The renewal fees will be paid in December 2025.

Total Financial Impact: \$6,300.00

Funding Source: General Fund

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.

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

Recommendation

That the Board of Education approve the purchase of Quaver Music in an amount not to exceed \$6,300.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent





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

To: Dr. Amy Wilcox, Superintendent
From: Karla J. Graessley
Date: September 11, 2025
Subject: Summer School Attendance Incentives – Approval of Incentive Spending

Overview

This memo requests approval for the purchase of Ozobots as incentives for the 104 elementary students who achieved 75% or greater attendance in the Summer Discovery programs at Hazel Park Elementary.

A total of **104 students** earned the incentive by attending at least 19 of 25 program days.

Item	Cost
Ozobots	\$23,625.00
Total	\$23,625.00

Funding will be provided through the **Summer Discovery Grant**, designated for extended learning opportunities.

Rationale for Incentives

Research and district data demonstrate that incentives are effective in improving student participation and engagement in summer learning. Extended learning programs provide:

- **Academic Reinforcement** – Strengthens literacy, math, and STEM skills.
- **Social-Emotional Growth** – Builds teamwork, persistence, and confidence.
- **Safe & Structured Environments** – Keeps students engaged during high-risk unsupervised hours.

Supporting Research

- **Afterschool Alliance Report** – Enrichment programs improve academic achievement, attendance, and graduation rates.





➤ [Afterschool Alliance Research](#)

- **RAND Corporation: *Making Summer Count*** – Extended learning time contributes directly to measurable academic gains.
 - [RAND Report](#)

Strategic Alignment

This initiative supports Hazel Park Schools’ goal to develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the community.

Funding Request

We respectfully request Board approval to allocate Summer Discovery Grant funds to purchase Ozobots as attendance incentives for elementary students in the amount of \$23,625.00

Recommendation

That the Board of Education approve the allocation of funds from the Summer Discovery Grant to purchase Ozobots at a cost of \$23,625.00 as student attendance incentives.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent



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

To: Dr. Amy Wilcox, Superintendent
From: Karla J. Graessley
Date: September 9, 2025
Subject: Summer School Scholastic Book Purchase - Building Home Library

Overview

This memo requests approval for the purchase of Scholastic books, selected to reflect varied interests and reading levels, as incentives to encourage continued reading following participation in the Summer Discovery program. These books will be offered to all students who attended Summer Discovery at Hazel Park Elementary and Junior High, providing an engaging reward that reinforces their learning and supports ongoing literacy growth.

A total of **199 students** (148 elementary and 51 junior high) attended summer school.

Item	Cost
Scholastic Book Order	\$24,362.13
Total	\$24,362.13

Funding will be provided through the **Summer Discovery Grant**, designated for extended learning opportunities.

Rationale for Extended Learning Materials

Research and district data demonstrate that continued access to books and structured learning opportunities is effective in sustaining student engagement and academic progress beyond summer programs. Providing books supports:

- **Academic Reinforcement** – Extends literacy practice while connecting to math and STEM concepts through reading.
- **Social-Emotional Growth** – Encourages persistence, confidence, and self-direction in learning.
- **Ongoing Engagement** – Ensures students remain connected to positive, structured activities outside of the classroom.





Supporting Research

1. Home Libraries and Educational Attainment

- A global study found that growing up with around **500 books at home** is associated with **3.2 more years of schooling** and a **19% greater chance of completing college**, even after adjusting for parental education and socioeconomic factors.

[Scholastic](#)

2. Proficiency Linked to Number of Books

- In 2015, only **less than 15%** of students with **0–10 books at home** scored proficient in reading, compared to **50%** of students with **more than 100 books**.

[U.S. Department of Education](#)[SAGE Journals](#)

3. Socioeconomic Mediation via Home Book Access

- A study found that family socioeconomic status influences reading ability through the **number of books at home** and **early reading initiation**—highlighting that encouraging book access benefits all families.

[BioMed Central](#)

4. Library and Literacy Program Impacts

- **Raising A Reader** program participants showed significant increases in:
 - Families reading together 3+ times/week: **61% to 78%**
 - Families sharing books 60+ minutes: **41% to 59%**
 - Children asking for stories 5+ times/week: **14% to 28%**

[Raising A Reader](#)

5. Early Childhood Interventions (Imagination Library & Reach Out and Read)

- **Imagination Library** (book delivery to ages 0–5):

Parents reading >1x per day rose from **24% to 43%**

48% reported children became more engaged with reading

68% noted multiple family members participated more in reading

[SAGE Journals](#)

- **Reach Out and Read** (clinic-based program):

- Children showed higher receptive (≈ 94.5 vs 84.8) and expressive (≈ 84.3 vs 81.6) language scores

- Parents read to their toddlers more frequently (≈ 4.3 vs 3.8 days/week)

[Reach Out and Read](#)

8. Long-Term Adult Benefits of Home Libraries

- Adults who grew up with **80–350 books at home** demonstrated significantly higher literacy, numeracy, and technological skills—often matching those with university degrees but fewer books.

[Big Think](#)

9. Power of Home Libraries to Close Achievement Gaps

- Scholastic's 2023 white paper reinforces that home libraries:
 - Improve vocabulary, comprehension, and oral language
 - Help close achievement gaps regardless of parental education level

[BookSpringScholastic](#)



The proposed Scholastic books initiative supports extended learning in multiple meaningful ways:

- **Boosts Summer Reading Retention:** Reinforces comprehension and literacy gains from the Summer Discovery program.
- **Equity in Access:** Provides low-cost access to books for families who might otherwise lack them.
- **Long-Term Academic Benefits:** Contributes to ongoing literacy development, confidence, and future success.
- **Afterschool Alliance Report** – Enrichment programs improve academic achievement, attendance, and graduation rates.
 - [Afterschool Alliance Research](#)
- **RAND Corporation: *Making Summer Count*** – Extended learning time contributes directly to measurable academic gains.
 - [RAND Report](#)

Strategic Alignment

This initiative supports Hazel Park Schools’ goal to develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the community.

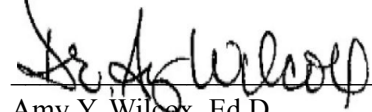
Funding Request

We respectfully request Board approval to allocate Summer Discovery Grant funds to purchase Scholastic Books for elementary and junior high students who attended Summer Discovery in the amount of \$24,362.13

Recommendation

That the Board of Education approve the allocation of funds from the Summer Discovery Grant to purchase Scholastic Books for elementary and junior high student who attended Summer Discovery in the amount of \$23,625.00.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Wilcox, Ed.D.
Superintendent



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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: 99d Grant Funded Social Studies Materials
Date: September 22, 2025

Social Studies Materials and Resources

The State of Michigan's 99d grant budget includes the purchase of materials and resources designed to expand and deepen the district's social studies curriculum units and enrich the learning experiences of our students. These materials will provide targeted support for units of study across grades K-12, ensuring alignment with standards and enhancing student engagement with high-quality content. The requested purchases are fully budgeted within the grant allocation. The Teaching and Learning Department is finalizing the costs of the items and is bringing forward a not-to-exceed amount for Board approval to ensure the resources can be secured before the September 30 grant expenditure deadline.

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.
- **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:

- 99d Grant

Recommendation

That the Board of Education approve the estimated budget of an amount not to exceed 20,000.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Wilcox, Ed.D.
Superintendent





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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: 99d Grant Funded Social Studies Conference
Date: September 22, 2025

Social Studies Materials and Resources

The State of Michigan's 99d grant budget includes professional learning opportunities designed to expand and deepen the district's social studies curriculum and enrich the learning experiences of our students. As part of this work, the Teaching and Learning Department is seeking approval for **up to five staff members** to attend the National Council for the Social Studies (NCSS) Annual Conference in Washington, D.C. Participation in this national conference will build teacher capacity by providing targeted professional learning aligned with our 5–12 units of study, ensuring alignment with standards, and enhancing instructional practices. The requested expenses are **fully budgeted within the grant allocation**, and we are bringing forward a not-to-exceed amount for Board approval to ensure registration and travel arrangements can be finalized before the September 30 grant expenditure deadline.

Budgeted Item	Cost Per Person	Number of Staff Members	Total
Conference Registration	\$549.00	5	\$2,745
Airfaire	\$400.00	5	\$2,000
Lodging	\$1,000	5	\$5,000
Meal Allocation	\$92	5	\$460
Other Transportation Costs	100	5	\$500
		Grand Total	\$10,705

Strategic Goal Alignment

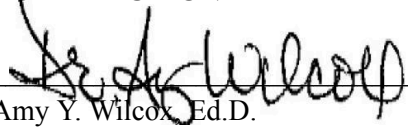
- **Curriculum & Instruction:** Hazel Park Schools will develop innovative, independent, and persistent learners who think critically, communicate effectively, and positively influence the local and global community.
- **Resources:** The Hazel Park School District will maximize its resources to assure high-quality education by fostering financial stability, preserving and utilizing quality facilities, and integrating state-of-the-art technology.

Funding Source: 99d Grant

Recommendation

That the Board of Education approve the estimated budget of \$10,705 for up to five staff members to travel to the National Council for the Social Studies (NCSS) conference.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Wilcox, Ed.D.
Superintendent





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

To: Amy Kruppe, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: Renewal - ELLevation Multilingual Program Management and Training Platform
Date: September 22, 2025

Introduction

I am writing to recommend the renewal of ELLevation, a comprehensive multilingual program management tool designed to support the growing needs of our English Language Learners (ELLs). This platform will allow us to better manage student data, track progress, and provide targeted instruction while ensuring compliance with federal and state mandates, and provide targeted professional learning for staff.

It is essential to have a system in place to meet the unique needs of English Language Learners (ELL). Research from the Institute of Education Sciences shows that schools using data management systems are more effective in identifying achievement gaps and allocating resources for targeted interventions, while studies also indicate such systems improve intervention accuracy by 20% for at-risk students. These tools allow educators to shift from reactive to proactive strategies, ensuring tailored instruction and timely support for ELL students.

In addition, federal requirements under ESSA and Title III mandate that schools identify and serve ELL students, monitor their progress in English proficiency and academic achievement, and ensure meaningful communication with families in a language they understand. ELLevation directly supports compliance with these requirements by providing tools for accurate identification, progress monitoring, reporting, and accessible parent communication, thereby fostering improved student outcomes and stronger family engagement

In the first year of using ELLevation, the platform had a positive impact on several critical areas of our ELL program. Record keeping has become more accurate and centralized, allowing staff to access needed documentation quickly and supporting alignment with our Title III audit plan. Communication with families has improved through the timely sharing of translated documents, ensuring parents remain informed and engaged in their child's education. Educators have also benefited from consistent progress monitoring tools, which have made it easier to track student growth and provide targeted interventions. Additionally, the professional learning modules have supported staff across roles with relevant training, strengthening our collective capacity to serve ELL students effectively. Looking ahead, the 2025–26 goal is to expand usage by progressing in monitoring all EL students regularly and broadening professional learning opportunities to include non-EL teachers, ensuring a more comprehensive approach to supporting multilingual learners.

Total Financial Impact: 14,000

Funding Source:

- Section 41 Grant (pending funding by the state of Michigan)
- General Fund



The total cost for the renewal of ELLevation for the 2025-2026 school year is \$14,000. This investment will enhance our ability to manage ELL programs efficiently, reduce compliance risks, and ensure that our EL students receive the instruction and support they need to succeed.

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.
- 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 the ELLevation in an amount not to exceed \$14,000.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Wilcox, Ed.D.
Superintendent



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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching & Learning
Subject: EPIC Math Initiative - Year 2 Participation
Date: September 22, 2025

Through an agreement with Oakland Schools ISD, Hazel Park will participate in the EPI \rightleftharpoons C2+ (EPIC Plus) initiative, a multi-year effort to strengthen mathematics instruction and improve outcomes in grades 3–6, with emphasis on 6th grade. Supports include professional learning for leaders, research-based training and resources, and in-district coaching through monthly collaboration between an Oakland Schools math consultant, the district's Non-Administrative Instructional Leader (NAIL), and teachers.

Teachers will also have access to the countywide EPI \rightleftharpoons C2 Teachers Network for collaborative problem-solving. Oakland Schools provides funding for stipends, substitutes, materials, and professional learning, while the district commits to active participation in Cultivating Continuous Improvement (CCI) and the Mathematics Leadership Team (MLT), designation of a math instructional leader, data sharing, and ongoing progress monitoring. These supports are designed to build teacher and leader capacity and strengthen coherence across the district's mathematics system.

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.
- **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.



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To: Hazel Park Board of Education
From: Amy Wilcox, Superintendent
Subject: Board Goals
Date: September 15, 2025

Establishing clear goals is essential for effective governance. Goal setting allows board members to align priorities, focus resources, and measure progress throughout the year. It ensures accountability, fosters collaboration, and provides a shared roadmap for decision-making that supports student achievement and community engagement.

Board Goal:

1. Community Engagement:

A. Members each attend six (6) school and community events.

2. Academic Finance:

A. Develop a policy on fund balance

3. Governance:

A. Host bi-annual retreats

4. Build Relationships:

A. Attend three (3) individual relationship building events.

Strategic Goal Alignment

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

Funding Source: N/A

Recommendation

That the Board of Education approve the Board Goals for the 2025/26 school year, as presented.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent



2025-2026 YEARLY BOARD AGENDA CALENDAR

	Board Meeting	Workshop
July	<ul style="list-style-type: none"> ● School Board Loan Activity Resolution ● Data update (I-ready) 	
August	<ul style="list-style-type: none"> ● Strategic Plan ● District Improvement Plan ● Alternative Waiver approval ● Board Goals ● Vote on OCSBA Bylaws/ Resolutions ● Superintendent evaluation check in 	
September	<ul style="list-style-type: none"> ● Quarterly Flow through budget updates/ line item updates ● Business office ISD plan update ● Teacher Tenure update ● New staff introduction ● Summer School update ● Superintendent evaluation check in 	Board Goals
October	<ul style="list-style-type: none"> ● 1st Budget Amendment ● Audit ● National Principals Month 	ECRA Presentation
November	<ul style="list-style-type: none"> ● Course Handbook ● Count day Update ● Sinking Fund Plan ● Leo Update 	Student System of Support / Safety/ Data
December	<ul style="list-style-type: none"> ● Review three year plans ● Strategic plan update ● Superintendent final evaluation ● Quarterly Flow through budget / line item updates ● Business office ISD 	Board training ? Superintendent evaluation (2026)

	<ul style="list-style-type: none"> plan update ● AP Student Honor ● BID for sinking fund ● School of Choice Resolution 	
January	<ul style="list-style-type: none"> ● Superintendent evaluation goal Setting and evaluation data ● Board of Education Organizational Meeting ● School Board Appreciation Month ● New Board Member Training Review Board of Education Code of Ethics (Policy 0144.2) Conduct and Operating Principles ● Approve Protocols of the Board ● Strategic plan update ● Approve committee dates / special meetings ● Review Policy ~ Use of Debit/Credit Cards ● Budget amendment 2 ● Benchmark assessment update 	Superintendent Goal Setting/ data collection
February	<ul style="list-style-type: none"> ● Review count day enrollment ● Oakland Schools Outstanding Teacher of the Year ● Student System of Support Update 	
March	<ul style="list-style-type: none"> ● Count day update ● Certified staffing approval ● Renew Food Service Contract ● Support Person of the Year ● Budget Amendment 3 / draft budget for next school year. ● Superintendent Evaluation Check In: written 123 ● Quarterly Flow through budget 	

	<p>updates/ line items updates</p> <ul style="list-style-type: none"> ● Business office ISD plan update ● Department Handbooks 	
April	<ul style="list-style-type: none"> ● Act on non-renewal for staff for next school year ● Renew Administrative Contracts ● Museum contract ● Resolution for Teacher Appreciation ● Strategic plan update ● School year calendar ● Yearly department order (Curriculum/ Technology resource materials) ● Board self- evaluation link shared 	
May	<ul style="list-style-type: none"> ● Staff Appreciation ● Retiree/ Year of service ● Resolution to Approve/Disapprove Oakland ISD Budget ● Debt levy to Board for Approval (L-4029) ● ADK Appreciation ● Days and Hours Waiver ● Integrated Pest Management 	Board Evaluation Meeting : MASB
June	<ul style="list-style-type: none"> ● Budget Presentation ● Approval of Budgets ● Approval of Tax Rate Requests ● Approval of Resolution authorizing State Aid Notes ● MHSAA Resolution ● Quarterly Flow through budget updates ● Superintendent mid-year evaluation ● Leo Update ● MHSSA resolution ● Business office ISD24 plan update 	



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www.hazelparkschools.org

To: Hazel Park Board of Education
From: Amy Wilcox, Superintendent
Subject: First Aid Kits for Coaches
Date: September 15, 2025

We are seeking board approval for the purchase of first aid kits and supplemental supplies to be distributed to athletic coaches. Providing these resources ensures that coaches have immediate access to basic medical supplies during practices, games, and other athletic activities.

Student-athlete safety remains a top priority for the district. Currently, some coaches do not have consistent access to fully stocked first aid kits at athletic events. Equipping each coach with a standardized kit, along with extra ice packs, will strengthen our emergency preparedness and ensure a safer environment for all participants.

Proposal & Cost:

- **First Aid Kits (Quantity 15):** \$36 each × 15 units = **\$540**
 - **Extra Ice Packs (Quantity 4):** \$50 each × 4 units = **\$200**
- Total Cost: \$740**

Supplies will be purchased from an athletic supply vendor, and each coach will be issued a kit for use during the athletic season.

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.
- 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: N/A

Recommendation

That the Board of Education approve the purchase of first aid kits and extra ice packs for athletic coaches at a total cost not to exceed \$740.

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**

Amy Y. Wilcox, Ed.D.
Superintendent





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

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Karla Graessley, Director of Community Schools
Subject: Summer School/Summer Programming Update
Date: 9/22/2025

Summer School Preschool-Grade 12

This past summer, the Hazel Park School District ran several successful summer school programs that impacted students from preschool through 12th grade. Throughout the majority of the summer programming, teachers focused on reading, writing, and math. At all levels, students also had the opportunity to engage in non-academic areas, including STEM, fine arts, and sports-related activities. The information below provides an overview of the number of teachers and paraprofessionals involved in the programming, the number of students who participated, and highlights of both academic and non-academic experiences:

Programming for rising 1st graders through rising 5th graders at United Oaks, and rising 6th graders through rising 9th graders at HPJH, was supported by the Summer Discovery grant, funded by the Ballmer Group. The grant awards were as follows: United Oaks, \$336,000, and Hazel Park Junior High, \$188,000, for a total of \$500,000. In June, the district received 70% or \$350,000. The remaining 30% was contingent upon meeting the attendance and enrollment targets. As noted in the table below, we met both targets. Following the final review of the budget and other targets by the Ballmer Group, the district will receive the remaining payout of \$150,000.

Category	Target	Actual
Enrollment	70%	79.6%
Attendance	70%	72.9%

This grant allowed us to:

- Expand the number of teachers and paraprofessionals, which enabled smaller class sizes, more individualized learning, and an expansion of the number and quality of non-academic offerings.
- Provide attendance/enrollment incentives for students and staff (staff incentives were dependent on meeting attendance and enrollment criteria).

We also had a strong Kindergarten Readiness and credit recovery program. The attendance rate for the Kindergarten Readiness program was solid, and we had the opportunity to transition to the new Subject.com online course provider for students in grades 9-12.





Kindergarten Readiness

- Number of Teachers: 2
- Number of Paraprofessionals: 1
- Number of Students - Academic: 13
- Attendance rate: 6 students had an attendance rate of 75 % or Higher
- Academic Highlights:
 - Counting, Number, and Shape recognition
 - Letter Identification
 - Rhyming and Phonemic Awareness

Grades K (Rising 1st) - 4th (Rising 5th) Summer School

- Number of Teachers: 10
- Number of Paraprofessionals: 4
- Certified Nurse Assistant: 0
- Number of Students - Academic Tutoring in Reading and Math: 148
- Average Attendance Rate: 74%
- Number of Students - Non-Academic Experiences: 100 Participants
- Academic Highlights:
 - Foundational Skills in Reading and Math
 - Phonemic Awareness and Phonics
 - Reading with ARC Tool Kits
 - Math Fact Practice
- Non-Academic Highlights:
 - YMCA Fine Arts and Sports
 - Michigan Stage-Fine Arts, Music, Movement, Story Telling, History, Social Skills
 - Living Arts Detroit - Movement and Fine Arts K-1 and 2-4 programming
 - Accelerate4 Kids - JavaScript/Minecraft coding
 - Clever Creators - Exploring different art mediums
 - Grow & Go - Gardening, Art, and Movement

Grades 5 (Rising 6th) - 8 (Rising 9th) - Summer School

- Number of Teachers/Building Principals: 6/1
- Number of Paraprofessionals: 1
- Number of Students: 51
- Average Attendance Rate: 68.2%
- Number of Students - Non-Academic Experiences: 35
- Academic Highlights:
 - ARC Toolkit Lessons
 - Explicit Direct Instruction in Math
 - Vocabulary Development
 - Math Fluency Practice
 - Writing Instruction
- Non-Academic Highlights:



- YMCA
- Living Art Detroit - Music and Movement
- Game On - board games
- Accelerate4Kids - coding and drones
- Morning Movement-
- HPCC provided Go Comedy, Hallways of Hope, Photo Voice Project, and Norms Project.

Grades 9-12 Summer School

- Number of Teachers: **3** positions; split among 6 staff members
- Number of Paraprofessionals: **0**
- Credit Recovery
 - Drop-In Attendees: **15 students total came to HPHS for teacher support (5 students came regularly)**
 - Number of Students Registered: **132**
 - Number of Classes Students Enrolled In: **38**
 - Academic Highlights:
 - Number of classes started: **38**
 - Number of classes completed: **38**
 - Course completion percentage: **100%** (students completed coursework for classes; however, some students did not receive a passing grade)
 - Grades Earned:
 - As: **16**
 - Bs: **24**
 - Cs: **30**
 - Ds: **41**
 - Notes:
 - Progress reports were sent out to students and parents weekly, to give updates on students' progress and reminders of the support that was available to students during summer school.

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.

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.



Ford Administration
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www.hazelparkschools.org

To: Amy Wilcox, Superintendent
From: Stephanie Dulmage, Assistant Superintendent of Teaching and Learning
Subject: Handbook Revisions/Updates 9/22/25
Date: 9/22/2025

Purpose

The table below summarizes the revised handbooks that have been submitted to the Board of Education for review. 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	Revision Page Number(s)	Targeted Audience
Hazel Park School District Student/Parent Handbook	Revised	4, 38, 6, 12, and 31	Parents/Guardians/Students
Hazel Park School District Latchkey Parent Handbook	Revised	5	Staff and Administration

Funding Source: Not Applicable

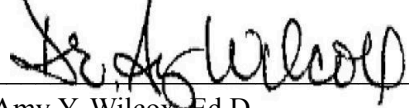
Strategic Goal Alignment:

- **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 handbook revisions for the 2025-2026 school year, as presented

**APPROVED AND RECOMMENDED FOR
BOARD ACTION**



Amy Y. Wilcox, Ed.D.
Superintendent





**LATCHKEY PROGRAM
PARENT/GUARDIAN HANDBOOK**

2025-2026

Table of Contents

Latchkey Mission Statement	3
Latchkey Philosophy	3
Latchkey Program Goals	3
Diversity, Equity, and Inclusion	3
Contact Information - Latchkey Department	4
General Information and Hours of Operation	4
Building Phone Contact Information	5
Admission	6
Communication	6
Daily Routine (Sample)	6-7
School-Year Latchkey Food: Snacks and Lunches	7
Latchkey Camps - Grades K-5	7
Summer Camp	7
Latchkey Camp Food: Snacks and Lunch	8
Latchkey Rules for Children	8
Discipline Policy	8
Behavior Incident Continuum: NOT Physically Aggressive or Threatening	8-9
Behavior Incident Continuum: Physically Aggressive or Threatening	9
Latchkey Fees	9
School-Year Latchkey Weekly Fees	10
Important Notes	10
Late Pick-Up Fee	10
Late Payment Fee	10
Payment Policy	11

Table of Contents

DHS Child Development and Care (CDC) Assistance	12
Dismissal From The Program	12-13
Safety and Security	13
Emergency Procedure	13-14
Attendance Arrival - Departure	15
Late Pick-Up of Children	15
Non-Attendance	15
Program Withdrawal and Re-Enrollment	15
Custody Conflict	15-16
Health Service Plan	16-17
Illness/Accidents/Injuries and Incidents	17
Children's Medication	17-18
Immunizations	18
Child Abuse and Neglect Reporting	18
Licensing Information/Program Security	18
HPS Latchkey Program Policies	19
Payment Agreement for Families Receiving DHS Daycare Assistance	20
Permission for After-School Activities - Elementary Only	21
Confidentiality Agreement	22
Withdraw Policy	23
Parent Decision	23
Latchkey Site Director Decision	23

Latchkey Mission Statement

The mission of the Hazel Park School District Latchkey Program is to provide a safe, affordable, nurturing environment for all Hazel Park children who are in need of out-of-school-time care.

Latchkey Philosophy

Children thrive in an atmosphere of acceptance and support where they are allowed free exploration of their unique talents and interests. Our latchkey program strives to provide children with opportunities to explore and develop the skills necessary to lead happy and productive lives. Social, emotional, physical, and cognitive activities are integrated into each day's routine.

Latchkey Program Goals

- To provide a safe, stimulating environment in which children can acquire and practice physical, social, and cognitive skills.
- To provide an atmosphere that supports the development of a positive self-image in preparation for a happy and productive life among peers, colleagues, and loved ones.
- To support each child's growing independence at an individual level by allowing children to make choices and carry out tasks and activities with adult support and assistance when needed. To support all families through open communication and respect.

Diversity, Equity, and Inclusion

The Hazel Park School District recognizes individual diversity and respects cultural differences. The childcare center creates a warm and welcoming environment that embraces the unique aspects of each student and their family. Staff members take the time to learn about each child daily. Latchkey regularly integrates cultural awareness and celebration through materials and activities that reflect the diversity of the families in the program and local community. In addition, staff members receive training in diversity, equity, and inclusion.

The Latchkey program is committed to meeting the needs of all students. Children with special needs may be accepted into the Latchkey program under the guidelines of the Americans with Disabilities Act (ADA) and in keeping with the State of Michigan Licensing Rules for Child Care Centers. If applicable, the program director collaborates closely with school staff and the Student Services Department to stay informed about each student's Individualized Education Program (IEP) or 504 Plan goals. The program also collaborates with school nurses to ensure proper support for students with health plans or medical issues.

For students who need additional support, parents/guardians must report specific health/medical needs (diabetic care, asthma, severe allergies, etc.) and/or any special needs on the registration form and contact the Latchkey Director to schedule a planning meeting. The planning meeting, which must be held prior to the student's first day of Latchkey attendance, will be held with the parents, Latchkey staff, and the Hazel Park School District nurse (as appropriate). If staff have any concerns about a child, then they will work with the Student Services

Department, and school or district personnel to formulate strategies to support the child. Staff is provided annual professional development related to working with children with special needs.

Contact Information - Latchkey Department

For questions, concerns, or comments regarding latchkey services, caregivers, or billing contact the HPS Child Care Director assigned to your program:

Heather Agueros Webster Early Childhood Center Director Office Phone: 248-658-5501 heather.agueros@myhpsd.org	Stephanie Dulmage Joan Rybinski Hazel Park Elementary Age Latchkey Director Office Phone: 248-658-5913 joan.rybinski@myhpsd.org
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Hazel Park School District Latchkey Programs are licensed by the Department of Human Services.

**Required licensing notebook is available in each office upon request.*

General Information and Hours of Operation

Latchkey Caregivers promote a safe and pleasant experience for students while maintaining compliance with all State of Michigan Licensing Rules for Child Care Centers. Students will have the opportunity to participate in school-organized activities during latchkey hours. For students in grades K-5, Latchkey services are available when school is in session, including ½ days.

Please review the important information below:

Elementary Age Students

- Latchkey is available Monday - Friday on school days.
- Latchkey opens at 6:30 a.m. and closes at 6:00 p.m. per site clock.
 - Hoover Elementary: AM Latchkey - 6:30-8:00 a.m.
 - Hoover Elementary: PM Latchkey - 3:00-6:00 p.m.
 - United Oaks Elementary: AM Latchkey - 6:30-8:00 a.m.
 - United Oaks Elementary: PM Latchkey - 3:00-6:00 p.m.
 - Webb Elementary: AM Latchkey - 6:30-8:00 a.m.
 - Webb Elementary: PM Latchkey - 3:00-6:00 p.m.
 - ½ Day Latchkey Services: 11:15 a.m. - 6:00 p.m.

Preschool Age Students

- Latchkey is available Monday - Friday on regularly scheduled school days
- Latchkey Hours:
 - Morning 6:30 am - the start of school

- Afternoon dismissal - 6:00 pm

IMPORTANT:

- There will be no latchkey services offered during school closings.
- School-age latchkey MAY run during Winter and Spring school breaks if enough students express interest. Information will be sent to current families before each break to determine interest.

In order to ensure that all HPS families have the opportunity to participate in quality before and after-school care, students must be registered in Latchkey through School Care Works. ***Same-day registration and “Drop-In” Latchkey Services are not available.***

BUILDING PHONE CONTACT INFORMATION

Building	Phone	Staff
Webster Early Childhood Center	(248) 658-5501 Main Office (248) 658-5527 Latchkey Room	Heather Agueros Lisa Chrouch-Johnson (lead)
Webb Elementary School	(248) 658-5950 Main Office (248) 658-5913 Latchkey Room	Joan Rybinski Lynette Daley (lead)
Hoover Elementary	(248) 658-5300 Main Office (248) 658-5318 Latchkey Room	Joan Rybinski Sheila McNaughton (lead)
United Oaks Elementary School	(248) 658-2400 Main Office (248) 658-2418 Latchkey Room	Joan Rybinski Antonio Sanders (lead)

Admission

Students must be pre-registered and approved to attend Latchkey. Online registration must be completed each year through School Care Works. A valid email address is required to register. This is only for elementary students. Webster students must register at the office.

Latchkey registration is available at the Hazel Park School District Website.

Please read the following before you enroll your children in Hazel Park Schools' Latchkey Program. These policies are set by HPS and may not be changed at individual Latchkey sites. Latchkey staff do not have the authority to deviate from these written policies.

Required for Enrollment

1. Every child must be fully registered and approved on the online registration system.

2. Payment Agreements for families receiving DHS Daycare Assistance must be completed. **It is the parent/guardian's responsibility to ensure that DHS paperwork is completed and approved.**
3. Emergency Cards/Child Information Records must be completed on School Care Works.
 - a. Current and operable phone numbers for your home and workplace are required.
 - b. Two current and operable numbers of persons authorized to pick up your child (other than the child's parents) in the event of an emergency. Identification will be required upon pick up. We will always attempt to contact the child's parent or guardian first.
 - c. Failure to notify the Latchkey staff of changes in emergency numbers may result in the exclusion of your child or children from the program.

Please be advised that accounts from previous years must be paid in full before registering. If your account is sent to collections, you will be responsible for paying your balance plus the collection fees assessed to HPS before starting Latchkey

Communication

The HPS Latchkey Program supports open communication. To ensure the success of your child, please discuss any concerns you have with your child's caregiver.

Daily Routine (Sample)

Latchkey is intended to be a safe, supportive, and stable environment for all students. Latchkey provides students the opportunity to engage in ongoing physical, emotional, social, and cognitive development. Each of our latchkey programs is expected to reflect best practice standards for childcare programs. The greatest indicator of a high-quality program for children is the quality of adult/child interactions. In our programs, adults show respect for and have fun with the children in their care. Our latchkey programs feature the following:

- Art
- Science Experiments and/or Gardening
- Homework/IReady/Reading Nook (Elementary Age Only)
- Stem/Building
- Gym/Playground
- Nutritious Snacks

General Daily Schedule

- | | |
|------------------|---|
| ● 6:30 - 7:00 AM | Free Choice time (games, coloring, reading, computer) |
| ● 7:00 - 7:45 AM | Outside play - weather and staff permitting |
| ● 7:45 AM | Breakfast |
| ● 7:45-8:00 AM | Get ready for school (clean up) |
| ● 8:05 AM | Dismiss students for school |
| ● 3:10 PM | Latchkey reopens for the afternoon |
| ● 3:15-3:40 PM | Hand Hygiene and Nutritious Snack |
| ● 3:40-4:15 PM | Free Choice time (games, coloring, reading, computer) |
| ● 4:15-5:00 PM | Gym/Playground/Outside Pay |

- 5:00-5:30 PM Group Activity: Art/Science/Reading
- 5:30-6:00 PM Open Activities (games, projects, homework)
- 6:00 PM Latchkey closes for the evening

School-Year Latchkey Food: Snacks and Lunches

- The Latchkey Program provides a healthy snack during the school year that includes a serving of whole grain and a serving of fruit.
- The Latchkey students have the option of choosing a free school lunch on half days. If your child normally brings lunch from home and comes to Latchkey without one, they will be given a school lunch. **Please do not send foods containing nuts or nut products to Latchkey.** Be sure your child's name is on his/her lunch.

Latchkey Camps - Grades K-5

- Latchkey Camp Registration:
https://schoolcareworks.com/registration/hazelparkschools/start_registration.jsp
- Latchkey Camps are operated at one site only and are available from 6:30 A.M. to 6:00 P.M. except as noted in advance. The site will be announced at least one week before the start date. Program operation is dependent upon enrollment and on a first-come, first-served basis.
 - 2024-2025 Latchkey Camp Dates:
 - Winter Break
 - Spring Break
- Winter and Spring Break Camp Fees
 - \$100.00 fee per week/per child

Summer Camp

- \$50.00 Registration fee per child to cover field trips and other activities.
- \$100.00 fee per week per child

Latchkey Camps Food: Snacks and Lunches

- **During the Winter and Spring Break Camps, parents are required to provide their child with a lunch and snack.**
- **SUMMER PROGRAM ONLY: The option for a free breakfast and free lunch** will be available for a scheduled number of days. The schedule of lunch choices and days will be provided by the kitchen staff at the end of the school year.

Latchkey Rules For Children

Rules are developed with children and revised as necessary. Making rules is part of a group problem-solving process.

Discipline Policy

- Staff shall use positive forms of discipline that encourage self-control, self-direction, self-esteem, and cooperation. This includes but is not limited to:
 - Following and posting predictable routines.
 - Providing clear expectations.
 - Problem-solving with the group and posting group solutions to problems.
 - Arranging the physical environment to avoid problem behaviors.
 - Modeling respect and social skills.
 - Involving children in conflict resolution.
 - Offering choices and decision-making opportunities.
 - Providing a quiet, soothing, somewhat private place where children can go voluntarily or at the teacher/caregiver's request to regain control of their emotions.

- Staff shall be strictly prohibited from using any form of physical discipline. Please read the Child Care Licensing book for details.

- If it becomes necessary to restrain a child, for his or others' protection, holding the child as gently as possible is acceptable. Children shall not be physically restrained longer than necessary to control the situation. Staff may not:
 - Hold a child with undue physical force
 - Hold a child down on a sleep surface
 - Sit on a child

Behavior Incident Continuum: NOT Physically Aggressive or Threatening

- 1st Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
- 2nd Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
- 3rd Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
 - *A meeting is required with the Site Director, staff, and parents BEFORE the child is allowed to return to Latchkey.
- 4th Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
 - *A meeting is required with the Site Director, staff, and parents BEFORE the child is allowed to return to Latchkey. **The Site Director at this meeting will determine if your child is able to continue in the Latchkey Program. This will be based on the severity of the incidents.

Behavior Incident Continuum: Physically Aggressive or Threatening

- 1st Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
- 2nd Behavior Incident: Written Warning (email) and Phone Call (message left if no answer)
 - 1 day (The next day) suspension from Latchkey (NO refund)
 - A meeting will be required with the Site Director and staff BEFORE the child is allowed to return.
- 3rd Behavior Incident: Dismissal from the Latchkey Program.

****Children will NOT be allowed to bring toys or any other devices to latchkey.**

Latchkey Fees

- All fees are NON-REFUNDABLE

- Latchkey Registration Fees
 - First Child - \$40.00
 - Second Child - \$20.00
 - Third Child (or more) - \$10.00

- All Families for School Year Latchkey
 - Two \$50.00 (40.00 GSRP and Preschool Academy) non-refundable activity fees occur in September and February.
 - After the first student, every student within the family will have a \$10 fee in September and February.
 - The first activity fee is due upon registration.

School-Year Latchkey Weekly Fees

Elementary Aged Children Registration: 40.00 Bi-Yearly Activities Fee: 50.00	Webster Latchkey Registration: 40.00 Bi-Yearly Activities Fee: 40.00
Morning & Afternoon Sessions: <ul style="list-style-type: none"> ● \$55/week for each child, paid weekly 	Morning & Afternoon Session <ul style="list-style-type: none"> ● \$70.00 per week/child
Morning Sessions Only: <ul style="list-style-type: none"> ● \$25/week for each child paid weekly 	Morning Session Only: <ul style="list-style-type: none"> ● \$30.00 per week/child
Afternoon Sessions Only: <ul style="list-style-type: none"> ● \$40/week for each child paid weekly 	Afternoon Session Only: <ul style="list-style-type: none"> ● \$45.00 per week/child

Important Notes:

- Current rates are subject to change.
- Parents/Guardians will be charged weekly regardless of whether or not a student attends.
- Latchkey is self-supporting through fees. The payment policies outlined in this handbook must be enforced to maintain our Latchkey program.
- If your family participated in the School-Year Latchkey Program, all fees are expected to be paid before enrolling in the Camps to remain in good standing.
- If your family participates in the Summer Latchkey Program, all fees are expected to be paid before enrolling in the School-Year Latchkey Program to remain in good standing.

- If you are not in good standing with your previous fees, you will be contacted by the Latchkey Site Director for a final decision on the continued use of this service and future registration.

Late Pick-Up Fee:

- There is a \$10 per child fee for every five minutes, or a portion thereof, if you are late picking up your child or children. This will be added to your next week's fee. (ex., pick-up at 6:06 = \$20 per child late pick-up fee).

Late Payment Fee:

- Failure to pay on time will result in a late payment fee of \$15 per child per week. Payments are due no later than MONDAY of the same week.

Payment Policy:

- Your weekly child care payment is based on the schedule on the Child Enrollment Form and submitted in the registration platform, regardless of the days and times that your child attends each week.
- Latchkey is a prepayment service. Payments are to be made no later than the Monday of the same week.
- **Any change to your current schedule must be made with the Latchkey Site Director via written notice. You will be billed up to the date the written notice is received.**
- 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 your Site Director.
- Two sick days from September to January and two sick days from February to June are allowed. Sick days do not accumulate if you do not use them. **It is the parent or guardian's responsibility to contact the Site Director for this credit via email with the child's name and the date absent. This 'sick day' credit must be requested within 48 hours or you will not receive the credit.**
- There will be no sick day credits issued during any of the Latchkey Camps.
- **Your email address must be accessible and up-to-date to receive statements and billing. This is the full responsibility of the parent or guardian.**
- Latchkey does not issue credit for any days paid for but not used. NO REFUNDS

Failure to follow the Payment Policy may result in dismissal from the HPS Latchkey Program. The following steps will be taken when the first instance of noncompliance occurs for Late Payment or Late Pick-Up.

- 1st Fees and Pick-Up Noncompliance Incident
 - 1st Written Warning (email) and Phone Call (message left if no answer) ALL applicable fees applied (Late Payment Fee/Late Pick-Up Fee)
- 2nd Fees and Pick-Up Noncompliance Incident
 - 2nd Written Warning (email) and Phone Call (message left if no answer) ALL applicable fees applied (Late Payment Fee/Late Pick-Up Fee)
- 3rd Fees and Pick-Up Noncompliance Incident

- 3rd Written Warning (email) and Phone Call (message left if no answer) ALL applicable fees applied (Late Payment Fee/Late Pick-Up Fee)
- **A meeting will be required with the Site Director within 1 week.**
- 4th Fees and Pick-Up Noncompliance Incident
 - 4th Written Warning (email) and Phone Call (message left if no answer) ALL applicable fees applied (Late Payment Fee/Late Pick-Up Fee)
 - **Dismissal from the program will take place until ALL fees are up-to-date. This may result in loss of spot at latchkey.**
 - **Late Pick-Up fees will be added for each week of unpaid balances.**
 -

DHS Child Development and Care (CDC) Assistance

- ***DHS CDC (State assistance) is also accepted. Parents/guardians are responsible for payment until the DHS paperwork is received. Once received, a reimbursement will be made to families for any payments dating back 30 days.***
- **ALL FORMS, UNDERSTANDING the [DHS CDC Handbook](#) AND STAYING UP-TO-DATE ARE THE RESPONSIBILITY OF THE PARENT OR GUARDIAN.**
- To apply for CDC benefits, visit [MI Bridges](#) to complete and submit an electronic application. You may also visit the [Child Development and Care website](#) to download or print the Michigan Department of Health and Human Services (MDHHS) Assistance Application [MDHHS-1171]. Paper applications may be mailed or faxed to MDHHS or dropped off at your local MDH office.
- **ALL DHS/CDC Parents/Guardians are required to contact the Site Director prior to registration to confirm DHS/CDC so that the registration fee is waived.**
- Written authorization is required from the Department of Human Services before accepting that a parent is eligible for childcare assistance. Until written authorization is received, the family must pay the full fee.
- **The following link is the document that needs to be filled out and given to your worker 30 days prior to the start of Latchkey. If this is not done in advance, you are required to pay for Latchkey until it goes through.-[DHS-4025](#)**
- Once authorization is received, a co-payment will be established and the family will pay the copayment weekly. Co-payments are subject to change based on the actual time children are in attendance. DHS CDC only pays for the actual hours that a child is scheduled to be in care.
- Any fees paid by both the parent and DHS CDC will be refunded to the parent. This will take up to one month.
- False reporting of children's hours of attendance to DHS is a felony and can be prosecuted. Families must enter times when children are dropped off and picked up accurately. DHS may require families to substantiate their need for care by providing documentation that they actually worked or attended approved classes during the times we billed for childcare.
- Families are responsible for any fees accrued not paid by DHS.
- ***Important Note:*** DHS does not pay late pickup fees or late payment fees.

Dismissal From The Program

The following circumstances may result in your child being dismissed from Latchkey services:

- Failure to pay for services by the due date.
- Excessive late pick-up (after 6:00 PM) of your child.
- Failure to maintain current contact and emergency information – phone, address, and email.
- Failure to sign in/out child from Latchkey on a consistent basis.
- Failure to follow Latchkey policies and procedures.
- A child who verbally or physically harms another student or staff member. A child who does not adjust to behavioral expectations.
- A child suspended from school will not be permitted in the Latchkey program for the duration of the suspension.
- A child that does not follow the HPS Student Code of Conduct.
- 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 the 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.

Hazel Park Schools is a learning and caring environment for students, families, and staff. Please treat others with kindness and respect. We have a zero-tolerance policy for any type of aggression which includes abusive language, verbal harassment, sexual harassment, threats of harm, physical assault, and destruction of property. Aggression may result in the removal from the facility and/or prosecution.

Safety and Security Information

- The doors to all latchkey rooms will be locked at all times that children are in the room.
- Children and families are not to open locked doors for others. This is a latchkey staff responsibility, as staff recognizes family members who are authorized to pick up children.
- If someone not recognized by staff is at the latchkey door, staff will ask for I.D. If the person at the door is not on the child's emergency card, they will be asked to leave the building. If building administration is still in the building, they will be notified by phone immediately.
- If a person not authorized to pick up a child in the latchkey program refuses to leave and the building administration has left for the day, the latchkey leader will call the Hazel Park police and report an intruder in the building. Our primary responsibility is the safety and well-being of our children.
- Please make certain that all people authorized to pick up your child are listed on the emergency card and carry their photo I.D.
- Parents/guardians should give the school advance notice if their student will be checked out early.
- 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 latchkey staff or Program Director must have a 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.
- Picture ID will be required of anyone not immediately recognized by staff as authorized to pick up your child. **ALL parents, guardians, and designees must have this on hand daily. There may be a substitute who will require this on any given day.**

- Parents must notify the Latchkey Site Director if he/she will not be attending. We can never accept a child's word for a change in plans.

Emergency Procedures

To ensure the safety of all students, emergency/crisis procedures will be followed as identified below:

HOLD IN YOUR ROOM OR AREA. Some situations 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 pickup. 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.

- In the event of an emergency requiring evacuation from a school, HPS District Procedures will be followed. If students are not sent home before regular latchkey dismissal time, the following procedures will be followed:
 - Elementary students will be bussed to a nearby site that has instructional space available.
 - If the situation allows, students will be returned by bus to the normal PM Latchkey site for dismissal at their regular time.
 - If an alternate PM Latchkey site is necessary, Latchkey Caregivers will be responsible for informing parents as to where their child(ren) can be picked up after school hours if an alternate PM site is utilized.

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:

- Tornado

- Severe weather
- Flooding
- Hazmat spill or release

Serious Accident, Illness, or Injury – staff will follow emergency procedures.

Attendance, Arrival, and Departure

- Arrival
 - Webster - Students must be accompanied into the Latchkey room by a parent, parent designee or guardian. The child must be signed in by that person, noting the time the child arrived.
 - School Age Child Care - Elementary-age grown-ups will call the number for the room to announce what child they are dropping off. The staff will then let the student in the door.
- Departure
 - Webster - Children must be picked up in the Latchkey room by a parent, parent designee, or guardian. The child must be signed out by that person, indicating the time of departure.
 - School Age Child Care - The child will be signed out by the staff indicating the time and person picking up on the attendance sheet.

Late Pick-up of Children

- Latchkey closes promptly at 6:00 p.m. according to the site clock.
- Beginning at 6:01 p.m. parents/guardians will be charged \$10 per child for every five minutes, or portion thereof, you are late picking up your child or children. This will be added to your next week's fee. (ex.: pick-up at 6:06=\$20 per child late pick-up fee).
- If we have not heard from you by 6:00, we will begin calling numbers on your child's emergency card in order to contact someone to pick up your child.
- If no one has picked up your child by 6:30 p.m., staff has been unable to contact anyone to pick up your child, and you have not contacted the HPS Latchkey Program, the Department of Human Services requires that the police department be contacted to handle the responsibility of caring for your child and locating you, the parent(s) or guardian(s).

Non-Attendance

- The Latchkey Site Director reserves the right to disenroll your child from the program due to non-attendance after 10 days.

Program Withdrawal and Re-Enrollment

- Parents are required to notify the Latchkey Site Director of the child's final program date. Until the Latchkey Site Director is notified in writing of the child's last date, families will be required to pay for this service.
- To re-enroll for any reason, a new \$40.00 enrollment fee will be billed.

Custody Conflicts

- If both parents are on the emergency card, we will consider both parents able to pick up the child.
- Unless we have a copy of a court order on file limiting one parent's right to a child, children will be released to either parent. State law prohibits us from restricting a parent's right to a child for any reason short of a court order.

- Please make an appointment with the Latchkey Site Director at your child's school if you wish to discuss custody or other issues regarding your child's other parent. Staff is prohibited from having these discussions when children are present.

Health Services Plan

Staff members are aware of the Health Policies of the State of Michigan Rules for Child Care Licensing. New staff members receive in-service training regarding these policies. Latchkey staff members are certified in CPR and First Aid. In addition, licensing rules require knowledge of and compliance with the following procedures:

- Hand Washing - the following procedures will be used:
 - Moisten hands with water (temperature between 60- 120 degrees F) and apply soap
 - Rub hands vigorously until a soapy lather appears, continuing for 10 seconds
 - Rub areas between fingers, around nail beds, under fingernails, jewelry, and back of hands
 - Rinse hands under running water until free of soap and dirt. Water will remain running while drying hands
 - Dry hands with clean, disposable paper or single-use cloth towels. Water will be turned off with the disposable paper or single-use towel
 - Dispose of the single service towel in a lined trash container
- Handling Children's Bodily Fluids – Brief Overview:
 - Use of disposable gloves (waterproof barrier)
 - Placing soiled objects in biohazard bags
 - Cleaning and sanitizing areas and articles
 - Centers shall use precautions when handling potential exposure to blood, including blood-containing body fluids and tissue discharges, and when handling other potentially infectious fluids. OSHA has model exposure plan materials used by the centers in addition to formal staff training
 - Staff members are trained in Blood Borne Pathogens
- Cleaning and Sanitizing – the following procedures will be used:
 - surface of the article will be washed vigorously with warm water and detergent
 - article will be rinsed with clean water
 - surface of the article will be submerged in, wiped, or sprayed with a sanitizing solution
 - article will be air-dried
- Controlling Infection – the following procedures will be used:
 - Parents are notified when changes in the child's health are observed, if an accident or injury occurs, or if the child is too ill to remain with the group
 - Child is placed in a separate location under adult care until the parent/guardian arrives
 - Items exposed to risk are thoroughly cleaned and sanitized
 - Upon notification of communicable disease, parents are informed of the name of the disease, that exposure may have occurred, and the symptoms of the disease

The district employs two school nurses who are available to support students, parents/guardians, and latchkey staff regarding health matters. Counselors and therapists are available throughout the District to address concerns, conduct assessments, and attend to special needs as deemed necessary.

Illness

Whenever a child exhibits any of the following symptoms the parent will be called to pick up the child:

- Fever above 101 degrees - A child must be fever-free for 24 hours without medication before return.
- Vomiting/Diarrhea - Vomiting/Diarrhea must cease without medication for 24 hours before return.
- Rashes - A child must be examined by a physician to determine the type of rash. The physician will determine when it is acceptable for the child to return.
- Pinkeye - A child must be excluded until 24 hours after treatment begins and there is no eye drainage.
- Lice- A child must be treated and cleared by the Latchkey Site Director before returning to Latchkey.
- General appearance of being ill - a child who is not participating in activities, is very tired, has unusually pale or flushed skin or red, watery eyes, and appears too sick to be in school will be excluded until the child looks and feels well.
- Persistent cough - a child who is coughing so hard that they can not play will be excluded until the cough is not as persistent.

Accidents, Injuries, and Incidents

- All child injuries, no matter how minor, will be reported to parents.
- If another child has injured a child, we will protect each child's confidentiality. Minor injuries require an informal written report with a copy going to the parent and a copy to the Latchkey Director. An additional copy will be kept in the child's file. A separate report will be written for each child.
- Injuries, that require medical attention, will necessitate an official incident report. These can be obtained from the school office. A copy will be sent to the HPS Business Office and a copy will be sent to the Latchkey Director. Staff will fill these out as accurately as possible noting times, exactly what happened, and the course of action. A follow-up phone call will be made to parents to determine the child's condition.
- If an injury is serious enough to warrant calling parents to pick up the child, the Latchkey Director will be informed immediately.
- If an injury is serious enough to warrant immediate medical attention, staff will notify the parents and give first aid. Staff will not attempt to move a child who may have sustained a serious head or neck injury.

Children's Medication

The program complies with the medication policies adopted by the Hazel Park School District for individual schools. The policy is as follows:

- A Medication Authorization Form must be on file before medication is dispensed at school. This authorization, signed by a physician is necessary for prescriptive and non-prescriptive medications and is valid only for the current school year. Medication Authorization Form links (2 are required):
 - https://www.michigan.gov/documents/lara/BCAL-1243_8_15_fillable_2_498629_7.pdf

- <https://docs.google.com/document/d/1X6OxuU3QcnzZSVjbomxqnlURNolk8BjE1Z0EagPI2as/edit?usp=sharing>

- Prescriptive and non-prescriptive medications must be labeled and in the original container to be administered. Directions from the physician must be clearly marked on the container of prescription medications.
- All medications needed during Latchkey will be kept in a secure place in the Latchkey room. If your child has Asthma, you are required to have the prescribed inhaler for him/her on-site daily.
- A medication log will be kept for all medications administered to children. Each child and each medication given to a child requires a separate log. Changes in behavior will be logged and reported to parents. Logs and authorization forms should be kept in a binder in the office.
- Injections will not be given. (Exception: Documented diabetes, insect sting allergy or hypersensitivity, or anaphylactic reaction due to exposure to or ingestion of a food to which the child is known to be allergic). Latchkey staff will be trained by the school nurse to administer these types of medications.
- Staff will not administer medication the first time it is given. The parent/guardian must administer the first dose to monitor that the prescriptive drug does not pose allergic reaction problems.

Immunizations

The State of Michigan Licensing Rules for Child Care Centers require that immunizations remain up to date to participate in Latchkey. The best way to protect all students from contracting serious diseases is to have all students vaccinated according to the recommended vaccination schedule found at: [CDC Immunization Schedules](#)

If you have any questions regarding immunizations, please contact:

Macomb County Health Dept. (586) 469-5372 or Oakland County Health Dept. (248) 424-7046.

Child Abuse and Neglect Reporting

All employees and volunteers in the Latchkey program 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 program will comply with the Hazel Park School District policy on reporting suspicion of child abuse or neglect.

Licensing Information

The HPS Latchkey complies with all State of Michigan Licensing Child Care Centers requirements. Parents may access these rules at: www.michigan.gov/michildcare. A licensing notebook is available to parents during regular business hours at each building. The notebook contains the following documents: license inspection reports, special investigation reports, and corrective action plans. In addition, licensing inspection reports, special investigation reports, and corrective action plans may also be found online for the previous 5 years at: [Child Care Licensing](#)

HPS LATCHKEY PROGRAM POLICIES

- I understand that Hazel Park Schools Latchkey complies with all State of Michigan Licensing Child Care Center requirements.
- I understand that the payment is due on Monday of each week. Failure to make payments promptly may result in the child being removed/dropped from the program.
- I understand that students must be pre-registered to attend Latchkey. **I also understand that I am responsible for payment for all the pre-selected days of attendance, regardless of the child's attendance.**
- I understand that if I am late picking up my child, I will be charged a late fee for every additional minute after 6:00 PM. The fee will be added to the monthly invoice. Repeated late pick-ups may result in the child being removed/dropped from the program.
- I understand that I am responsible for providing the child's caregiver in writing any changes in parent/student information including phone numbers, addresses, email addresses, emergency contact information, and pertinent information pertaining to the child.
- I understand that I must complete the entire online registration form and include all parent information, local emergency contact information, physician and hospital information, as well as allergies, special needs, and special instructions.
- I understand that my child may be photographed or videotaped during their time in the program. These photos or tapes may be used in newsletters, the HPS District media sites, and/or community media.
- I understand that my child's immunizations must be up to date and the appropriate immunization record or waiver(s) are on file with the school.
- I understand my child must be in good health to attend Latchkey. In addition, I understand that I am required to notify Latchkey if my child has any activity restrictions.
- I am aware that a Licensing Notebook with licensing inspection reports, special investigation reports, and related corrective actions is available for review at each Latchkey location. I understand that this notebook will be available for parents to review during regular business hours.
- I understand that all employees of Latchkey have been cleared according to LARA (Licensing and Regulatory Affairs) via a Comprehensive Background Check.
- I understand that personal items are not allowed in Latchkey. I will not send personal items to Latchkey.

I have read the Latchkey Program 2025-2026 Parent Handbook and agree to all policies.

Parent/Guardian Signature _____ Date _____

Payment Agreement for Families Receiving DHS Daycare Assistance

Name of Parent or Guardian: _____

Child's Full Name: _____ Date of Birth: _____

Child's Full Name: _____ Date of Birth: _____

Child's Full Name: _____ Date of Birth: _____

Child's Full Name: _____ Date of Birth: _____

Latchkey Site: _____ Case # _____

By signing this Payment Agreement for Families Receiving DHS Daycare Assistance I am indicating that I fully understand the following.

- I understand that written authorization is required from the Department of Human Services (DHS) before accepting that a parent is eligible for childcare assistance. Until written authorization is received, the family must pay the full fee.
- I understand that there may be a co-payment which will be my responsibility to pay on a weekly basis before services are rendered and according to the terms outlined in the Parent Handbook. The co-payment is subject to change based on a child's actual hours of attendance. I understand that I will be responsible to pay all fees in full until the Hazel Park School District receives written notification that I am eligible for daycare assistance, the percentage DHS will pay and the eligibility start date.
- I understand that DHS only pays for the actual hours that a child is in care.
- I understand that I am not eligible for daycare reimbursement on days that I am not working, seeking employment or in an approved education program, and agree to either pay in full for days that I am not engaged in an approved activity or to refrain from using services on these days. Hazel Park School District Latchkey Program will not knowingly bill DHS for any unauthorized time that my child is in care.
- False reporting of children's hours of attendance to DHS is a felony and can be prosecuted. I understand that families must enter times when children are dropped off and picked up accurately. DHS may require families to substantiate their need for care by providing documentation that they actually worked or attended approved classes during the times we billed for childcare.
- I understand that DHS does not cover the cost of activity fees, late payment fees, or late pickup fees. I agree to pay these fees in full at the time they become due.
- Any fees paid by both the parent and DHS will be refunded to the parent. I understand that any overpayment as a result of these terms will be credited to my account or refunded to me. Any underpayment as a result of these terms will be immediately due to the school district and is my responsibility. I agree to pay all fees due to Hazel Park School District that are not reimbursed by DHS.

I wish to enroll my child in the program at the above site and agree to all terms and conditions outlined above.

Parent or Guardian Signature _____ Date: _____

Permission for After-School Activities - Elementary Only

Permission for Latchkey Child to Participate in Other After-School Activities

_____ (*Child's name*) has my permission to participate in the following after-school activity with the understanding that the person in charge of that activity is supervising my child during the activity and is responsible for returning my child to the Latchkey room when the activity is completed unless I specify otherwise. I will advise the person responsible for the activity of my desire to have my child returned to the latchkey room.

Service Squad _____ (*Position/Teacher*)

Teacher Helper _____ (*Teacher*)

Brownies/Scouts _____ (*Leader*)

Athletic Program _____ (*Coach*)

Other _____ (*Responsible party*)

Please indicate below your specifications regarding the return of your child to the Latchkey program:

_____ I expect my child to be returned to the latchkey program at approximately _____ (*time*)
by _____ (*Staff member*) who will sign my
child into the program. I have made these arrangements with the responsible party.

_____ I do not expect my child to be returned to the latchkey program.

Parent or Guardian Signature _____ Date: _____

Confidentiality Agreement

We expect that parents involved in the program refrain from discussing other children or their families with other parents, friends or staff. What is seen or heard in the program is not something for one to talk about to others. No one appreciates being the topic of others' conversation; it is up to each of us to treat all families with the same respect we desire for ourselves.

Within Latchkey, confidential and sensitive information will only be shared with Latchkey Staff who need to know so they can safely care for your child. The exception to this rule is in the event of suspected child abuse or neglect; information will be shared with Child Protective Services. To protect everyone's privacy and maintain trust, confidential information about staff, parents, or children other than your own will not be shared. Confidential information includes, but is not limited to, names, addresses, phone numbers, disability information, or other health-related information and behavior of anyone associated with Latchkey.

Our confidentiality policy protects every child and family's privacy. Latchkey Staff are strictly prohibited from discussing anything about a child other than their own with you.

Parent or Guardian Signature _____ Date: _____

Withdrawal Policy

Parent Decision

Parents are required to notify the Latchkey Site Director of the child's final program date. Until the Latchkey Site Director is notified in writing of the child's last date, families will be required to pay for this service.

Latchkey Site Director Decision

- Unable to Meet Child's Needs
 - It is our responsibility and desire to provide care for every child enrolled in our program. Sometimes, however, the Latchkey program is unable to meet the needs of a child and feels it is not in the best interests of the child, program, and/or other children enrolled to have the child in attendance. If this occurs, the program may require the parents to attend a conference with the Latchkey Coordinator and needed Staff regarding the matters that potentially warrant termination. Every effort will be expended to come to a satisfactory solution for all involved, including identification of the needs of the child, development, and implementation of behavior plans, changes to routines, and, as a last resort, referrals to other, more appropriate programs.

- Overdue Fees
 - The Latchkey Coordinator reserves the right to withdraw your child from the program if payments are not up-to-date. This is to ensure the program can sustain itself.

- Latchkey Family Consequences
 - In all circumstances, adult behavior that is perceived as threatening or disruptive to the emotional or physical safety of children and/or staff, will result in the immediate and possibly permanent exclusion of the adult(s) involved from our program.

Parents have the right to appeal all dismissals with the school district administration.

Parent or Guardian Signature _____ Date: _____



Hazel Park Schools
Student Handbook
2024-2025

TODAY'S LEARNERS, TOMORROW'S LEADERS

HAZEL PARK SCHOOLS

TABLE OF CONTENTS

Introduction	3
Equal Opportunity/Nondiscrimination Statement	3-4
Vision, Mission, and Beliefs	5
Hazel Park Schools Location and Contact Information	6
Notices and General Information	7 - 18
Student Records	19 - 23
Transportation and Parking	24 - 26
Promotion and Graduation Information	27 - 34
Code of Conduct and Attendance	35 - 54
Search and Seizure	55
Student Bullying, Cyber Bullying, and Harassment	56 - 60
Prohibited Acts	61 - 67
Attendance	68 - 72
Internet & Technology	73 - 78
Annual Notifications	80 - 83
Athletic and Extracurricular Handbook	84 - 94

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:

Denver Office
Office for Civil Rights
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

Board of Education

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Darrin Fox
Heidi Fortress
April Beaton
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Board President
Board Vice President
Board Secretary
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Central Office

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Dr. Stephanie Dulmage
Monica Papsian
Dr. Megan Papsian-Broadwell
Kristy Cales
Karla Graessley
Charles Pleiness
Brad Wilkins

Superintendent
Assistant Superintendent of Teaching and Learning
Assistant Superintendent of Business and Operations
Executive Director of Student Services
Director of Human Resources
Director of Community Schools
Director of Communications and Athletics
Director of Communications Technolog

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 and Contact Information

<p>Edison School 1650 Mapledale Ferndale, MI 48220 Phone: (248) 658-5400 Fax: (248) 544-5264 Principal: Dr. Michelle Krause</p>	<p>Jardon Vocational School 2200 Woodward Heights Ave. Ferndale, MI 48220 Phone: (248) 658-5950 Fax: (248) 544-5292 Supervisor: Heidi Kunz</p>
<p>Hazel Park Advantage Alternative School 1620 E. Elza Ave. Hazel Park, MI 48030 Phone: (248) 658-5280 Fax: (248) 544-5391 Principal: Kendal Smith</p>	<p>Michigan Cyber Academy 1182 E. 9 Mile Rd Hazel Park, MI 48030 Phone: (248) 399-2222 Program Director: Julie Marone</p>
<p>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</p>	<p>United Oaks Elementary 1001 E. Harry Ave. Hazel Park, MI 48030 Phone: (248) 658-2400 Fax: (248) 542-3530 Principal: Lisa Bernys</p>
<p>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</p>	<p>Webb Elementary Schools 2100 Woodward Heights Ave. Ferndale, MI 48220 Phone: (248) 658-5900 Fax: (248) 586-5848 Principal: Corri Nastasi</p>
<p>Hoover Elementary 23720 Hoover Ave. Hazel Park, MI 48030 Phone: (248) 658-5300 Fax: (248) 658-1131 Principal: Debra Dimas</p>	<p>Webster Early Childhood Center 431 W. Jarvis Ave. Hazel Park, MI 48030 Phone: (248) 658-5550 Supervisor: Heather Agueros</p>
<p>INVEST Roosevelt 24131 S. Chrysler Dr. Hazel Park, MI 48030 Phone: (248) 399-7033 Principal: Asaad Kalasho Director: Neran Kalasho</p>	

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.

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.

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.

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

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.

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.

- **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.

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

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.

BP APPENDIX A STUDENTS CODE

AG IV-15. Search and Seizure.

BP APPENDIX A STUDENTS CODE: Vehicle Usage

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

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

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 Recongnition**

Valedictorian	<ol style="list-style-type: none"> 1. Obtain highest possible grade point average 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 3. Must have taken and completed a full credit of the following courses at Hazel Park High School or equivalent courses from another accredited high
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	<p>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 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 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: 22

Subject Area	Credits	Courses
English	4	English 9 A, English 9 B 183

		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: 19

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

		<ul style="list-style-type: none"> • 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	1	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.
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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.

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. **The administrative team retains the flexibility to tailor responses to student behavior based on individual student needs.**

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

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</p> <p>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 midriiffs, 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.				
Truancy	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><i>NOTE:</i> 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

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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

Annual Notifications

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 ~~the~~ 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.