

REGULAR MEETING
November 13, 2025 at 6:30 PM - District Main Conference Room
800 Devillen
Royal Oak, Michigan 48073

AGENDA

1. OPENING / CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. STANDING APPROVAL ITEMS

3.1. Acceptance of Agenda

3.2. Approval of Minutes

2

**BOARD OF EDUCATION
SPECIAL MEETING
October 2, 2025 at 6:00 PM - District Main Conference Room
800 Devillen
Royal Oak, Michigan 48073**

MINUTES

PRESENT: President Tim Ciechorski; Vice President Erika Alexander; Secretary Deb Anderson; Treasurer Michelle Cook; Trustee Lauren Jasinski; Trustee Maryanne VanHaitsma; Superintendent Dr. John Tafelski; Executive Director of Finance and Operations Kathy Abela; Deputy Superintendent Dr. Joe Youanes; Operations Manager Jeff Synowiec; Owner’s Representative Michelle Kerns and Mark Paulus; Student Representatives Haneen Awada, Aiden Brock, Broderick McDonald, Cameron Bullis, Owen Krueger; and Finance Administrative Assistant Annemarie Carlisle

ALSO PRESENT: TMP Architecture Representative John Castellana; Community Member Brian Gordon, Trina Tocco and Woody Gontina; ROEA President Kerry Derminer; ROEA Vice President Mallory Greenway

ABSENT: Trustee Matt Wickey

1. Welcome and Introduction The meeting was called to order by Tim Ciechorski at 6:00 p.m.

2. Public Comment There were none.

3. BSSF

3.1. Churchill Re-imagine

John Tafelski presented an overview of Phase I. Barton Malow is currently working on the estimates. John stated that he is proud of everyone’s input on this project. A discussion regarding additional traffic on Girard may be needed at a future Royal Oak City School Liaison Committee meeting.

3.2. Three Year Plan

Michelle Kerns provided an update on the spreadsheet.

3.3. ROMS Tennis Courts

Mark Paulus shared the bid tabulation recommending Trist Creek Flooring. This will be an item for approval on the October 9 Board Agenda.

4. Bond Projects

4.1. Election Timeline

Kathy Abela stated that Jim Crawley from Miller Canfield is working on the election timeline. The Board Resolution will be presented April 9. The election is August 2026.

5. Operations
Jeff Synowiec shared that a battery-operated mower was purchased for the two courtyards at ROHS.
6. Technology and Curriculum There is no update at this time.
7. Finance
Kathy Abela stated there is no finalized state budget at this time.
8. Sustainability
Joe Youanes deferred to Woody Gontina. He provided an overview of the sustainability initiatives of the Royal Oak Environmental Advisory Board (EAB).
9. New Business/Board Member Considerations
Tim Ciechorski requested additional details on the agendas and minutes. Also, he would like Ashley Phillips' presentation attached.
10. Next Meeting: Thursday, November 6, 2025 at 6:00 pm
11. Adjournment Tim Ciechorski adjourned the meeting at 8:23 p.m.

Respectfully submitted,

Deborah Anderson
Secretary, Board of Education

**BOARD OF EDUCATION
REGULAR MEETING
October 9, 2025, at 6:30 PM - District Main Conference Room**

MINUTES

PRESENT: President Tim Ciechorski; Vice President Erika Alexander; Secretary Deb Anderson; Treasurer Michelle Cook; Trustee Lauren Jasinski; Trustee Maryanne VanHaitsma; Trustee Matt Wickey; and Student Representative Grace Hatton

ALSO PRESENT: Superintendent John Tafelski; Executive Director of Finance & Operations Kathy Abela; Executive Director of Curriculum & Instruction Joe Youanes; Executive Director of Staff & Students Services Patrick Wolynski; and Executive Assistant to the Superintendent & Board Jennifer Perkins

ABSENT: Student Representative Leilani Hamilton

1. OPENING / CALL TO ORDER President Ciechorski called the meeting to order at 6:32 p.m.

2. PLEDGE OF ALLEGIANCE The pledge was recited.

3. STANDING APPROVAL ITEMS

3.1. Acceptance of Agenda

President Ciechorski called for any additions or deletions. Seeing no objections, the agenda was approved by consensus.

3.2. Approval of Minutes

Moved by: Mrs. VanHaitsma

Seconded by: Mr. Wickey

Resolved, that the Royal Oak Schools Board of Education approves the following minutes:

September 4, 2025, Special Minutes (F&F)

September 11, 2025, Regular Minutes

7 in favor/0 opposed/0 abstentions.

The motion passed.

4. PROCLAMATIONS

4.1. Board Proclamation: Principals Month

Moved by: Mrs. VanHaitisma

Seconded by: Mrs. Anderson

WHEREAS, energetic and inspiring school leadership is essential to Michigan's schools to prepare students for success, both during their PreK-12 years and beyond; and,

WHEREAS, principals are entrusted with the educational development of young people and serve as educational visionaries, instructional leaders, assessment experts, community builders, facility managers, special programs administrators, and guardians of various legal, contractual, and policy mandates and initiatives; and,

WHEREAS, principals set the academic tone for their schools and work collaboratively with teachers and parents to develop and implement a clear mission, high curriculum standards, and performance goals; and

WHEREAS, principals play a vital role in the success of students by creating school environments that facilitate great teaching and learning, as well as continuous school improvement; and,

WHEREAS, much of the success of PreK-12 students can be attributed to principals who act as the liaison between the school and the community it serves, ensuring that parents and the community are aware of student and school achievements; and,

WHEREAS, the celebration of Principals Month honors elementary, middle, and high school principals and recognizes the importance of school leadership in ensuring every child has access to a high-quality education; and,

WHEREAS, during this month, we join educators, parents, and students throughout Michigan to raise awareness of the importance of educational leadership and to recognize and thank the hardworking principals in Michigan schools who set exemplary standards of service;

NOW, THEREFORE BE IT RESOLVED, the Royal Oak Schools Board of Education hereby proclaims October 2025 as Principals Month in Royal Oak Schools.

7 in favor/0 opposed/ 0 abstentions. The motion passed.

4.2. Board Resolution: Indigenous Peoples' Day

Moved by: Mrs. Alexander

Seconded by: Ms. Jasinski

WHEREAS, Indigenous Peoples' Day is celebrated on the second Monday of October each year. It's a day to honor Indigenous American cultures and histories and to recognize the contributions of Indigenous communities.

WHEREAS, Indigenous Peoples' Day was first proposed in Geneva in 1977 by a delegation of Native Nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, the Royal Oak Schools Board recognizes Indigenous people have lived upon this land since time immemorial and values the progress our society has accomplished through the contributions of Indigenous peoples' culture and achievements; and

WHEREAS, as a community that values diversity, equity, inclusion, and history, Royal Oak Schools will continue to acknowledge and celebrate Indigenous Peoples' Day and recognize the original inhabitants of the Americas for their rich traditions, inventions, government, agriculture, astrology, sports, and medicine; and

BE IT FURTHER RESOLVED, that all Royal Oak Schools will actively engage in the collective responsibility to teach and affirm Indigenous peoples' culture, history, and community; and

NOW, THEREFORE, we, the Royal Oak Schools Board of Education, do hereby proclaim Monday, October 13, 2025, as Indigenous Peoples' Day for Royal Oak Schools.

7 in favor/0 opposed/ 0 abstentions. The motion passed.

5. PUBLIC COMMENT

The board listened to public comment from the following persons:

- Aurora Yanaka, bullying in schools

6. RECOGNITIONS / PRESENTATIONS / REPORTS

6.1. Introduction of New Employees

Mr. Wolynski introduced the principals who then introduced new staff members to the board. There was a pause in the meeting to take photos.

6.2. Diversity, Equity and Inclusion

Ms. Phillips provided a September DEI update which included the following:

- Neurodiversity in Education
- LGBTQ+ Student's Project
- Journeys – First Journey
- OS HBSU College Expo
- DAPCEP College Workshop & Fair
- Systems of Inequity Series
- November 4 – Wellness Summit
- November 9 – JEDI Educators Summit

6.3. Curriculum Data

Dr. Younes presented a Student Growth Presentation, spoke about the 2023-28 Strategic Plan, and student statistics.

6.4. Student Representatives to the Board

Ms. Hatton provided an update on the following items:

- Future Fair, which was a collaboration between Berkley, Clawson, and Royal Oak
- Parent/Teacher Conferences will be on October 16
- Multiple band concerts
- The upcoming play on November 14-16 will be *Matilda*

7. COMMUNICATIONS

Mrs. Anderson, BOE Secretary, reported the following communications:

- Theresa Penchoff
- Janette Catchpole
- Rebecca Cheezum
- Jaclyn Sivers
- Tori McIntosh
- Carrie Hribar

8. *CONSENT AGENDA (*Personnel / Instruction / Business*)

Consent Agenda items approved at this time.

8.1. *Payment of Expenses

Resolved that the Royal Oak Schools Board of Education hereby approves expenditures as processed in the amount of \$7,212,386.61, for the period of September 1, 2025, through September 30, 2025.

9. MATTERS FOR DISCUSSION / ACTION

9.1. Superintendent John Tafelski

9.1.1. Second Reading of Revised/Replaced and/or Recommended Policies & Guidelines

Moved by: Mrs. Cook

Seconded by: Mrs. Alexander

Resolved, that the Royal Oak Schools Board of Education approves a second reading of the policies and administrative guidelines being revised, replaced, and/or recommended as presented.

7 in favor/0 opposed/0 abstentions.

The motion passed.

9.1.2. ROMS Tennis Court Contract Award

Moved by: Mrs. Cook

Seconded by: Mrs. VanHaitsma

Resolved that the Royal Oak Schools Board of Education authorizes the Superintendent to finalize and sign a contract with Trist Creek Flooring in the amount of \$120,000 for Royal Oak Middle School's Tennis Court Resurfacing. Additionally, 10% for contingency.

7 in favor/0 opposed/0 abstentions.

The motion passed.

- Curriculum & Instruction

Dr. Youanes gave updates about the following:

- Insight into Excellence: Peer to Peer Programs (video presentation)

9.3. Staff and Student Services

Mr. Wolynski provided an enrollment update and spoke about related agenda items.

Mrs. Van Haitsma inquired about having a Hiring Fair.

9.3.1 Personnel Changes

Moved by: Mrs. Alexander

Seconded by: Ms. Jasinski

Resolved, the Royal Oak Schools Board of Education approves the regular personnel changes as presented in the board packet.

7 in favor/0 opposed/0 abstentions.

The motion passed.

10. PUBLIC COMMENT There were none.

11. BOARD COMMENTS / LIAISON REPORT

Committee Reports:

- Communications Committee – Mrs. Alexander stated that they discussed the new Communications Supervisor position and what it will look like for the future.
- Arts and Preservation Committee – Mrs. Anderson stated that they discussed the signage for the mural replicas, the lintel at ROMS, and noted that ROMS 100th Anniversary will be in 2027.
- Curriculum Committee – Mrs. Cook stated that they discussed K-12 literacy and dyslexia law, and how the district will prepare for the implementation.

Liaison Reports:

- Dr. Tafelski provided updates regarding free breakfast and lunch, listed dates for upcoming sports events, volunteer opportunities for Safe Routes to Schools, moving Cabinet meetings to a different school each month, and praised our bands for their great concerts. He reminded everyone to listen to his podcasts.
- Mrs. VanHaitsma reminded everyone about the Royal Oak Youth Assistance Bowl-A-Thon and asked that people still engage with their legislators. She also spoke about the upcoming October 24 student lunches with the Board.
- Ms. Jasinski spoke about supplementary storage law and safe gun storage.

12. ADJOURNMENT

President Ciechorski called for adjournment of the meeting at 8:14 p.m. Approved by consensus.

Respectfully submitted,

Deborah Anderson
Secretary, Board of Education

3.3. Donations

4. PROCLAMATIONS/RESOLUTIONS

4.1. Board Proclamation: Support and Endorsement of *Invest in MI Kids* Proposal 10

Resolution to Support and Endorse the *Invest in MI Kids* Proposal

WHEREAS, the Board of Education of the Royal Oak School District acknowledges that Michigan’s public schools are the cornerstone of our communities and the foundation of our children’s future; and,

WHEREAS, the Board of Education of the Royal Oak School District believes strong public schools attract families, boost property values, and strengthen the workforce—benefiting everyone; and,

WHEREAS, Michigan's public schools are underfunded by \$4.5 billion, and more than 3/4 of all Michigan public school students attend schools in districts that are over \$2000 per pupil below adequacy¹; and,

WHEREAS, funding for Michigan's School Aid Fund has significantly decreased over the last two decades, and between 2015 and 2022, seven studies found Michigan does not provide enough money for the state’s public schools²; and,

WHEREAS, in the 2021-2022 school year, Michigan offered the lowest starting teacher salary in the Great Lakes region³; and,

WHEREAS, the top 1% earners in Michigan pay a lower effective tax rate than everyday people pay (5.7% for the top 1% vs 7.1-9.7% for the bottom 80%)⁴; and,

WHEREAS, the lifetime earnings of Michigan’s current K-12 students could increase by \$27 billion if their educational achievement matched the national average⁵; and,

WHEREAS, A 10% increase in per-pupil spending improved low-income students’ graduation rates by seven percentage points, and their adult hourly wages by 13%⁶;

THEREFORE, BE IT RESOLVED that the Royal Oak School District Board of Education hereby endorses the Invest in MI Kids proposed amendment to the Michigan Constitution to impose a 5% fair share surcharge on annual taxable income over \$1 million for joint filers and over \$500,000 for single filers, to raise funds for career and technical education, reducing class size and attracting and retaining educators in public schools across the State and is subject to an annual audit.

¹ What Will it Take to Achieve Funding Adequacy for All Michigan’s Students, Education Law Center
https://edlawcenter.org/assets/Michigan/2023_ELC_MichiganReport_Final.pdf

² Augenblick, Palaich & Associates. “Michigan Education Finance Study.” (2016). Koenigsnecht, et al. “Special Education Funding Subcommittee Report, Submitted to Lt. Governor Brian Calley.” (2017). Michigan School Finance Collaborative, “Costing Out the Resources Needed to Meet Michigan’s Standards and Requirements.” (2018). Arsen, David, Delpier Tanner, and Nagel, Jesse. “Michigan School Finance at the Crossroads: A Quarter Century of State Control.” (2019). Nagel, Jesse. “Special Education Finance in Michigan: Implications for Equity.” PhD diss., Michigan State University, 2021. Hollenbeck, Kevin, Timothy J. Bartik, Randall W. Eberts, Brad J. Hershbein, and Michelle Miller-Adams. “The Road Toward K-12 Excellence in Michigan: How an Upgraded Financing System Can Better Support Enhanced Student Achievement.” (2015). Morgan, Ivy, Reetchel Presume, Mary Grech, and Ary Amerikaner. “Michigan’s School Funding: Crisis and Opportunity.” Education Trust-Midwest (2020).

³ Michigan Teacher Shortage Study: 2025 Report. Education Policy Innovation Collaborative. January 2025.
https://epicedpolicy.org/wp-content/uploads/2025/01/Teacher-Shortage-Report_Full-Report_Dec2024.pdf

⁴ Michigan: Who Pays? 7th Edition. Institute on Taxation and Economic Policy. <https://itep.org/whopays/michigan-who-pays-7th-edition/>

⁵ <https://research.upjohn.org/cgi/viewcontent.cgi?article=1218&context=reports>, UpJohn Institute

⁶ Does Money Matter in Education? Tanner Delpier, Jesse Nagel, Kelly Stec, Alounso Gilzene, David Arsen
<https://edge.sitecorecloud.io/michiganstab57e-msustrategi129d-prod9868-7e5e/media/Project/MSU/Education/Files/k12/does-money-matter-policy-brief.pdf>

Board Proclamation: Native American Heritage Month

Description:

WHEREAS the United States Congress has designated the month of November as Native American Heritage Month, and Royal Oak Schools joins in honoring the rich histories, cultures, and enduring contributions of Native American and Alaska Native people in our society; and

WHEREAS a congressional resolution proclaiming Native American Heritage Month was first passed in 1990, and Gov. Gretchen Whitmer issued a proclamation declaring November as Native American Heritage Month in Michigan on Nov. 1, 2024; and

WHEREAS Michigan is home to many Indigenous nations, including the Ojibwe, Odawa, Potawatomi and Wyandot people, whose histories are deeply interwoven with the land and the history of the state; and

WHEREAS Native American and Alaska Native communities have made significant contributions throughout history in areas such as governance, agriculture, environmental stewardship, language, and the arts, enriching the cultural fabric of the United States and promoting sustainable practices that are essential to building a better future while also preserving distinct traditions, values and worldviews; and

WHEREAS Native American Heritage Month serves as an important reminder to reflect on the resilience of Native American and Alaska Native people, acknowledge their historical and ongoing struggles, and honor their profound impact on both our past and future, as well as their immeasurable contributions to the state of Michigan and beyond.

NOW, THEREFORE, the Royal Oak Schools Board of Education, hereby proclaim the month of November as Native American Heritage Month at Royal Oak Schools.

5. PUBLIC COMMENT

6. RECOGNITIONS / PRESENTATIONS / REPORTS

6.1. Diversity, Equity and Inclusion

Presenter: Ashley Phillips

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November DEI Updates

OS Restorative Practices Collaborative

OS Systems of Inequity Series

ROS DEI Wellness Summit

IFLC- Journey #2

JEDI Educators Summit

Odysseys- Session 2



Restorative Practices Collaborative



Community Building Circles

Community Dialogues

Artificial Intelligence

Listening Circles

Civility

Julie McDaniel-Muldoon, PhD, ACTP

Safety and Well-Being Consultant

Advanced Certified Trauma Practitioner and Trainer

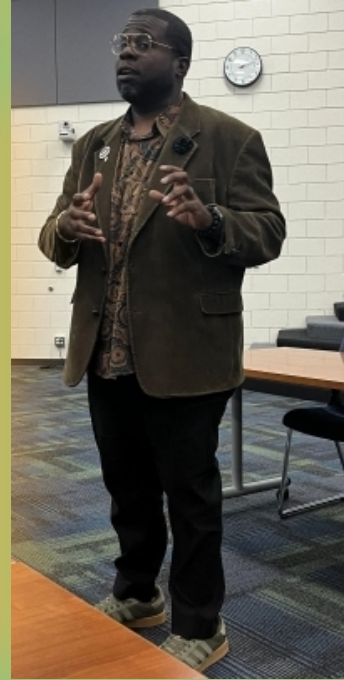
Certified Restorative Practitioner and Trainer

2025- 2026 Systems of Inequity Series Launch



Oakland
Schools

“Unmasking Educational Equity”



Several OC districts
in attendance

1972

Desegregation
Busing Debate

Current issues
in education



ROS Inaugural Diversity, Equity, and Inclusion Staff Wellness Summit



ROS Inaugural Diversity, Equity, and Inclusion Staff Wellness Summit



vibe credit union **SMART**

Royal Oak
MARCO'S
PIZZA

MESSA
Wellness
mindfulness • movement • nutrition

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Oakland Schools

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OAKLAND
COUNTY MICHIGAN
All ways, MOVING FORWARD

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AND RECREATION



IFLC- Journeys: World Religion of Metropolitan Detroit



Hinduism Journey

Educational Tour + Q & A, Yoga + Meditation

Culturally-connected meal, Garba, and Dressing



IFLC- Journeys: World Religion of Metropolitan Detroit



www.detroitinterfaithcouncil.com



Justice, Diversity, Equity, and Inclusion Educator Summit

Oakland Schools, the J.E.D.I. Council, Oakland University, and the Initiative for Eradicating Racism Present:

J.E.D.I. EDUCATOR

JUSTICE - EQUITY - DIVERSITY - INCLUSION

Summit

OAKLAND UNIVERSITY.
INITIATIVE FOR ERADICATING RACISM

Oakland Schools

November 6, 2025



Guest Speaker



Dr. Jay B. Marks
Independent Consultant: Diversity, Equity, Inclusion, and Justice
Faculty: Oakland University

FORWARD
J.E.D.I.

TRUTH #3

YOU CANNOT CONQUER WHAT YOU SECRETLY AGREE WITH.



Oakland Schools



Justice, Diversity, Equity, and Inclusion Educator Summit



“Forward: Leading Beyond the Distractions”

Culturally-Responsive Teaching

Centering Student Voice

HBCUS + K-12 Education

Equity + Engagement



IFLC- InterFaith Odysseys

Upcoming Odyssey:

Dec. 4th

INTERFAITH ODYSSEYS

Immerse yourself in the ancient and deeply rooted traditions of Orthodox Christianity by stepping into the sacred space of St. John Armenian Orthodox Church.

Family Friendly

THURSDAY | DECEMBER 4
ST. JOHN ARMENIAN CHURCH
22001 NORTHWESTERN HWY, SOUTHFIELD, MI 48075
6:00-8:30 PM

What to Expect:

- A fascinating guided tour of the Alex & Marie Manoogian Museum
- An inside look at the temple's sacred art and worship spaces
- A warm, family-friendly atmosphere with time for questions and reflection
- Delicious culturally-connected meal

Ages 10+ | \$35 per person | \$50 per family
(2 or more)

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6.2. Student Representatives to the Board
Presenter: Leilani Hamilton and Grace Hatton

7. COMMUNICATIONS

Presenter: Board of Education Secretary

8. *CONSENT AGENDA (*Personnel / Instruction / Business*)

8.1. *Payment of Expenses

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WIRE TRANSFERS

10/1/2025 - 10/31/2025

<u>DATE</u>	<u>PAYROLL LIABILITIES</u>	<u>TRANSFERS</u>	<u>DESCRIPTION</u>
10/10/2025	1,585,441.49		
10/24/2025	1,573,346.60		
8/29/2025	-		
10/1/2025		1,114.51	DETROIT TAXES
10/2/2025		572.82	MERCH SERV FEES
10/3/2025		673,205.19	ORS
10/3/2025		398.37	DTE
10/6/2025		447.00	NVA VISION
10/6/2025		103.35	NVA VISION
10/8/2025		1,451,631.38	MESSA SEPT/OCT
10/10/2025		125,020.96	EDUSTAFF
10/14/2025		44.41	CLOVERGO
10/20/2025		595,088.12	ORS
10/21/2025		15,000.00	ARBITERPAY
10/21/2025		399.50	NVA VISION
10/23/2025		361.40	SETSEG
10/24/2025		127,879.25	EDUSTAFF
10/28/2025		34,051.04	PURCH CARD
10/28/2025		715,807.41	MESSA NOV
10/29/2025		324,125.00	SETSEG
10/29/2025		295,001.39	EDUSTAFF
TOTAL	<u>\$3,158,788.09</u>	<u>4,360,251.10</u>	

TOTAL TRANSFERS: \$7,519,039.19

ROYAL OAK SCHOOLS

BILLS SUBMITTED FOR APPROVAL

10/31/25

BILLS PAID:	10/01/2025 - 10/31/2025	ACCOUNTS PAYABLE - GENERAL	\$343,121.54
VENDOR EP:	10/01/2025 - 10/31/2025	ACCOUNTS PAYABLE - GENERAL	\$2,088,869.55
WIRE TRANSFERS:	10/01/2025 - 10/31/2025	WIRE TRANSFERS:	<u>\$7,519,039.19</u>
		TOTAL:	\$9,951,030.28

GRAND TOTAL **\$9,951,030.28**

Electronic Payment Register October 2025

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00007770	10/2/2025	402783	AMAZON.COM SERVICES LLC	96.22
00007771	10/2/2025	008670	BLICK ART MATERIALS	357.98
00007772	10/2/2025	003671	BOYCE, KIMBERLY	48.16
00007773	10/2/2025	004752	CENTRAL MICHIGAN PAPER CO	1,360.00
00007774	10/2/2025	009592	CSM MECHANICAL LLC	4,797.77
00007775	10/2/2025	403465	CUREUV.COM	1,349.73
00007776	10/2/2025	317649	FIRE DEFENSE EQUIPMENT CO INC	4,918.48
00007777	10/2/2025	003234	HEARTAED	7,074.00
00007778	10/2/2025	400819	IB SOURCE INC	4,193.42
00007779	10/2/2025	097413	J W PEPPER & SON INC	354.98
00007780	10/2/2025	037818	LAKESHORE LEARNING MATERIALS L	243.71
00007781	10/2/2025	008224	LEXIA VOYAGER SOPRIS INC	5,520.00
00007782	10/2/2025	003372	METRO DETROIT BUREAU	400.00
00007783	10/2/2025	006148	MIDSTATES RECREATION	864.84
00007784	10/2/2025	093086	MILLAR, DARRIN	92.99
00007785	10/2/2025	013270	MJ CHISHOLM CONSTRUCTION CO	3,800.00
00007786	10/2/2025	404089	RAMOLD, KRISTIN	18.48
00007787	10/2/2025	059580	SCHOLASTIC MAGAZINES	395.61
00007788	10/2/2025	069450	SCHOOL SPECIALTY LLC	1,175.92
00007789	10/2/2025	404218	SZMANSKY, THERESA	78.40
00007790	10/2/2025	401280	VILLALUZ, CARI	74.55
00007791	10/2/2025	071860	WEINGARTZ SUPPLY CO	8,620.88
00007792	10/2/2025	401130	YEO AND YEO TECHNOLOGY	2,270.00
00007793	10/2/2025	404369	ZAPOLUCH, JULIE	55.86
00007794	10/9/2025	033200	21ST CENTURY MEDIA NEWSPAPER L	409.10
00007795	10/9/2025	401072	A R REPAIRS BAKERS KNEADS INC	739.78
00007796	10/9/2025	404258	ABM	4,330.32
00007797	10/9/2025	403111	ADN ADMINISTRATORS INC	3,273.01
00007798	10/9/2025	402817	ALL CITY MECHANICAL AND REFRIG	1,799.00
00007799	10/9/2025	402783	AMAZON.COM SERVICES LLC	3,473.09
00007800	10/9/2025	004606	APPLE INC	324.00
00007801	10/9/2025	009058	APPLIED INNOVATION	4,739.71
00007802	10/9/2025	009863	ASI SIGNAGE INNOVATIONS	1,021.94
00007803	10/9/2025	404046	BBC DISTRIBUTING LLC A BRADYPL	8,199.77
00007804	10/9/2025	008100	BILLINGS LAWN EQUIPMENT	85.16
00007805	10/9/2025	008670	BLICK ART MATERIALS	639.45
00007806	10/9/2025	008252	CENGAGE LEARNING INC	4,524.70
00007807	10/9/2025	004752	CENTRAL MICHIGAN PAPER CO	1,476.00
00007808	10/9/2025	402509	CINTAS CORPORATION	2,901.02
00007809	10/9/2025	401440	CNS ELECTRIC CO	1,453.00
00007810	10/9/2025	403382	DABROWSKI, LISA	11.34
00007811	10/9/2025	317649	FIRE DEFENSE EQUIPMENT CO INC	46,982.87
00007812	10/9/2025	024676	FLINN SCIENTIFIC INC	2,474.03
00007813	10/9/2025	403218	GRISAMER, JARET	68.60
00007814	10/9/2025	403701	GUMBEL, MAUREEN	22.82
00007815	10/9/2025	402891	HARWOOD, THOMAS	100.00
00007816	10/9/2025	008250	INSTITUTE FOR MULTI SENSORY ED	37.95
00007817	10/9/2025	402021	JIMS SPORTSWEAR	601.58
00007818	10/9/2025	035160	JOHNSON CONTROLS INC	1,179.60

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00007819	10/9/2025	037818	LAKESHORE LEARNING MATERIALS L	4,645.00
00007820	10/9/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	406.91
00007821	10/9/2025	400330	MENARY, LORI	9.52
00007822	10/9/2025	403749	MURRAY, DEANNA	14.63
00007823	10/9/2025	048300	NATIONAL TIME AND SIGNAL	510.90
00007824	10/9/2025	401507	OC TEES INC	749.80
00007825	10/9/2025	403889	PARKVISION	3,179.32
00007826	10/9/2025	404346	PERKINS, JENNIFER	8.68
00007827	10/9/2025	097421	POTTER, DAVID	160.00
00007828	10/9/2025	404374	ROMANCZUK, JENNIFER	110.00
00007829	10/9/2025	057719	ROSE PEST SOLUTIONS	2,189.00
00007830	10/9/2025	069450	SCHOOL SPECIALTY LLC	1,449.05
00007831	10/9/2025	066775	THRUN LAW FIRM PC	2,866.00
00007832	10/9/2025	000535	VERIZON WIRELESS SERVICES LLC	2,127.25
00007833	10/9/2025	072372	WESTERN PSYCHOLOGICAL SERVICES	82.00
00007834	10/9/2025	004297	WILLOW COMMUNICATIONS INC.	180.00
00007835	10/10/2025	402783	AMAZON.COM SERVICES LLC	1,814.14
00007836	10/10/2025	009863	ASI SIGNAGE INNOVATIONS	1,590.31
00007837	10/10/2025	400548	EASTSIDE MAINTENANCE SERVICE C	4,595.00
00007838	10/10/2025	403461	NJOVU, ANNE	45.36
00007839	10/10/2025	050310	OAKLAND SCHOOLS	137,200.00
00007840	10/10/2025	069450	SCHOOL SPECIALTY LLC	947.56
00007841	10/15/2025	404258	ABM	499,833.50
00007842	10/15/2025	402783	AMAZON.COM SERVICES LLC	1,907.41
00007843	10/15/2025	403433	BLUE LAKES CHARTERS AND TOURS	558.00
00007844	10/15/2025	400665	BOLHOUSE LLC	1,580.00
00007845	10/15/2025	004752	CENTRAL MICHIGAN PAPER CO	1,320.00
00007846	10/15/2025	011538	CHARTWELLS DINING	242,865.86
00007847	10/15/2025	404104	GALLAGHER BENEFIT SERVICES INC	6,000.00
00007848	10/15/2025	402891	HARWOOD, THOMAS	50.00
00007849	10/15/2025	005417	LAURENCE, CARRIE	135.10
00007850	10/15/2025	008885	LOGISOFT COMPUTER PRODUCTS LLC	8,204.00
00007851	10/15/2025	003753	MCMANN, RAY	50.49
00007852	10/15/2025	050310	OAKLAND SCHOOLS	10.00
00007853	10/15/2025	401493	PAZDZIORKO, CAITLIN	68.40
00007854	10/15/2025	403185	PEOPLE DRIVEN TECHNOLOGY INC	11,800.00
00007855	10/15/2025	069450	SCHOOL SPECIALTY LLC	325.46
00007856	10/15/2025	401839	SCHOOL TECH TEAM INC	17.50
00007857	10/15/2025	009691	SERVICE PRO	729.00
00007858	10/15/2025	403738	TOSHIBA BUSINESS SOLUTIONS	1,514.61
00007859	10/17/2025	402783	AMAZON.COM SERVICES LLC	203.90
00007860	10/17/2025	009024	ASPEN DOOR SUPPLY	340.00
00007861	10/17/2025	006499	BERESFORD COMPANY	480.00
00007862	10/17/2025	008100	BILLINGS LAWN EQUIPMENT	205.77
00007863	10/17/2025	007831	EVERWAY LLC	3,286.70
00007864	10/17/2025	403703	ISCG	840.78
00007865	10/17/2025	037467	KURTS KUSTOM PROMOTIONS LLC	2,958.63
00007866	10/17/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	8,022.16
00007867	10/17/2025	048300	NATIONAL TIME AND SIGNAL CORP	1,588.80
00007868	10/17/2025	050310	OAKLAND SCHOOLS	359,440.16
00007869	10/17/2025	069450	SCHOOL SPECIALTY LLC	16.07

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00007870	10/17/2025	069780	VARSITY SPIRIT FASHIONS AND SU	3,822.00
00007871	10/17/2025	000457	WAYNE RESA	5,150.00
00007872	10/23/2025	401441	A F BELLISARIO INC	7,300.00
00007873	10/23/2025	404258	ABM	249,916.75
00007874	10/23/2025	008312	ABSOPURE WATER COMPANY LLC	39.20
00007875	10/23/2025	402783	AMAZON.COM SERVICES LLC	4,599.74
00007876	10/23/2025	004606	APPLE INC	972.00
00007877	10/23/2025	006848	AQUATIC SOURCE LLC	2,179.92
00007878	10/23/2025	006046	B AND H PHOTO VIDEO	372.28
00007879	10/23/2025	009649	BARLAGE, AMY	75.25
00007880	10/23/2025	401498	BRUNNER AVENA, AMY	82.18
00007881	10/23/2025	006111	CEI MICHIGAN LLC	1,898.00
00007882	10/23/2025	009592	CSM MECHANICAL LLC	2,444.64
00007883	10/23/2025	403039	CULPEPPER, SARAH	12.74
00007884	10/23/2025	010272	DEARBORN NATIONAL LIFE INS CO	3,644.48
00007885	10/23/2025	404144	DURHAM SCHOOL SERVICES LP	204,669.37
00007886	10/23/2025	317649	FIRE DEFENSE EQUIPMENT CO INC	1,572.02
00007887	10/23/2025	404088	GJONI, MIRANDA	85.05
00007888	10/23/2025	027845	GOPHER SPORT	115.18
00007889	10/23/2025	403592	GREEN, JANET	54.25
00007890	10/23/2025	403701	GUMBEL, MAUREEN	22.82
00007891	10/23/2025	402891	HARWOOD, THOMAS	278.74
00007892	10/23/2025	006352	INTERNATIONAL BACCALAUREATE OR	9,350.00
00007893	10/23/2025	035370	JORDANO GRAPHICS SIGNS LLC	480.00
00007894	10/23/2025	009957	KRANTZ, KATHLEEN	63.00
00007895	10/23/2025	037467	KURTS KUSTOM PROMOTIONS LLC	2,285.51
00007896	10/23/2025	402621	LARKIN ENGINEERING LLC	12,500.00
00007897	10/23/2025	006576	LECOLE PLANNERS LLC	26,890.00
00007898	10/23/2025	401522	MAHAR, DANIELLE	113.62
00007899	10/23/2025	006429	MCCUTCHEN, BARBARA	86.94
00007900	10/23/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	592.50
00007901	10/23/2025	400330	MENARY, LORI	274.28
00007902	10/23/2025	050310	OAKLAND SCHOOLS	34,000.00
00007903	10/23/2025	403867	OLIVER, SUSANNAH	69.58
00007904	10/23/2025	402919	PALMERI, MELANIE	56.00
00007905	10/23/2025	402938	PAXEN PUBLISHING LLC	775.91
00007906	10/23/2025	403112	QUENCH USA INC	88.85
00007907	10/23/2025	403059	SAVONA, REBEKAH	12.60
00007908	10/23/2025	403776	SCHWARB, AMY	72.87
00007909	10/23/2025	404288	SEC SHIELD LLC	812.93
00007910	10/23/2025	062677	SPALDING DEDECKER ASSOCIATES I	10,806.50
00007911	10/23/2025	063680	STAPLES BUSINESS ADVANTAGE	692.40
00007912	10/23/2025	400048	TRINGALI SANITATION INC	575.00
00007913	10/23/2025	403090	US OMNI AND TSACG COMPLIANCE S	374.12
00007914	10/23/2025	404433	WALKER, AMY	31.43
00007915	10/23/2025	403381	YESKO, SARAH	40.88
00007916	10/23/2025	008022	ZAVISLAK, ANGELA	86.87
00007917	10/30/2025	404258	ABM	4,330.32
00007918	10/30/2025	402783	AMAZON.COM SERVICES LLC	1,655.30
00007919	10/30/2025	004606	APPLE INC	1,287.00
00007920	10/30/2025	009058	APPLIED INNOVATION	3,769.02

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00007921	10/30/2025	006046	B AND H PHOTO VIDEO	89.92
00007922	10/30/2025	404046	BBC DISTRIBUTING LLC A BRADYPL	552.00
00007923	10/30/2025	008670	BLICK ART MATERIALS	615.60
00007924	10/30/2025	005349	BRINKER, MOLLY	56.14
00007925	10/30/2025	400232	BURLINGTON ENGLISH INC	2,880.00
00007926	10/30/2025	004503	BURTON, LINDA	89.60
00007927	10/30/2025	008791	CARLISLE, ANNEMARIE	6.16
00007928	10/30/2025	403668	CHROMEBOOKPARTS.COM	1,799.40
00007929	10/30/2025	013730	CLARK HILL PLC	2,144.00
00007930	10/30/2025	009365	CLEAR RATE COMMUNICATIONS LLC	818.30
00007931	10/30/2025	402070	COLLINS AND BLAHA PC	11,050.00
00007932	10/30/2025	400451	COMMUNITY PUBLISHING AND MARKE	1,200.00
00007933	10/30/2025	403263	GLOWACKI, KATRINA	10.08
00007934	10/30/2025	007395	GREENWAY, MALLORY	57.50
00007935	10/30/2025	403218	GRISAMER, JARET	57.40
00007936	10/30/2025	005124	H O H WATER TECHNOLOGY INC	950.00
00007937	10/30/2025	097413	J W PEPPER & SON INC	431.75
00007938	10/30/2025	004947	JAYS SEPTIC TANK SERVICE	700.00
00007939	10/30/2025	400836	KOIVUNEN, MEGHAN	46.27
00007940	10/30/2025	037818	LAKESHORE LEARNING MATERIALS L	149.46
00007941	10/30/2025	005417	LAURENCE, CARRIE	46.20
00007942	10/30/2025	401700	MERRICK, GENNA	122.82
00007943	10/30/2025	093086	MILLAR, DARRIN	540.00
00007944	10/30/2025	050310	OAKLAND SCHOOLS	30.00
00007945	10/30/2025	402919	PALMERI, MELANIE	98.00
00007946	10/30/2025	404089	RAMOLD, KRISTIN	75.00
00007947	10/30/2025	003291	ROEDER, JAMES	55.02
00007948	10/30/2025	004599	ROSE, ALBIN	62.16
00007949	10/30/2025	069450	SCHOOL SPECIALTY LLC	1,545.28
00007950	10/30/2025	401839	SCHOOL TECH TEAM INC	52.50
00007951	10/30/2025	063680	STAPLES BUSINESS ADVANTAGE	34.97
00007952	10/30/2025	404218	SZMANSKY, THERESA	36.26
00007953	10/30/2025	401715	TURK, CHERYL	103.92
00007954	10/30/2025	069780	VARSITY SPIRIT FASHIONS AND SU	2,621.25
			Electronic Payments Issued	2,088,869.55
			Less VOIDS	-
			GRAND TOTAL	2,088,869.55

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Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225634	10/2/2025	001739	ANDONI, VJOLLA	127.96
00225635	10/2/2025	001151	ARNOLD SALES COMPLETE JANITOR	933.60
00225636	10/2/2025	403460	BAUGHMAN, THERESA	233.72
00225637	10/2/2025	006136	BSN SPORTS LLC	451.48
00225638	10/2/2025	400136	BUILDING AUTOMATED SYSTEMS AND	8,230.00
00225639	10/2/2025	401866	CHAMPION TEAMWEAR	1,047.87
00225640	10/2/2025	057870	CITY OF ROYAL OAK	20,822.00
00225641	10/2/2025	404284	CLEGHORN, CHELSEA	23.94
00225642	10/2/2025	401499	J W CHRISTMAS AND ASSOCIATES I	20,400.00
00225643	10/2/2025	404371	JARRAIT, JOELLE	37.50
00225644	10/2/2025	404370	LAWRENCE ARTHUR STOCK	1,406.50
00225645	10/2/2025	402091	LEONARDS SYRUPS	336.60
00225646	10/2/2025	403694	MAURICE, SAMANTHA	41.95
00225647	10/2/2025	053572	PLANK ROAD PUBLISHING	20.45
00225648	10/2/2025	404368	ROCHESTER ORTHODONTICS	300.00
00225649	10/2/2025	005763	SCHOLASTIC CLASSROOM MAGAZINES	208.78
00225650	10/2/2025	401978	SCHULTZ, CIARA	651.75
00225651	10/2/2025	063950	STATE OF MICHIGAN	397.07
00225652	10/2/2025	096570	TROY SCHOOL DISTRICT	220.00
00225653	10/2/2025	402767	VAN BUREN PUBLIC SCHOOLS	400.00
00225654	10/2/2025	404356	WESTCOM WIRELESS INC	10,916.00
00225655	10/2/2025	404216	WOLVERINE POWER SYSTEMS LLC	515.60
00225656	10/2/2025	403674	ZOHR, TRENTON	160.00
00225657	10/9/2025	008401	ACCO BRANDS USA LLC	2,102.21
00225658	10/9/2025	404103	BOEDEKER, ERIN	111.30
00225659	10/9/2025	006136	BSN SPORTS LLC	1,457.45
00225660	10/9/2025	002962	CHETS RENT-ALL	133.86
00225661	10/9/2025	057870	CITY OF ROYAL OAK	740.25
00225662	10/9/2025	403698	CONSTELLATION NEWENERGY GAS DI	5,891.83
00225663	10/9/2025	015210	CONSUMERS ENERGY COMPANY	4,790.09
00225664	10/9/2025	001289	COREWELL HEALTH	5,729.00
00225665	10/9/2025	016005	CRANBROOK EDUCATIONAL COMMUNIT	1,055.00
00225666	10/9/2025	009408	DAVIS, COLLEEN	122.00
00225667	10/9/2025	081466	DEAF C.A.N.!	145.60
00225668	10/9/2025	005652	DIHYDRO SERVICES INC	5,188.00
00225669	10/9/2025	404350	DILDILIAN, LISA	65.00
00225670	10/9/2025	018360	DTE ENERGY	1,010.08
00225671	10/9/2025	403455	HATTON, CINDY	65.50
00225672	10/9/2025	000877	KOCIS, JENNIFER	22.82
00225673	10/9/2025	404308	LUCIDO AND MANZELLA PC	114.79
00225674	10/9/2025	404365	MEG LLC	30,750.00
00225675	10/9/2025	404252	MIDLAND CREDIT MANAGEMENT INC	69.31
00225676	10/9/2025	001603	MISDU	17.24
00225677	10/9/2025	009866	MPS	5,085.69
00225678	10/9/2025	404373	MY GREEN MICHIGAN	2,900.00
00225679	10/9/2025	050244	OAKLAND COUNTY TREASURER	9,685.41
00225680	10/9/2025	404068	OCADA	57.03
00225681	10/9/2025	404154	TURNITIN LLC	8,132.00
00225682	10/9/2025	068069	UNITED PARCEL SERVICE INC	25.00

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225683	10/9/2025	402117	WEBER AND OLCESE PLC	510.81
00225684	10/10/2025	404382	ALBRIGHT, ANDREW	50.00
00225685	10/10/2025	404400	BIELSKI, LAUREN	250.00
00225686	10/10/2025	404410	BIENIEK, TERRAN	50.00
00225687	10/10/2025	404405	BISHOP, PAIGE	50.00
00225688	10/10/2025	009334	BLOOMFIELD HILLS SCHOOL DISTRI	2,251.00
00225689	10/10/2025	404401	BONE, ERIKA	100.00
00225690	10/10/2025	317441	BOWKER, JIM	114.10
00225691	10/10/2025	404376	BRISTOLL, MONIKA	50.00
00225692	10/10/2025	404418	BROWN, JENA	104.00
00225693	10/10/2025	403535	BRYANT, MICHELLE	50.00
00225694	10/10/2025	006136	BSN SPORTS LLC	2,785.55
00225695	10/10/2025	404387	BUDD, KRISTEN	10.00
00225696	10/10/2025	404421	CARROLL, TAYLOR	15.60
00225697	10/10/2025	404389	CATRINE, GINA	20.00
00225698	10/10/2025	404408	CLARK, TYLER	13.00
00225699	10/10/2025	400670	COLLIGAN, DAN	143.37
00225700	10/10/2025	404412	COURTEMANCHE, DANIELLE	30.00
00225701	10/10/2025	404415	DINSMORE, ABBY	60.00
00225702	10/10/2025	008842	ELITE SPORTWEAR LP	129.90
00225703	10/10/2025	404406	FLAIM, ERIN	40.00
00225704	10/10/2025	008995	FORSYTHE, ELIZABETH	20.10
00225705	10/10/2025	404375	FRESCH, MICHELLE	60.00
00225706	10/10/2025	404419	GEORGIADIS, RHEA	104.00
00225707	10/10/2025	404414	HOISINGTON, SARA	100.00
00225708	10/10/2025	404420	HOLDER, PIA	30.00
00225709	10/10/2025	404403	HOLT, CHRISTA	44.00
00225710	10/10/2025	404398	HUBBS, MEGHAN	200.00
00225711	10/10/2025	404396	HUNDICH, ANJANI	25.00
00225712	10/10/2025	404424	INMAN, CHRISTOPHER	120.00
00225713	10/10/2025	402262	JACKSON, AMANDA	20.00
00225714	10/10/2025	404393	JEFFREY, KATIE	20.00
00225715	10/10/2025	404407	JUAN, ALICIA	7.80
00225716	10/10/2025	404378	KATES, PORSCHA	96.00
00225717	10/10/2025	404413	LAPINE, STACEY	10.00
00225718	10/10/2025	404427	LEMIEUX, STEPHANIE	100.00
00225719	10/10/2025	404381	MABIE, ANGELA	24.80
00225720	10/10/2025	404390	MACLENNAN, VAMYA	95.20
00225721	10/10/2025	402928	MAGAT, JENNIFER	7.80
00225722	10/10/2025	404422	MAHER, KIM	20.00
00225723	10/10/2025	404425	MAREK, ALISON	28.60
00225724	10/10/2025	404383	MAREM, NICOLE	46.80
00225725	10/10/2025	404385	MATUZAK, SARA	100.00
00225726	10/10/2025	404428	NICHOLS, CARRIE	100.00
00225727	10/10/2025	404175	PAULSEN, HELEN	101.00
00225728	10/10/2025	404391	PONIATOWSKI, KENDRA	50.00
00225729	10/10/2025	404386	PRUNKARD, KRISTEN	50.05
00225730	10/10/2025	404423	RUFFOLO, GABRIEL	50.00
00225731	10/10/2025	404388	RUNSAT, MEGAN	50.00
00225732	10/10/2025	404416	SHUMAN, KAREN	10.00
00225733	10/10/2025	404394	SPINALE, APRIL	100.00

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00225734	10/10/2025	404397	STAMPER, SARAH	40.00
00225735	10/10/2025	404384	STEIN, KATHRYN	20.00
00225736	10/10/2025	404411	STURZA, JENNIFER	98.80
00225737	10/10/2025	404409	TALAMONTI CLARK, MELISSA	50.00
00225738	10/10/2025	404426	TASH, SHELBY	20.00
00225739	10/10/2025	404392	TELLY, MELISSA	20.00
00225740	10/10/2025	404402	THILL, GEOFFREY	50.00
00225741	10/10/2025	404395	TIMMINGTON, KIM	492.40
00225742	10/10/2025	404380	UCHIDA, MARLENA	39.00
00225743	10/10/2025	404399	WATERMAN, MICHAEL	50.00
00225744	10/10/2025	404417	WU, MIAOLU	50.00
00225745	10/15/2025	403736	BLAKES ORCHARD INC	1,695.00
00225746	10/15/2025	404314	BOGAN, FERRYIN	1,415.00
00225747	10/15/2025	403153	BROWN, WILLIAM	170.01
00225748	10/15/2025	404429	CAVICCHIOLI, JASON	323.95
00225749	10/15/2025	010089	CUSTOMINK LLC	1,095.30
00225750	10/15/2025	404443	FEKETE, ALLISON	75.00
00225751	10/15/2025	404338	FIRST	1,087.00
00225752	10/15/2025	404438	FORBES, JOANNE	49.20
00225753	10/15/2025	404442	GALLOP, CHRISTINE	55.00
00225754	10/15/2025	404320	GANNETT DETROIT LOCALIQ	1,894.67
00225755	10/15/2025	404440	GASPAROTTO, MIRIAM	91.80
00225756	10/15/2025	404430	KALINOWSKI, KEITH	37.77
00225757	10/15/2025	008958	KALINOWSKI, TRACY	82.82
00225758	10/15/2025	401393	LANGUAGELINE SERVICES INC	143.50
00225759	10/15/2025	404436	LAUDERDALE, MELISSA	20.00
00225760	10/15/2025	404360	METRO EAST SPORTS OFFICIALS LL	200.00
00225761	10/15/2025	404316	NEXGREEN	3,488.00
00225762	10/15/2025	404328	PARENTSQUARE INC	450.00
00225763	10/15/2025	404441	PATEL, RICKI	24.00
00225764	10/15/2025	404439	PHILLIPS, SARAH	20.00
00225765	10/15/2025	403440	PLAYER PRINTS LLC	1,500.00
00225766	10/15/2025	403980	ROWLANDS, JOHN A	125.00
00225767	10/15/2025	403886	SPEEDWAY PREPAID CARD LLC	4,174.95
00225768	10/15/2025	403782	THE PARADE COMPANY	455.00
00225769	10/15/2025	404437	TWAM, MOHAMMED	50.00
00225770	10/15/2025	009284	UPLAND HILLS FARM LLC	1,133.00
00225771	10/15/2025	404431	WALSH, DENNIS	125.00
00225772	10/17/2025	009854	ALLEN PARK PUBLIC SCHOOLS	75.00
00225773	10/17/2025	015210	CONSUMERS ENERGY COMPANY	768.14
00225774	10/17/2025	401912	GLAPPA, AMANDA	87.54
00225775	10/17/2025	401807	JONES , TIMOTHY	124.00
00225776	10/17/2025	402091	LEONARDS SYRUPS	312.00
00225777	10/17/2025	404117	MI ORGANIZATION ON ADOLESCENT	4,145.60
00225778	10/17/2025	000312	MICHIGAN STATE UNIVERSITY	600.00
00225779	10/17/2025	048800	NEW READERS PRESS	850.00
00225780	10/17/2025	096221	OAKLAND ACTIVITIES ASSOCIATION	2,750.00
00225781	10/17/2025	403767	PRETTY BROWN GIRL LLC	13,998.00
00225782	10/17/2025	009817	ROHS DRAMA BOOSTERS	981.52
00225783	10/17/2025	009129	STATE OF MICHIGAN HISTORICAL M	492.00
00225784	10/17/2025	006697	VENETIAN CLUB OF MUTUAL AID	547.11

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00225785	10/17/2025	005839	WORRY FREE LAWN CARE SNOW REMO	11,387.50
00225786	10/23/2025	403954	AMERICAN READING COMPANY INC	3,750.00
00225787	10/23/2025	001739	ANDONI, VJOLLCA	83.37
00225788	10/23/2025	404467	ANTONIC, SVETLANA	101.20
00225789	10/23/2025	400136	BASS CONTROLS	5,230.66
00225790	10/23/2025	009627	BEISTLINE, ALESHA	33.60
00225791	10/23/2025	404459	BOSCO, CASSIE	30.00
00225792	10/23/2025	404445	BRITTANY LUO	106.89
00225793	10/23/2025	006136	BSN SPORTS LLC	3,979.50
00225794	10/23/2025	007871	BUCHANAN, CHRISTINE	65.45
00225795	10/23/2025	402892	CHASE, ZOE	104.73
00225796	10/23/2025	403804	CHRIS CAKES OF MICHIGAN	300.00
00225797	10/23/2025	404284	CLEGHORN, CHELSEA	13.30
00225798	10/23/2025	014360	COLORADO TIME SYSTEMS	183.00
00225799	10/23/2025	015210	CONSUMERS ENERGY COMPANY	1,660.42
00225800	10/23/2025	404451	CRAMPTON, BRIAN	40.00
00225801	10/23/2025	404031	DANCE TEAM UNION LLC	884.00
00225802	10/23/2025	404289	DEMSKI, NICK	324.80
00225803	10/23/2025	404077	DEROO, MEGAN	18.06
00225804	10/23/2025	404457	DORFMAN, WENDY	120.00
00225805	10/23/2025	018360	DTE ENERGY	35,127.96
00225806	10/23/2025	009859	EPIC SPORTS INC	1,416.24
00225807	10/23/2025	404338	FIRST	1,376.00
00225808	10/23/2025	404454	GROS, JAMIE	30.00
00225809	10/23/2025	008444	HATTERMAN, DIANE	51.50
00225810	10/23/2025	404452	JACKSON, OLIVIA	30.00
00225811	10/23/2025	404456	JOHNSON, NIKIA	50.00
00225812	10/23/2025	401807	JONES , TIMOTHY	99.36
00225813	10/23/2025	402952	JOSTENS INC	2,118.95
00225814	10/23/2025	008958	KALINOWSKI, TRACY	288.46
00225815	10/23/2025	400584	KHALEEL, SOFIA	40.60
00225816	10/23/2025	402280	KUZNIA, ERIN	7.70
00225817	10/23/2025	403082	LAKE SHORE PUBLIC SCHOOLS	300.00
00225818	10/23/2025	006719	LEARNING A-Z LLC	248.00
00225819	10/23/2025	404461	LUND, LISSA	478.69
00225820	10/23/2025	000696	MACAE MI ASSN OF COMM ADULT ED	750.00
00225821	10/23/2025	403694	MAURICE, SAMANTHA	23.66
00225822	10/23/2025	404447	MENARY, JAMIE	213.28
00225823	10/23/2025	404458	MERLO, JAMIE	103.60
00225824	10/23/2025	007900	MICHIGAN VIRTUAL	7,030.00
00225825	10/23/2025	093106	MOORE, PAMELA	166.51
00225826	10/23/2025	404464	NATIONAL ART EDUCATION ASSOCIA	55.00
00225827	10/23/2025	048800	NEW READERS PRESS	216.87
00225828	10/23/2025	006701	OCCAE	2,240.00
00225829	10/23/2025	401981	REA, REBECCA	81.41
00225830	10/23/2025	404455	ROGERS, CHRISTINE	80.00
00225831	10/23/2025	404453	RUDNYCKY, JAMIE	60.00
00225832	10/23/2025	403816	SALTSMAN, MARY	300.00
00225833	10/23/2025	009239	STAGE NATURE CENTER	349.00
00225834	10/23/2025	088299	TAMARACK CAMPS	900.00
00225835	10/23/2025	403782	THE PARADE COMPANY	750.00

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225836	10/23/2025	404450	TURNER, RANDALL	60.00
00225837	10/23/2025	010243	WALEGA, MELISSA	65.87
00225838	10/23/2025	402117	WEBER AND OLCESE PLC	510.81
00225839	10/23/2025	403375	WESTVIEW ORCHARDS	360.25
00225840	10/30/2025	403954	AMERICAN READING COMPANY INC	3,800.00
00225841	10/30/2025	317441	BOWKER, JIM	89.60
00225842	10/30/2025	403153	BROWN, WILLIAM	163.52
00225843	10/30/2025	006136	BSN SPORTS LLC	1,978.98
00225844	10/30/2025	007871	BUCHANAN, CHRISTINE	79.38
00225845	10/30/2025	010010	CAMELOT CLEANERS	1,118.70
00225846	10/30/2025	057870	CITY OF ROYAL OAK	18,605.81
00225847	10/30/2025	009552	COLLIER LANES INC	120.00
00225848	10/30/2025	015210	CONSUMERS ENERGY COMPANY	290.95
00225849	10/30/2025	404466	DOYEL, JENNIFER	43.66
00225850	10/30/2025	404446	FRESH PRINTS LLC	1,739.91
00225851	10/30/2025	404320	GANNETT DETROIT LOCALIQ	4,707.18
00225852	10/30/2025	403268	GREENLAND IRRIGATION AND SERVI	375.00
00225853	10/30/2025	401626	HARRIS, GEORGETTE	867.27
00225854	10/30/2025	008958	KALINOWSKI, TRACY	928.40
00225855	10/30/2025	404470	KILBOURN, KATHERINE	75.00
00225856	10/30/2025	402091	LEONARDS SYRUPS	312.00
00225857	10/30/2025	042840	MEDCO SUPPLY	20.00
00225858	10/30/2025	404052	MICHIGAN GOLF CART	11,100.00
00225859	10/30/2025	402044	MIKO, KELLEY	107.80
00225860	10/30/2025	404472	MILLIGAN, STEPHANIE	31.20
00225861	10/30/2025	404475	MOON, KIANA	162.92
00225862	10/30/2025	404341	PURVIS AND FOSTER INC	1,256.99
00225863	10/30/2025	404355	RONDEAU, ROBERT	30.91
00225864	10/30/2025	403816	SALTSMAN, MARY	48.66
00225865	10/30/2025	404476	SAVINE, ARIANNA	137.92
00225866	10/30/2025	404469	SMITH, DEREK	322.12
00225867	10/30/2025	009239	STAGE NATURE CENTER	162.00
00225868	10/30/2025	403761	STEGMAN STYS, ABBIE	61.60
00225869	10/30/2025	400187	SURDENIK, PAUL	117.18
00225870	10/30/2025	404477	TAFELSKI, JOHN	604.70
00225871	10/30/2025	402523	VISUAL SPORTS NETWORK OF MI	86.00
00225872	10/30/2025	010243	WALEGA, MELISSA	15.19
00225873	10/30/2025	403762	WICKA, ENGRID	455.00
00225874	10/30/2025	404471	XIONG, NAPHO	100.00
			Checks Issued	343,121.54
			Less VOIDS	-
			GRAND TOTAL	343,121.54

Presenting your custom designed proposal:

Royal Oak HS Music

of

Royal Oak, Michigan

Albin Rose, Kyrstin Jensen

Your proposed trip is to:

CHICAGO, IL

Including these trip highlights:

Chicago Symphony Orchestra

Shedd Aquarium/Museum of Science & Industry

Field Museum/360 Chicago/Navy Pier

Medieval Times Dinner Show/Millennium Park

Proposed trip date:

February 13 - 15, 2026

Presented by:

Jeff Bennett

Travel Designer

jeff@bennett-travel.com



 **Bennett Travel**
Powered by Music Travel Consultants



Royal Oak HS Music

Royal Oak, MI

February 13 - 15, 2026

Friday, February 13

Meet at Royal Oak HS

Depart for Chicago, IL

A rest stop will be included en route.

Museum of Science & Industry

The Museum of Science and Industry in Chicago is a captivating institution where science comes alive. It houses interactive exhibits showcasing advancements in technology, engineering, and innovation. Visitors can explore hands-on displays making learning both educational and exciting!

Lunch (\$20)

You will have a \$20 prepaid card for lunch in the museum.

Shedd Aquarium

Strap a mask and flippers to your imagination and chart a course to Shedd, the World's Aquarium. Have you ever sailed the Pacific Northwest on a whale-watching cruise, been eye-to-eye with a shark, or followed a sea turtle as she soared through the Caribbean? At Shedd it's always possible.

Depart for Hotel & Check-in

Depart for Dinner

Medieval Times Dinner/Show

Enjoy the wonderful dinner show with tons of good food and Medieval Knights and Games.

Depart for Hotel

Security at Hotel

Security provided each night.

Saturday, February 14

Breakfast at Hotel

Provided.

Field Museum - Natural History

Visit one of the world's greatest natural history museums, alive with ideas, knowledge and discovery. Founded in 1893, the museum houses over 19 million artifacts and specimens drawn from the fields of anthropology, botany, geology and zoology.

Lunch (\$20)

You will have a \$20 prepaid card for lunch in the museum or the next stop at Navy Pier.

Navy Pier

A Chicago landmark since 1916, this 50-acre world-class recreation center reopened in 1995. Its beautiful lakeside setting is a sight in itself! Restaurants, shops, a musical carousel, a giant Ferris wheel, and a variety of entertainment make Navy Pier the place to be!

360 Chicago w/TILT!

Here you'll have an outstanding view of the dynamic Chicago skyline from the 94th-story observatory of the John Hancock Building affectionately named "Big John."

Giordano's Pizza

Two brothers talk to mom, a great cook in a small Italian village. Mom gives them some of her best recipes. Presto! A Chicago legend is born, Giordano's, famous for stuffed pizza, mouth-watering pasta, and some of the most authentic Italian cooking this side of Torino! Get ready for a feast!

Chicago Symphony Orchestra

Program:

Sensational teen Himari illuminates Bruch's First Violin Concerto in her CSO subscription debut. Blacknificent 7 composer Joel Thompson's To See the Sky, "a shifting palette of grooves, colors and moods" (Bachtrack), and Mozart's electrifying Jupiter Symphony frame the program.

Rich in tradition, innovative in vision, the Chicago Symphony Orchestra (CSO), one of the truly great orchestras, is a musical force in Chicago and around the world. Founded in 1890 and first directed by Theodore Thomas, its 110 talented musicians offer over 200 performances and events a year. Famous for its outstanding directors (Thomas, Reiner, Solti, Barenboim) and renowned soloists, composers and conductors (Richard Strauss, Saint-Saens, Elgar, Rachmaninov), the Orchestra makes its home in downtown Chicago. Symphony Hall opened in 1904, and it was expanded in 1997 into today's Symphony Center.

Depart for Hotel

Sunday, February 15

Breakfast at Hotel & Check-out

Provided.

Depart for Millennium Park

Millennium Park - "The Bean"

This will be a quick stop for a group photo opportunity.

Millennium Park, located in the heart of Chicago, Illinois, is a vibrant urban park known for its striking modern architecture and public art installations. Key features include the iconic Cloud Gate sculpture, commonly known as "The Bean," and the Jay Pritzker Pavilion, which hosts free concerts and events. The park offers a blend of cultural attractions, gardens, and outdoor spaces, making it a central hub for visitors and locals alike.

Depart for Michigan

Lunch en Route (\$20)

You will have a \$20 prepaid card for lunch en route home. (one hour stop)

Arrive at Royal Oak HS



TOUR CONDITIONS

Royal Oak HS Music

Royal Oak, Michigan
to:

Chicago, IL

Chicago Symphony Orchestra
Shedd Aquarium/Museum of Science & Industry
Field Museum/360 Chicago/Navy Pier
Medieval Times Dinner Show/Millennium Park

February 13 - 15, 2026

Trip Price per Person

2 Complimentary Trips Included in Single. 110 Max Participants.

Passengers	100	70	80	90
Quint	\$777	\$890	\$842	\$804
Quad	\$796	\$909	\$861	\$824
Triple	\$829	\$942	\$894	\$857
Twin	\$895	\$1008	\$960	\$923
Single	\$1093	\$1205	\$1157	\$1120

IMPORTANT NOTE: The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of October 13, 2025 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

Inclusions

- Bennett Travel tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- (2) nights Hotel Accommodations per the itinerary
- (7) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

Payment Schedule

Payment	Amount	Due Date
Non-refundable deposit	\$200.00	November 7, 2025
Installment	\$200.00	December 1, 2025
Installment	\$200.00	January 6, 2026
Final Payment	Balance	January 23, 2026

Cancellation Information

"Cancellation" is defined as any change made to the passenger list at least 60 days prior to trip departure day. Cancellation must be made under the traveler's account at Trip Account by clicking on the "Cancel a Traveler" link on traveler's/ payer's welcome page dashboard OR by e-mail or written communication to BT®. With the exception of non-refundable deposits/payments, if cancellation is received 60 days or more prior to trip departure day, money returned by suppliers is refundable. Cancellations received 60 days or fewer before, or on, trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled person. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact BT® for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

Tour Operator Responsibility

Bennett Travel (BT®) Powered by Music Travel Consultants acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that BT® shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Bennett Travel Powered by Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. BT® reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. BT® reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that BT® shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of BT® Powered by Music Travel Consultants.

WHY CHOOSE BENNETT TRAVEL?

Bennett Travel is proud to serve educators. Designing tours for all types of school groups, Bennett Travel consistently offers the best quality for an affordable rate to all clients. Superb service and attention to detail has been their hallmark.

The company is based in Michigan. Jeffrey Bennett, President and Tour Consultant of Bennett Travel, completed a successful thirty-year career as Director of Bands/Orchestras in North Branch, Kentwood, and Harbor Springs, Michigan. Since his retirement in 2008, he has been dedicating his knowledge, energy and expertise to organizing customized tours for school groups. Recently, Bennett Travel has partnered with Music Travel Consultants.

THE TRIP ACCOUNT APP

A travel app for the finest performing ensembles in the world.

Bennett Travel introduces the Trip Account App, free to all travelers. Music directors, staff, chaperones and students can use this secure, information-packed, versatile app during their trip. The App features real-time trip schedule updates so everyone knows where to go and when to be there. The App also provides instantaneous group messaging because communication is key to a successful trip and invaluable in an emergency. Travelers can use the app to securely send messages and upload photos with access by only members of their group. The Trip Account App is full of music director tools which easily record contacts, create lists of all kinds and assigns chaperones. To stay organized, assistants, staff and boosters may be granted access at the director's discretion. The Trip Account App frees the director's time and provides staff, chaperones, students and all other travelers a convenient, easy and secure way to enjoy the trip and all it offers!

You can find out more about the Trip Account App at: www.bennett-travel.com/app



DEDICATED TOUR DIRECTORS



One of the integral parts of a successful Music Travel Consultants trip is having dedicated and committed Tour Directors by your side throughout your journey. From a group's first steps out the door until they return safely home, if the unpredictable happens, rest assured that your MTC Tour Director will use extensive training and management skills to find a solution as quickly as possible. Want to know more about the importance of having a dedicated MTC Tour Director at your side on your next trip?

Learn more at: www.bennett-travel.com/tour-director.html

GIFT LINK

Safe and secure contributions to assist in covering the cost of your trip.

A trip to any destination can be expensive. Spending a few weeks overseas is an even larger financial investment. But don't forget these wise words: Travel is the only thing you can spend money on that will make you richer!

At Bennett Travel, we realize that you are investing family resources to send your students and sometimes yourself on your next trip. We work diligently to offer a safe and rewarding experience worthy of this financial sacrifice. To that end, we are proud to present Gift Link.

Gift Link allows you to efficiently contact family and friends that are invested in your musical journey. Be it a trip to Indianapolis for Grand Nationals, a tour of D.C. during the Cherry Blossom Festival or a multi-week tour that includes an international flight, the Eiffel Tower, Normandy and Disneyland Paris, this no fee personal fundraising option transfers 100% of your collected financial gifts directly into your trip account. Gift Link is a perfect suggestion for birthday or holidays. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

Find out more at www.bennett-travel.com/gift-link



THE MTC FAMILY OF BRANDS



Since 1987, Music Travel Consultants, led by accomplished music educators, has become the first choice for student performance group travel by providing industry-leading, on-line services and customer-based support.

Focused on creating custom trips that provide relevant, memorable and rewarding student travel experiences, Indianapolis-based MTC successfully partners with directors and administration, designing travel to destinations within the United States and around the globe. With more than 165 years combined travel expertise earned in over 68 countries, Music Travel Consultants anticipates group needs and delivers an amazing travel experience.



In today's world, nothing is more important than our children's education. To strengthen educational values, learning must be experienced in person. With over a century of in the classroom and out in the world

teach experience, Educational Destinations is supremely equipped to connect student the world. The educational process will be enhanced by accomplished educators and a travel team by your side from the planning process to your return home. Our solutions reduce liability for both school and trip organizers while our curriculum allows the teacher to educate.



Musicians Abroad catapulted off an already amazing student experience provided by Ambassadors of Music, to one that fits the nature of today's international travel demands.

Rather than offer the same itinerary to every state or regional group biannually, Musicians Abroad uses the power of MTC's extensive international travel knowledge to customize plans that fit each ensemble and their students. Two inaugural trips debuted in the summer of 2023 with several additional tours planned for upcoming years.



Designing tours for all types of school groups, Bennett Travel consistently offers the best quality at an affordable rate. Superb service and attention to detail has been their hallmark since 2008. The company, based in Michigan, was founded by Jeffrey Bennett after he

completed a successful 30-year career as Director of Bands/Orchestras in North Branch, Kentwood, and Harbor Springs, Michigan. Since his retirement, he has been dedicating his knowledge, energy and expertise to organizing customized tours for school groups. Bennett Travel partnered with Music Travel Consultants in 2021.

MEMBERSHIPS

Providing students with educational and unforgettable experiences is an effort that goes beyond The MTC Family of Brands. We are surrounded by world-class programs and partners that support our vision and we support each other. Below are a portion of additional organizations with which we are proud partner.



ASSOCIATIONS

We are pleased to be members of the following prestigious and respected travel associations in an ongoing effort to provide the absolute best student group travel service possible.



The MTC Family of Brands is proud to be a Disney Parks Recognized Youth Travel Planner. We were also selected to be a part of the Walt Disney World Resort/Disneyland Resort Youth Travel Planner Symposium.



We are pleased to be Disney Broadway's Preferred Travel Planner. Disney Theatrical Productions Limited (DTP), also known as Disney on Broadway, is the flagship stage play and musical production company of the Disney Theatrical Group, a subsidiary of The Walt Disney Studios, a major business unit of The Walt Disney Company.



The MTC Family of Brands is proud to be an official Universal Orlando Preferred Youth Travel Planner. Universal Orlando Resort™ is proud to partner with select vendors that provide superior service and quality products for the ultimate theme park and resort hotel experience.



Music Travel Consultants is pleased to be the Official Student Travel Partner of Music for All and Bands of America. Music for All is one of the largest and most influential national music education organizations in support of active music-making. Music for All is unique in that it combines programming at a national level with awareness campaigns, research and advocacy. Bands of America, the nation's leading presenter of music events for high school band students, champions a mission to create and provide "positively life-changing" experiences for students, teachers, parents and communities.



The MTC Family of Brands is proud to be Winter Guard International's Preferred Travel Partner. WGI Sport of the Arts is the world's premier organization producing indoor color guard, percussion and winds competitions. As a non-profit youth organization, WGI also serves as the governing body for the indoor color guard, percussion and winds activities. It is called the Sport of the Arts because it brings music to life through performance in a competitive format. Even with over 40 years of history, the sport continues to evolve and grow.

LETTER OF INTENT

Bennett Travel
5348 Vermont Street, Suite 200
Indianapolis, IN 46224
Phone: 317.637.0837
www.bennett-travel.com



This Letter of Intent appoints **Bennett Travel** as the sole agent for all transportation, sleeping arrangements, food functions, entertainments activities, and tour arrangements in connection with the tour proposal for **Royal Oak HS Music, February 13 - February 15, 2026, to Chicago, IL** dated **October 13, 2025**. All services outlined in that itinerary and tour conditions become part of this agreement.

Royal Oak HS Music agrees to timely compliance with the payment schedule as outlined in the proposal, and further warrants that it will promote the trip to its membership so as to achieve the level of tour member participation specified in the tour proposal. It warrants that it understands that the tour pricing is based on the number of participants stated in the proposal, and it understands that the prices may change up or down with decreases or increases in the number of participants.

In the event that the proposed services cannot be provided due to cancellation or unavailability of said services, **Bennett Travel** reserves the right to make substitutions of features of equal value and similar quality, per its Tour Operator's Responsibility clause, printed below.

Tour prices are based on a specifically proposed number of tour participants, in conjunction with tariffs in effect as of **October 13, 2025**, and they are subject to change. (See TOUR CONDITIONS page of proposal)

Written cancellations by individual tour members are refundable under the criteria set-forth in the paragraph entitled CANCELLATION INFORMATION on the proposal's TOUR CONDITIONS page.

Bennett Travel is insured and abides by the standards of business conduct of National Tour Association (NTA) and Student & Youth Travel Association (SYTA). Personal life, injury, cancellation and property insurance is available to individual tour members through **Bennett Travel** at an additional charge.

Both copies of this Letter of Intent are to be signed and dated by both parties. One copy is to be retained by each. This Letter of Intent, along with attachments described above, consists of the total agreement between **Bennett Travel** and **Royal Oak HS Music**.

FOR **Bennett Travel**:

_____ Date: _____

Position:

FOR **Royal Oak HS Music**:

_____ Date: _____

Position:

Tour Operator's Responsibility

Music Travel Consultants and its affiliated companies ("Agent") act only as Agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that Music Travel Consultants nor its affiliated companies shall be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising. The airlines and motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline or motor coach or ship. Agent reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the Passenger. Agent reserves the right to cancel the tour or to remove any Passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that Agent shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to his/her possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of Governments or Civil Authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers.

Royal Oak Schools FIELD TRIP REQUEST FORM

Teacher/Advisor: Albin Rose/ Kyrstin Jensen

Date of Request: 10/15/2025

February 13-15, 2026

Destination: City of Chicago

Requested date of field trip: _____

Address: See attached

District lead for field trip: Albin Rose

Phone #: 248-435-8500

Contact phone number _____

while on field trip: 248.910.6548

Number of students: approx. 80 (# unk.)

Grade/Class: 9-12

Names of District teachers attending: Albin Rose/ Kyrstin Jensen/ Miranda McArthur

Number of adult volunteer chaperons, excluding teachers, who will attend: approx. 5 (# currently unk.)

Time of departure: 02/13/2025 7:00 AM

Time of return: 02/15/2025 8:00 PM

Travel arrangements being used or requested are: (Check and complete appropriate section)

- School bus transportation
- Private cars to be driven by adult drivers
- Other: Charter bus transportation

Account Number to be billed:
n/a

This field trip is being paid for by: District Students Other
(Attach separate sheet if necessary)

This field trip involves: (Check and complete appropriate section)

- Educational trip outside of the City of Royal Oak to: City of Chicago
- Educational trip within the City of Royal Oak to: _____

Approximate miles one way: 280 miles

Curriculum Objective: Attend the performance of the Chicago Symphony Orchestra, performing repertoire of a classical nature as well

as by a contemporary composer, thus meeting curricular objectives for the State of Michigan (Art.M.III.HS.2, Art.M.III.HS.5,

Art.M.III.HS.6, Art.M.V.HS.2)

Is this an Overnight or Out of State trip? Yes

All out of State and out of the Country field trips require the approval of the Board of Education. 6 weeks lead time is needed for such approval.

I have planned this field trip in accordance with the Board of Education Field Trip Policy and Procedures.

John J Tafelski 10/20/2025

Superintendent Date

Albin Rose

Signature of Teacher

Date of Board of Education Approval

[Signature]

Principal's Approval

Joe Youanes

Instruction Approval

Royal Oak Schools

FIELD TRIP POLICY

1. It is the belief of the school district that field trips can enhance the educational program and make it more meaningful to students. A field trip is defined as any approved trip involving students away from school property, including music and athletic trips. Such a trip is approved with the understanding that it is an extension of the curriculum or co-curricular program of the school district.

2. Teachers and appropriate school-related groups may organize field trips and related activities only after approval is received. Should field trips require the absence of children from school during the usual class hours, written request for authorization must be made to, and permission received from the building administrator. In the secondary schools, care will be taken in each building to see that students and teachers keep school-related absences to a reasonable minimum. A student may be determined to be ineligible for a particular field trip due to academic, attendance, or behavioral considerations.

Authorization will be granted under the following conditions:

- A. All field trips will be funded (including transportation and substitute teacher costs) by a specific building or district budget and/or funds raised according to the Board adopted fund-raising policy, and/or charging a participation fee provided the student shall not be restricted from attending due to insufficient funds. Exceptions may be approved by the Superintendent or designee.
 - B. Pupils shall not be required to participate and the participation of any pupil shall not be related to successful completion of any class nor affect the grade or marks received in that class.
 - C. Alternate educational activities must be provided for students not participating.
 - D. All staff participation shall be completely voluntary.
 - E. Methods of transportation shall be acceptable to the pupil's parent or guardian. Private cars may be used, with permission from the parents or guardian of the transported pupil, under the following conditions:
 - (1) The driver must be at least 21 years old and possess a valid driver's license.
 - (2) The vehicle must be covered by liability insurance including coverage of passengers.
 - (3) The vehicle must be in safe operating condition.
 - (4) The permission slip which parents must sign will contain a statement indicating that seat belts must be provided and worn by each passenger when private cars are used. Children under 12 years of age are not to ride in the front seat of a vehicle equipped with air bags.
 - (5) The load limit for the vehicle will not be exceeded.
 - (6) Driver/chaperones are not to use tobacco products in the presence of students.
-
3. Field trips or activities which are out of State or out of the country require the approval of the Board of Education.

 4. The following order of priorities shall be used in budgeting and approving field trips and resolving conflicting trips:
 - A. Established programs including district-wide and building programs which are curricular or co-curricular related.
 - B. Curriculum enrichment.
 - C. Invitational /public relations trip
 - D. Recreational

 5. The Superintendent or his/her designees may establish procedures to implement this policy including requirements for insurance coverage, protection for students while engaged in such trips or activities, requirements for chaperones and all other matters related to this policy.

10. MATTERS FOR DISCUSSION / ACTION

10.1. Superintendent

Presenter: John Tafelski

10.1.1. Care Solace Roll Out

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Care Solace Roll Out Plan

November 2025

When	What	Who
Monday 11/10	Inform admins at K-12	Jennifer
Tuesday 11/11	Inform mental health staff via email and send training invites	Jennifer Dina and Jennifer will work together to create the communication
Monday 11/17	Virtual RO tailored training for chosen admin and mental health staff	Care Solace
Wednesday 11/19	Virtual training for chosen admin and mental health staff who couldn't attend the Monday session.	Care Solace Care Solace Training
11/20, 21 or 24	Community announcement to all staff and RO Schools families	Sam Jones

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of CURRICULUM DEVELOPMENT - APPROVED COURSES
Code	po2210
Status	
Adopted	September 13, 2012
Last Revised	June 10, 2021

2210 - CURRICULUM DEVELOPMENT - APPROVED COURSES

The Board of Education recognizes its responsibility for the quality of the educational program of the schools. To this end, the curriculum shall be developed, evaluated, and adopted on a continuing basis and in accordance with a plan for curriculum growth established by the Superintendent.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined as:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group.

The Board directs that the curriculum of this District:

- A. provide grade-appropriate instruction on career development in each grade level from kindergarten through 12th;
- B. provides instruction in courses required by statute and State Department of Education regulations;

As educational leader of the District, the Superintendent shall be responsible to the Board for the development and evaluation of curriculum and the preparation of courses of study.

The Superintendent shall make progress reports to the Board periodically.

The Superintendent may conduct such innovative programs as are deemed to be necessary to the continuing growth of the instructional program and to better ensure accomplishment of the District's educational goals.

The Superintendent shall report each such innovative program to the Board along with its objectives, evaluative criteria, and costs.

Approved Courses

The Board shall adopt a list of the individual courses that have been approved. The list shall include courses offered by the District for credit or grade promotion and shall be used when determining which courses may be included in membership for State aid purposes and for auditing purposes when examining the membership counted for State school aid on the count days. The list of approved courses shall include traditional offerings and courses offered through other means, such as experiential learning courses, online courses, and all courses offered in shared time programs under appropriate provisions of the State School Aid Act. (M.C.L. 388.1766b). The list of approved courses shall include all extended learning opportunities associated with each course and a description of each such opportunity. The list shall also include a description of the content of each approved course, and and documentation related to course approval (including the list of approved courses for membership purposes), and documentation related to the calculation of instructional time for each approved course.

Unless the Board disapproves, the Superintendent may proceed to conduct the program.

The Board directs the Superintendent to pursue actively State and Federal aid in support of the District's innovative activities.

, and documentation related to the calculation of instructional time for each approved course.

Legal

M.C.L. 380.1282, 380.1166a

Reference: Pupil Accounting Manual 2019-2020, Michigan Department of Education

Last Modified by Wayne Wright on October 20, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of HOMEBOUND INSTRUCTION PROGRAM
Code	po2412
Status	
Adopted	September 13, 2012
Last Revised	June 10, 2021

2412 - **HOMEBOUND INSTRUCTION PROGRAM**

The Board of Education shall provide, pursuant to requirements of the State Board of Education, individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

~~A physician, psychiatrist, hospital (e.g. psychiatric hospitals), or licensed treatment facility (e.g. substance abuse centers) must certify the student as homebound or hospitalized. Psychologists, chiropractors, or other professionals may not certify a student as eligible. The certification must state: Applications for individual instruction shall be made by a physician or physician's assistant (licensed to practice in this State), parent, student, or other care giver. A physician or physician's assistant must:~~

- ~~A. the medical condition requires the student to be confined to home or hospitalized during regular school hours; certify the nature and existence of a medical condition;~~
- ~~B. the home or hospital confinement will last for a period longer than five (5) consecutive school days; and state the probable duration of the confinement;~~
- ~~C. must bear the signature of an M.D. or a D.O. if the student was seen by a physician's assistant or nurse practitioner. request such instruction;~~
- ~~D. present evidence of the student's ability to participate in an educational program.~~

Applications must be approved by the Superintendent or designee.

~~The District will provide homebound instruction only for those confinements expected to last at least five (5) days.~~

The District shall recommend that the instruction begin within three (3) days from the date of notification for nonspecial-education students. In the case of students under an IEP, the instruction is to begin within fifteen (15) days after notification in order to arrange for a meeting of an I.E.P.C., if necessary.

The program of homebound or hospitalized instruction given to each student shall be in accordance with regulations of the State Board of Education with such exceptions as may be recommended by the physician. Teachers of homebound special education students shall hold a Michigan teaching certificate appropriate for the level of instruction for which the assignment is made or for the type of instruction called for by an I.E.P.C. Teachers of nondisabled students must hold a valid teaching certificate.

The District reserves the right to withhold homebound instruction when:

- A. the instructor's presence in the place of a student's confinement presents a hazard to the health of the teacher;
- B. a parent or other adult in authority is not at home with the student during the hours of instruction;
- C. the condition of the student is such as to preclude ~~the student's~~ his/her benefit from such instruction.

The Superintendent shall develop administrative guidelines for implementing the policy.

Last Modified by Wayne Wright on October 20, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266
Status	
Adopted	January 9, 2020
Last Revised	July 10, 2025

2266 - **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES (**

Introduction

The Board of Education of the Royal Oak School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment with ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Coverage

This policy applies to Sexual Harassment that occurs within the District’s education programs and activities and that is committed by a member of the School District community or a Third Party.

This policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the District’s education programs and activities; such Sexual Misconduct/Sexual Activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Consistent with the U.S. Department of Education’s implementing regulations for Title IX, this policy does not apply to Sexual Harassment that occurs outside the geographic boundaries of the United States, even if the Sexual Harassment occurs in the District’s education programs or activities. Sexual Harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws if committed by a Board employee.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Sexual Harassment: “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

"Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of Incest and Statutory Rape. Sexual assault includes rape, sodomy, sexual assault with an object, ~~fondling~~, **criminal sexual contact (f.k.a. fondling)** incest, and statutory rape.

1. Rape is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
2. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
3. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.
4. **Criminal Sexual Contact (f.k.a. Fondling) is the intentional touching of the clothed or unclothed body parts, without consent, of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation; or the forced touching by the victim of the other individual's clothed or unclothed body parts, without consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation. Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.**
5. *Statutory Rape* is sexual intercourse with a person who is under the statutory age of consent as defined by State law.
6. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent.
7. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep.

D. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

1. a current or former spouse or intimate partner of the victim;
2. a person with whom the victim shares a child in common;
3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or
5. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

E. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

F. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Formal Complaint: "Formal Complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of Sexual Harassment or allegations of Sexual Harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District, including but not limited to in-person and online educational instruction, employment, extracurricular activities, athletics, performances, and community engagement and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes locations, events, and circumstances that take place off-school property/grounds over which the Board exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs.

School District community: "School District community" refers to students and Board employees (i.e., administrators, professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: "Third Parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged Sexual Harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of Sexual Harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Eligible Student: "Eligible Student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Patrick Wolynski

Executive Director, Staff & Student Services
248-435-8400 x1211
800 Devillen, Royal Oak, MI 48073
patrick.wolynski@royaloakschools.org

Katherine Abela

Executive Director, Finance and Facilities

248-435-8400 x1232
800 Devillen, Royal Oak, MI 48073
katherine.abela@royaloakschools.org

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of Education of the Royal Oak School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Patrick Wolynski

Executive Director, Staff & Student Services
248-435-8400 x1211
800 Devillen, Royal Oak, MI 48073
patrick.wolynski@royaloakschools.org

Katherine Abela

Executive Director, Finance and Facilities
248-435-8400 x1232
800 Devillen, Royal Oak, MI 48073
katherine.abela@royaloakschools.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at www.roschools.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinator's(s') contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). Anonymous reports may be submitted using the online reporting form posted at <https://www.michigan.gov/ok2say/> or the hotline reporting number (855-565-2729).

Students, Board members, and Board employees are required, and other members of the School District community, and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the Title IX Coordinator or to any Board employee, who will in turn notify the Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent or another Board employee who, in turn, will notify the Superintendent of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third Party, irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a Formal Complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of Sexual Misconduct/Sexual Activity not involving Sexual Harassment will be addressed through the procedures outlined in Board policies, the applicable Student Code of Conduct, applicable collective bargaining agreement, and/or Employee/Administrator Handbook.

Because the Board is considered to have actual knowledge of Sexual Harassment or allegations of Sexual Harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of Sexual Harassment or allegations of Sexual Harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or Sexual Harassment must notify the/a Title IX Coordinator within two (2) days of learning the information or receiving the report. The Board employee must also comply with mandatory reporting responsibilities pursuant to M.C.L. 722.623 and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention, and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of Sexual Harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days) of the Title IX Coordinator's receipt of the report of Sexual Harassment, contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent, and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students and Policy 5611 – Due Process Rights.

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of Sexual Harassment or otherwise.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly make false statements or knowingly submit false information during the grievance process, including intentionally making a false report of Sexual Harassment or submitting a false Formal Complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board’s grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:
 1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
 3. inform the parties of any provision in the Student Code of Conduct, this policy, that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a Formal Complaint, *unless* the conduct alleged in the Formal Complaint:

- A. would not constitute Sexual Harassment (as defined in this policy) even if proved;
- B. did not occur in the District’s education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exists, the Title IX Coordinator *shall* dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;

B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one Complainant or more than one Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

- A. the allegations;
- B. the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; and
- C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur have stayed, and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee or another adult member of the School District community or Third Party sexually harassed a student.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility are on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is(are) directed to use the preponderance of the evidence standard. The decision-maker(s) are charged with considering the totality of all available evidence, from all relevant sources.

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an Eligible Student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Board Policy 2461 – Recording of District Meetings Involving Students and/or Parents controls whether a person is allowed to audio record or video record any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. The investigator(s) and decision-maker(s) must provide a minimum of three (3) days' notice with respect to investigative interviews and other meetings.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

At the hearing, the decision-maker(s) will allow each party or each party's advisor to submit relevant questions to the decision-maker(s), who will ask the questions to the other party and any witnesses. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Only relevant cross-examination and other questions, including follow-up questions and questions challenging credibility, will be permitted. Such cross-examination and questioning at the live hearing shall be conducted orally and in real time.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

Hearings may be conducted with all parties physically present in the same geographic location or, at the discretion of the Title IX Coordinator(s), any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the decision-maker shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or witness answering questions. The District will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. a description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
- C. findings of fact supporting the determination;
- D. conclusions regarding the application of the applicable code of conduct to the facts;
- E. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. the procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

A. Informal Discipline

1. writing assignments;
2. changing of seating or location;
3. pre-school, lunchtime, after-school detention;
4. in-school discipline;

B. Formal Discipline

1. suspension of bus riding/transportation privileges;
2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
3. emergency removal;
4. suspension for up to ten (10) school days;
5. long-term suspension or expulsion;
6. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determine the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5610.02 - In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

The following disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. written reprimands;
- C. performance improvement plan;
- D. required counseling;
- E. required training or education;
- F. demotion;
- G. suspension with pay;
- H. suspension without pay;
- I. termination, and any other sanction authorized by any applicable Employee/Administrator Handbook and/or collective bargaining agreement.

If the decision-maker(s) determine the employee Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual.

Discipline of an employee will be implemented in accordance with Federal and State law, Board policy, and applicable provisions of any relevant collective bargaining agreement.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. oral or written warning;
- B. suspension or termination/cancellation of the Board's contract with the Third Party vendor or contractor;
- C. mandatory monitoring of the Third Party while on school property and/or while working/interacting with students;
- D. restriction/prohibition on the Third party's ability to be on school property; and
- E. any combination of the same.

If the decision-maker(s) determine the Third Party Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including imposition of sanctions. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator, who will provide the written determination to the parties simultaneously.

Ultimately, imposing a disciplinary sanction/consequence, the Superintendent will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances.

The District's resolution of a Formal Complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the Superintendent may involve local law enforcement and/or file criminal charges related to allegations of Sexual Harassment that involve sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within three (3) to five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from implementing appropriate remedies, however, excluding disciplinary sanctions, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker(s)' determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator, who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision are delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising

thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

- A. the definition of Sexual Harassment (as that term is used in this policy);
- B. the scope of the District's education program or activity;
- C. how to conduct an investigation and implement the grievance process, appeals, and informal resolution processes, as applicable; and
- D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

All Board employees will be trained concerning their legal obligation to report Sexual Harassment to the Title IX Coordinator. This training will include practical information about how to identify and report Sexual Harassment.

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records:

- A. each Sexual Harassment investigation, including any determination regarding responsibility, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity
- B. any appeal and the result therefrom
- C. any informal resolution and the result thereof, and
- D. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.

Outside Appointments, Dual Appointments, and Delegations

The Board retains discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains discretion to appoint two or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Superintendent may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual, and such delegation may be rescinded by the Superintendent at any time.

Discretion in Application

The Board retains discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible that unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right, or as part of any other express or implied contract. Accordingly, the Board retains discretion to revise this policy at any time and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

Revised 6/10/21

Revised 12/8/22

T.C. 3/27/23

Revised 10/10/24

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Legal

- 20 U.S.C. 1092(F)(6)(A)(v)
- 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA)
- 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX)
- 34 C.F.R. Part 106
- 34 U.S.C. 12291(a)(8)
- 34 U.S.C. 12291(a)(10)
- 34 U.S.C. 12291(a)(30)
- 42 U.S.C. 1983
- 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964
- 42 U.S.C. 2000d et seq.
- 42 U.S.C. 2000e et seq.
- OCR's Revised Sexual Harassment Guidance (2001)

Last Modified by Wayne Wright on October 20, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of ASSIGNMENT WITHIN DISTRICT
Code	po5120 revised
Status	1st Reading
Adopted	September 13, 2012

5120 - **ASSIGNMENT WITHIN DISTRICT**

The Board of Education directs that the assignment of students to schools within this District be consistent with the best interests of students and the best use of the resources of this District.

The Board shall determine, periodically, the school attendance areas of the District and shall expect the students within each area to attend the school so designated.

The Superintendent shall periodically review existing attendance areas and recommend to the Board such changes as may be justified by:

- A. convenience of access to schools;
- B. financial and administrative efficiency;
- C. a wholesome and educationally sound balance of student populations.

No assignment to schools or attendance schedules shall discriminate against students on the basis of gender, race, religion, disability, or national origin.

The Superintendent may assign a student to a school other than that designated by the attendance area when such exception is justified by circumstances and is in the best interest of the student.

A. Every effort shall be made to continue a student in the elementary school to which **the student s/he** is initially assigned.

B. Wherever possible and advisable in the interests of the students, siblings shall be assigned to the same building.

The principal shall assign students in **his/her** school to appropriate grades, classes, or groups. This action shall be based on consideration of the needs of the student as well as the administration of the school.

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Last Modified by Jennifer Perkins on November 10, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
Code	po5517.01 revised
Status	1st Reading
Adopted	September 13, 2012
Last Revised	June 8, 2017

5517.01 - **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

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

The Board of Education recognizes that a school that is physically and emotionally safe and secure for all students and staff will be better able to promote good citizenship, increase attendance and engagement, and support academic achievement. The Board expects students and staff to conduct themselves in a manner that promotes positive relationships and school climate, with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

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, including electronically transmitted acts, 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, or at any time or place where a child's imminent safety or over-all well-being may be at issue, 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.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes **they have been or are** ~~s/he has been or is~~ the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and **the student's his/her** parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Superintendent, or designee, shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior 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 as indicated above.

Prevention/Training/Restorative Practices

The District shall provide a minimum of annual training for school employees and volunteers who have significant contact with students on school policies and procedures regarding bullying and harassment to help promote a positive school climate. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them. (Examples of appropriate trainings include, but are not limited to, age-appropriate strategies to prevent bullying; age-appropriate strategies for immediate, effective interventions to stop incidents; internet safety issues as they relate to cyberbullying; and fostering an understanding of and respect for diversity and difference).

~~[] The District shall implement a comprehensive health education curriculum, within the Whole School, Whole Community, Whole Child framework, to help students attain skills and knowledge vital to school success, a productive and healthy workforce, and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency. [END OF OPTION]~~

The Superintendent shall periodically provide a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, or other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

~~[] The best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members and volunteers who interact with students shall role-model respectful behavior and apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future. School employees will also be held accountable for bullying or harassing behavior that is directed toward school employees, volunteers, parents, or students in accordance with law and local collective bargaining agreements.~~

~~Consequences and appropriate remedial actions for a student or staff member who engages in one (1) or more acts of bullying or harassment may range from positive behavioral interventions, up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the Board's approved Code of Student Conduct or Employee Handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.~~

~~Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the Board's approved Code of Student Conduct. Remedial measures shall be designed to:~~

- A. correct the problem behavior;
- B. prevent another occurrence of the behavior; and
- C. protect the victim of the act.

~~Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences.~~

[END OF OPTION]

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, the student or other individuals/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 a 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.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also includes forms of retaliation against individuals who report or cooperate in an investigation under this policy. ~~personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:~~

Bullying is conduct that meets all of the following criteria:

- A. is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- B. is directed at one (1) or more students;
- C. is conveyed through physical, verbal, technological, or emotional means;
- A. substantially ~~interferes~~ interfering with educational opportunities, benefits, or programs of one (1) or more students; is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.
- B. adversely ~~affects~~ affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics. ~~having an actual and substantial detrimental effect on a student's physical or mental health; and/or~~
- D. ~~causing substantial disruption in, or substantial interference with, the orderly operation of the school.~~

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. 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" is conduct that meets all of the following criteria:

- A. repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- B. is directed at one (1) or more students or staff;
- C. is conveyed through physical, verbal, technological, or emotional means;
- D. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students or staff;
- E. adversely affects the ability of a student to participate in or benefit from the School District's or public school's educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and
- F. is based on a student or staff's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics. †

Book	Policy Manual
Section	For the Board 40-1
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	1st Reading
Adopted	September 13, 2012
Last Revised	July 10, 2025

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives, as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

Beginning with the Class of 2027—, each student in grade twelve (12) shall be required to complete one (1) of the following:

- A. a Free Application for Federal Student Aid ("FAFSA");
- B. a District waiver form indicating that the student and family understand what these aid opportunities are and has chosen not to complete an application;

If the student is not at least eighteen (18) years of age or legally emancipated, the student's parent/guardian must complete one (1) of these documents on the student's behalf.

- C. school or District exemption that certifies to the Board that good-faith efforts were made to assist the student or the student's parent/guardian in either completing the FAFSA or obtaining a District waiver.

The District shall exempt a student from the requirement to complete the FAFSA if any of the following are met:

- A. The student's parent or legal guardian, or the student if the student is eighteen (18) years of age or older, is an emancipated minor, or is an unaccompanied youth, has submitted a parental waiver (obtained by a standard form provided by MiLEAP) to the District exempting the student from completing the FAFSA.
- B. The student is unable to complete the FAFSA because of privacy concerns.
- C. All of the following are met:
 - 1. After a good-faith effort, the student's parent or legal guardian refuses to sign the parental waiver, is unresponsive, or cannot sign the parental waiver.
 - 2. The student is unable to complete the FAFSA as an independent student.
 - 3. The student agrees to opt out of completing the FAFSA.
 - 4. Other than the requirements in subsection (2) of Sec. 67f of Public Act 120 of 2024, the student is on track to graduate.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education ("MDE"), and as provided by State law.

Credit may be earned by:

- A. traditional coursework;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related coursework in which content standards are embedded;
- D. non-traditional coursework;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;
- H. advanced placement courses;
- I. International Baccalaureate or other "early college" programs;
- J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum; or
- K. online class.

Students shall successfully complete an online course or learning experience, **or** shall have the online learning experience incorporated into each of the required credits of the Michigan Merit Curriculum.

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if the student successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if the student earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one (1) or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided the student completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall not be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District, provided the student meets the competency criteria established by the Superintendent.

A high school student shall be granted credit for completion of an internship or work experience that meets all of the requirements of MCL 380.1279h, subject to the Board's right to deny credit for the reasons and in the manner set out in MCL 380.1279h. The appeal rights set out in this statute apply in the event of a denial.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

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Legal

M.C.L. 380.1166, 380.1278a(1), 380.1278a(2), 380.1278a(4)(c), 380.1279b

M.C.L. 380.1278d, 380.1279h

20 U.S.C. 1400 et seq.

20 U.S.C. 1401 et seq.

29 U.S.C. 794

42 U.S.C. 12131 et seq.

Last Modified by Jennifer Perkins on November 10, 2025

Book	Policy Manual
Section	Vol. 40, No. 1 - September 2025 MI
Title	Vol. 40, No. 1 - September 2025 Rescind ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN
Code	po7541
Status	From Neola

Rescind Policy - Vol. 40, No. 1

~~7541~~ ~~ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN~~

~~The Board of Education is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the Superintendent is directed to develop, test and maintain an *Electronic Data Processing Disaster Recovery Plan* for use in the event a disaster should disable the District's electronic data processing equipment.~~

~~The Plan may include:~~

- ~~A. () a reciprocal agreement with a neighboring school district or data acquisition site, which outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs;~~
- ~~B. () adequate equipment insurance;~~
- ~~C. () a list of the applications that are used by the District;~~
- ~~D. () procedures used to backup all programs and data on a daily, monthly, quarterly and year end basis;~~
- ~~E. () backup storage off site;~~
- ~~F. () maintenance agreements for hardware and software (including, but not limited to the operating system);~~
- ~~G. () a list of vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;~~
- ~~H. () as a last resort, the procedure to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually;~~
- ~~I. () _____ [other].~~

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Last Modified by Wayne Wright on October 20, 2025

10.2. Curriculum & Instruction

Presenter: Joe Youanes

10.3. Finance/Facilities and Bond

Presenter: Kathy Abela

10.4. Staff and Student Services

Presenter: Patrick Wolynski

10.4.1. Personnel Changes

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November 13, 2025

Regular Personnel Changes:

RESOLVED that Royal Oak Schools Board of Education hereby approves the following regular personnel changes:

NAME	POSITION	ACTION	EFFECTIVE DATE
Aris Barnett	Paraeducator – ROHS	Resigned	10/1/25
Margaux Forester	Career and Testing Coordinator – ROHS/ROMS	Hired	10/20/25
Amy Morris	Blended Preschool Teacher for Special Education – Addams ECC	Hired	10/20/25
Jaret Grisamer	Multi-Media Specialist – Board Office	Resigned	10/20/25
De’Andre Yancey	Paraeducator – Addams Elementary	Resigned	10/24/25
Samantha Jones	Communications Supervisor – Board Office	Hired	10/27/25
Melanie Burnham	Speech Language Pathologist – Addams ECC	Resigned	10/27/25
Carol McCan-Orr	Paraeducator – Addams Elementary	Hired	10/28/25
Joan Williams	Paraeducator – ROHS	Hired	10/30/25
Lisa Gardner	Paraeducator – Keller Elementary /Transportation	Retired	10/31/25
Eryn Hearn	Paraeducator – Addams Elementary	Hired	11/3/25
Matthew Rich	Student Data Manager – Board Office	Hired	11/3/25
Arija Walsh	Paraeducator – Keller Elementary/Transportation	Hired	11/5/25
Jenna Thomson	Paraeducator – ROMS/Transportation	Hired	11/5/25
D’Angelo Womack	Paraeducator – Upton Elementary	Hired	11/12/25
Tyler Schmidt	Communications Specialist – Board Office	Hired	11/13/25
Christal Tate	Paraeducator – Addams Elementary	Hired	11/17/25
Robert Patten	Paraeducator – ROMS	Hired	11/17/25
Erian Randall	Paraeducator – ROHS	Hired	11/17/25
Tracy Crawley	Science Teacher – ROHS	Retired	12/31/25
Becky Stremmell	Scheduling Secretary - ROHS	Retired	1/31/26

November 13, 2025

11. PUBLIC COMMENT (same rules apply)

12. BOARD COMMENTS / LIAISON REPORT

13. ADJOURNMENT (approval by consensus)

[Royal Oak Schools Board of Education meetings are open to the public. There is a time for public participation during the meeting as indicated in the agenda. This meeting is for the purposes of conducting the School District's business and is not to be considered a "community" meeting.]