

REGULAR MEETING

December 11, 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
November 6, 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; Trustee Matt Wickey; Superintendent Dr. John Tafelski; Executive Director of Finance & Operations Kathy Abela; Deputy Superintendent Curriculum & Instruction Dr. Joe Youanes; Owner's Representative Michelle Kerns and Mark Paulus; Student Representatives Cameron Balis, Broderick McDonald, Grace Hatton, Haneen Awada and Aiden Brock; and Finance Administrative Assistant Annemarie Carlisle

ALSO PRESENT: Barton Malow representative Larry Bukowski; ROEA President Kerry Derminer; ROEA Vice President Mallory Greenway; Community Member Brian Gordon and Trina Tocco

1. Welcome and Introduction Tim Ciechorski called the meeting to order at 6:15 pm.
2. Superintendent Evaluation Tool 6:16 pm – 7:07 pm
3. Technology and Curriculum There are no updates at this time.
4. Finance
 Kathy Abela provided an update.
5. Sustainability
 Dr. Tafelski spoke about RENO, Residential Enhancement & Neighborhood Opportunity.
6. Operations
 - 6.1. Fall Field Work
 Mark Paulus shared an overview of the projects that were recently completed.
7. BSSF
 - 7.1. Three Year Plan
 Michelle Kerns presented an update on the spreadsheet.
 - 7.2. Churchill Re-Imagine Estimate
 Larry Bukowski discussed the cost estimate and scheduling of project.

8. Bond Projects

8.1. 2026 Facility Condition Assessment

Larry Bukowski reviewed this information with extensive discussion. Kathy Abela and John Tafelski explained how Bonds work and the next steps.

9. New Business/Board Member Considerations

Lauren Jaskinski stated that Royal Oak City Clerk, (Melanie Halas) has concerns regarding the parking at ROMS during the election.

10. Public Comment

Trina Tocco encouraged the School Board to support MI Kids.

11. Next Meeting: Thursday, December 4, 2025 at 6:00 pm

12. Adjournment Tim Ciechorski adjourned the meeting at 8:50 pm.

Respectfully submitted,

Deborah Anderson
Secretary, Board of Education

REGULAR MEETING

November 13, 2025, at 6:30 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; Trustee Matt Wickey; and Student Representative Grace Hatton

ALSO PRESENT: Superintendent John Tafelski; 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; Executive Director of Finance & Operations Kathy Abela

1. OPENING / CALL TO ORDER President Ciechorski called the meeting to order at 6:30 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: Mrs. Alexander

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

October 2, 2025, Special Minutes, Facilities & Finance

October 9, 2025, Regular Minutes

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

3.3. Donations

Ashley Fries and Brandon Ulewicz from Woodward Corner Market presented a check to the Board.

Moved by: Mrs. Anderson

Seconded by: Ms. Jaskinski

Resolved, that Royal Oak Schools Board of Education gratefully accepts the following donations as presented:

Meijer Woodward Corner Market - \$5000.00

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

4. PROCLAMATIONS/RESOLUTIONS

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

Moved by: Mrs. VanHaitsma

Seconded by: Mrs. Alexander

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 adequacy; 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 schools; and,

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

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

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.

7 in favor/0 opposed/ 0 abstentions.

The motion passed.

4.2. Board Proclamation: Native American Heritage Month

Moved by: Mr. Wickey

Seconded by: Ms. Jasinski

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 November 1, 2025; 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.

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

5. PUBLIC COMMENT

The board listened to public comment from the following persons:

- Suzanne – Turning Point USA Club
- Michael James – free speech
- Jennifer Marck – TPUSA (Turning Point USA)
- Ann Abbey – TPUSA Club @ ROHS
- Kathy Grant – TPUSA
- William Asher – TPUSA
- Shelley Hamlet – Latchkey
- Alicia Joy – TPUSA
- Jane Baker - TPUSA
- Natalie Freese – Clubs
- Chris Meister – Clubs
- Carrie Hribar – Clubs
- Ashley Morel & Jack Morel – TPUSA
- Kim Johnson – After school clubs and organizations
- Phyllis Steel - TPUSA
- Braxtyn Romano – TPUSA
- Debra Hendren – Opposition to TP group
- James Vega – Ideas about the public schools
- Elizabeth Dupee - TPUSA
- Ben Dupee – Administrative failure re: TPUSA

Mr. Ciechorski asked for a motion to take a break at 7:39 p.m.

Moved by: Mrs. Alexander Seconded by: Mrs. Anderson

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

The Board reconvened at 7:51 p.m.

6. RECOGNITIONS / PRESENTATIONS / REPORTS

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

- Oakland Schools Restorative Practices Collaborative
- Oakland Schools Systems of Inequity Series
- Royal Oak Schools DEI Wellness Summit
- Interfaith Leadership Council – Journey #2
- JEDI Educators Summit

- Odysseys – Session two

6.2. Student Representatives to the Board

Ms. Hatton provided an update on the following items:

- The performance of *Matilda* at the high school
- The PTSA Honors Program at ROHS

Ms. Jasinki inquired if the students' comments reflected the attitudes of the public that spoke earlier. Ms. Hatton replied that they did.

7. COMMUNICATIONS

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

- Deepak Amarnani
- Judy Tigay
- Trina Tocco
- Meagan Donovan
- Kristine Crook
- Emily Ty
- Kate White
- Sheila Carroll
- Addison
- Amanda Muckenthaler
- Christina West
- Theresa Penchoff
- Jillian Pitt
- Rebecca Cheezum
- Royal Oak Performing Arts Department
- Royal Oak Children's Choir
- Hillary Kahn
- Cheri's Thomas
- Jessica Suzio
- Kimberly Schuetzler

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 \$9,951,030.28, for the period of October 1, 2025, through October 31, 2025.

9. Field Trip — ROHS to Chicago, IL

Moved by: Mrs. VanHaitsma

Seconded by: Mrs. Alexander

Royal Oak Schools Board of Education approves the request from Royal Oak High School to travel to Chicago, IL from February 13–15, 2026.

7 in favor/0 opposed/0 abstentions.

The motion passed.

10. MATTERS FOR DISCUSSION / ACTION

10.1. Superintendent

10.1.1. Care Solace Roll Out

Dr. Tafelski spoke about the new health and wellness program that will be available to students, parents, and staff.

He also spoke about a meeting with Oakland University Medical School and a potential partnership to help students in applying, as well as a teacher cadet program at Eastern Michigan University.

10.1.2. First Reading of Revised/Replaced and/or Recommended Policies & Guidelines

Moved by: Mrs. Cook

Seconded by: Ms. Jaskinski

Resolved, that the Royal Oak Schools Board of Education approves a first 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.

10.2. Curriculum & Instruction

Dr. Youanes spoke about student achievement data and instructional practices, as well as the tools that have been put in place.

10.3. Finance/Facilities and Bond

Dr. Tafelski reviewed the following improvements:

- The ball fields at the middle school and high school have been restored
- The tennis courts at the middle school have been resurfaced and striped for tennis and pickleball

Bond:

- Staff has been meeting with the architects and the construction manager; getting feedback from the schools
- A discussion was had regarding the Early Childhood Center

10.4. Staff and Student Services

Mr. Wolynski spoke about recent resignations, new hires, and related agenda items.

10.4.1. Personnel Changes

Moved by: Mrs. Cook

Seconded by: Mr. Wickey

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.

11. PUBLIC COMMENT (same rules apply)

The board listened to public comment from the following persons:

- Deborah Basko – Freedom of speech
- Iris Partlan – TPUSA

12. BOARD COMMENTS / LIAISON REPORT

Mrs. VanHaitsma mentioned the following items:

- Podcasts

- School play
- Craft fairs at Oakridge and Keller
- Royal Oak Youth Assistance Bowl-a-thon
- Student lunches with the Board

Ms. Jaskinski spoke about the Oak Ridge Student Senate food drive.

13. ADJOURNMENT

President Ciechorski called for adjournment of the meeting at 8:43 p.m. Approved by consensus.

Respectfully submitted,

Deborah Anderson
Secretary, Board of Education

4. PUBLIC COMMENT

5. RECOGNITIONS / PRESENTATIONS / REPORTS

5.1. Diversity, Equity and Inclusion

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December DEI Updates

**Special Meetings and
Listening Circles**

3 C's of Support Grant

MLK Event- Save the Date



ROS JEDI Council + ROHS Staff & Student Listening Sessions

10/28 Special ROS JEDI Council Meeting



**December- Start of ROHS Staff and
Student Listening Circles Series**

**Emerging Themes- Need for increased
communication, transparency in
decision-making, and school club
formation process.**

Culture, Climate, and Curriculum LGBTQ+ Support Grant

ROHS is the recipient of the 3's C's of Support \$5,000 LGBTQ+ Support grant.

Grant is a collaboration between MDHHS, MDE, MI School Health Coordinators Association (MISHCA)

This funding will help us to:

-Increase LGBTQ+ support efforts


-Provide additional training opportunities for staff

-Elevate support for GSA clubs

-Promote further implementation of the Michigan Model for Health social and emotional health lessons, and much more!



MLK 2026- Save the Date



MLK JR. DAY OF SERVICE 2026

MONDAY JANUARY 19
9-11:30 AM

THE COMMUNITIES OF BERKLEY, CLAWSON & ROYAL OAK PRESENT

A DAY ON, NOT A DAY OFF

MLK JR. DAY OF SERVICE 2026

CLAWSON HIGH SCHOOL, 2101 JOHN M AVE, CLAWSON, MI 48017

LEARN MORE: ROMI.GOV/MLK

BERKLEY SCHOOLS

CITY OF BERKLEY MI

Clawson Public Schools

CITY OF CLAWSON MICHIGAN 1940

ROYAL OAK SCHOOLS

Rb Royal Oak

**Donations
needed:**

**Non-perishable
food items**

Toiletries

Household items

Baby items

Restorative Practices



December 2025 Board Meeting



The aim of restorative practices is to develop community and to manage conflict and tensions by repairing harm and building relationships.

This statement identifies both proactive (building relationships and developing community) and reactive (repairing harm and restoring relationships) approaches.

(International Institute for Restorative Practices)

80% of efforts are proactive

20% of efforts are responsive

RESTORATIVE PRACTICES CONTINUUM

80% Proactive



20% Responsive



informal

formal

ffective
statements

ffective
questions

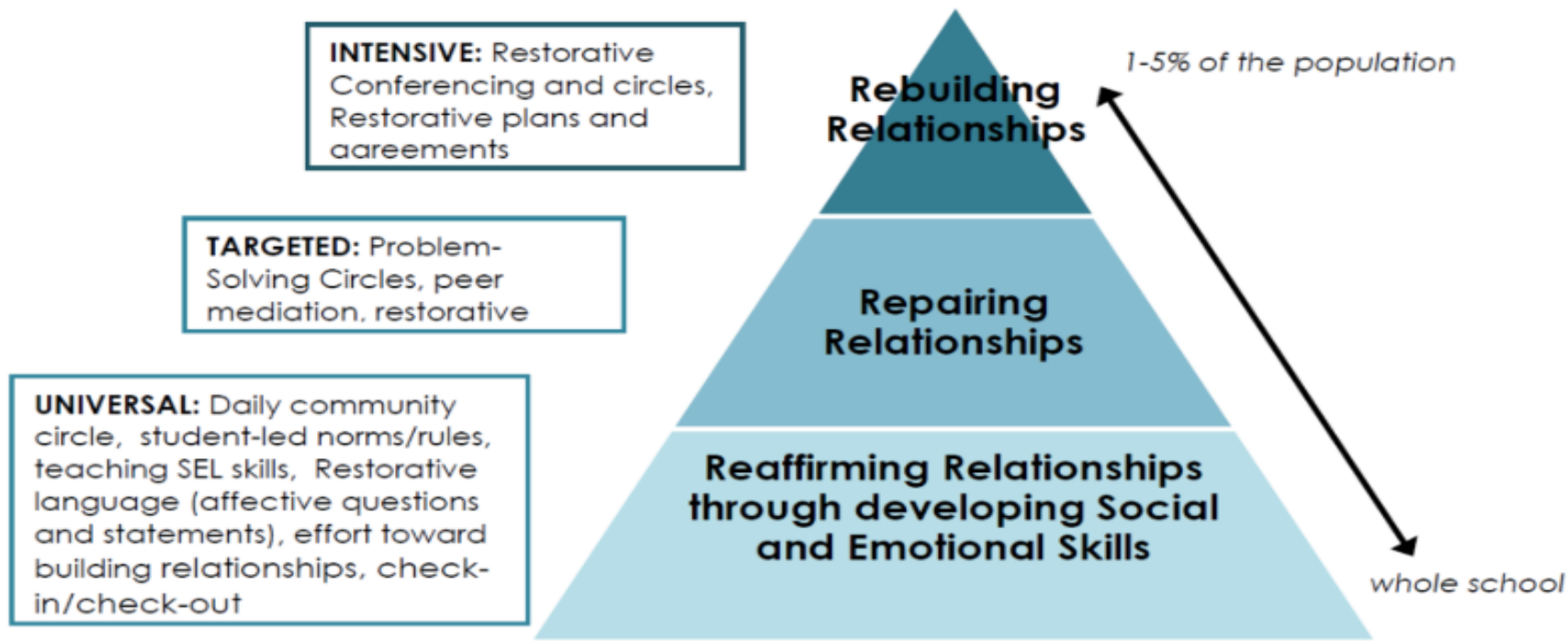
small impromptu
conversations

circle

formal
conference

Page 10 in *Restorative Practices Handbook*

WHAT MIGHT A RESTORATIVE SETTING OR SCHOOL LOOK LIKE?



modified from source, iirp

Proactive Strategies

- Family Circles
- Inclusionary Activities to start class, i.e. “Is water wet?”
- Reflective questions about class “Roses and thorns about how the last unit review went.”
- Principal Advisory Group - student volunteering to provide feedback on how school is going.”
- New Student Orientation support group
- Community Circles to open staff meetings
- Class Charters and Group Norm Agreements

Responsive Strategies

- Re-entry Meetings after Suspensions
- Student-Student restorative meetings after conflict
- Class meetings after “issues with the guest teacher”
- Lunch Reset Program to pause for reflection for tardies, class disruptions, etc...
- Restorative Circle: Harm happens in the classroom
- Revisiting Class Charters to increase engagement
- Teacher-Student meetings after conflict
- Attendance Check-Ins

Getting to a Restorative Circle

Initial Incident

Investigate the roots of the conflict. Active listening, determine the harm and its impact.

Review RO Code of Conduct for potential violations and continuum of responses.

Prepare for Meeting

Determine scope of potential restorative meeting.

Connect with all interested parties. Ensure safety (emotionally) in the meeting.

Ensure clarity of focus for the intent of the meeting.

Meeting + Follow-Up

Organize the circle.

Introduce the concept of the circle to participants.

Facilitate the rounds: (What happened, Who was impacted, What can you do to make it right)

Check in with parties in an agreed upon time.

“There is a recognition that and a commitment to the notion that positive, robust relationships lie at the heart of learning and pedagogical practice, or wellbeing and a sense of belonging and connectedness; and all decisions, structures, policies and procedures reflect this understanding.”

- Margaret Thorsborne and Peta Blood, *Implementing Restorative Practices in Schools* (2013).

“Committed to fostering an impactful learning community where students will be embraced, accepted, challenged, and prepared.”

- Royal Oak Schools, *Continuing Excellence 2023-2028*.



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

6. COMMUNICATIONS

Presenter: Board of Education Secretary

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

7.1. *Payment of Expenses

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ROYAL OAK SCHOOLS

BILLS SUBMITTED FOR APPROVAL

11/30/25

BILLS PAID:	11/01/2025 - 11/30/2025	ACCOUNTS PAYABLE - GENERAL	\$418,672.17
VENDOR EP:	11/01/2025 - 11/30/2025	ACCOUNTS PAYABLE - GENERAL	\$1,414,576.09
WIRE TRANSFERS:	11/01/2025 - 11/30/2025	WIRE TRANSFERS:	<u>\$6,444,892.56</u>
		TOTAL:	\$8,278,140.82

GRAND TOTAL

\$8,278,140.82

Check Register November 2025

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225875	11/6/2025	009857	ACADEMIC PLANNERS PLUS	425.00
00225876	11/6/2025	404474	CARE SOLACE INC	14,250.00
00225877	11/6/2025	057870	CITY OF ROYAL OAK	4,206.50
00225878	11/6/2025	404466	DOYEL, JENNIFER	43.66
00225879	11/6/2025	404338	FIRST	1,087.00
00225880	11/6/2025	008661	GRAND BLANC PRINTING CO INC	5,685.50
00225881	11/6/2025	404479	HOLLAND, LA TOSHA	60.00
00225882	11/6/2025	033607	INSTRUMENTALIST AWARDS LLC	87.00
00225883	11/6/2025	404123	KUBE, MYAH	41.00
00225884	11/6/2025	404022	LASER SPORT SURFACING	7,750.00
00225885	11/6/2025	404480	LEE, ELIZABETH	50.00
00225886	11/6/2025	403824	MAESO, ANGELA	487.50
00225887	11/6/2025	404473	MANDARICH LAW GROUP LLP	233.52
00225888	11/6/2025	404483	MCQUEEN, KATHERINE	50.00
00225889	11/6/2025	004837	MOSSINGTON PIANO SERVICE	300.00
00225890	11/6/2025	404096	NATIONAL VISION ADMINISTRATORS	660.34
00225891	11/6/2025	404482	PARKER, JUSTIN	23.40
00225892	11/6/2025	404484	PHILLIPS, ASHLEY	69.00
00225893	11/6/2025	401119	PREFERRED CHARTER LLC	2,980.00
00225894	11/6/2025	404321	PRESTIGE ATHLETICS LLC	11,822.00
00225895	11/6/2025	010133	RUDD, CELESTE	60.00
00225896	11/6/2025	402559	SCOTT, CRYSTAL	112.50
00225897	11/6/2025	060714	SET-SEG	6,788.00
00225898	11/6/2025	403339	SEVEN BROTHERS PAINTING INC	605.04
00225899	11/6/2025	005000	SMITH, KRISTIN	19.60
00225900	11/6/2025	064155	STEEL EQUIPMENT COMPANY	6,214.00
00225901	11/6/2025	088299	TAMARACK CAMPS	792.00
00225902	11/6/2025	007818	TRANE U.S. INC.	2,431.00
00225903	11/6/2025	404481	TROY, ELEZABETH	50.00
00225904	11/6/2025	402117	WEBER AND OLCESE PLC	889.35
00225905	11/6/2025	403674	ZOHR, TRENTON	20.44
00225906	11/13/2025	008605	ANDERSONS	56.98
00225907	11/13/2025	404103	BOEDEKER, ERIN	62.40
00225908	11/13/2025	403153	BROWN, WILLIAM	847.22
00225909	11/13/2025	006136	BSN SPORTS LLC	709.13
00225910	11/13/2025	000603	CARTER CROMPTON SITE DEVELOPME	850.00
00225911	11/13/2025	057870	CITY OF ROYAL OAK	30,470.55
00225912	11/13/2025	403698	CONSTELLATION NEWENERGY GAS DI	15,184.90
00225913	11/13/2025	015210	CONSUMERS ENERGY COMPANY	6,453.39
00225914	11/13/2025	001289	COREWELL HEALTH	5,967.00
00225915	11/13/2025	008160	DEMIRI, JANKA	129.15
00225916	11/13/2025	005652	DIHYDRO SERVICES INC	5,188.00
00225917	11/13/2025	018360	DTE ENERGY	1,031.35
00225918	11/13/2025	403425	EBERHARDT, STACY	250.60
00225919	11/13/2025	095710	FERNDALE PUBLIC SCHOOLS	275.00
00225920	11/13/2025	401626	HARRIS, GEORGETTE	969.52
00225921	11/13/2025	401658	HENRY SCHEIN INC	420.00
00225922	11/13/2025	404490	KARSON, SARAH	10.00
00225923	11/13/2025	000877	KOCIS, JENNIFER	41.25
00225924	11/13/2025	096016	KOWALEWSKI, GARY	180.00

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225925	11/13/2025	401393	LANGUAGELINE SERVICES INC	133.02
00225926	11/13/2025	404240	LASTING IMPRESSIONS PROMOTIONS	167.03
00225927	11/13/2025	404492	LATULIPPE, TRINA	20.00
00225928	11/13/2025	402091	LEONARDS SYRUPS	279.20
00225929	11/13/2025	000696	MACAE MI ASSN OF COMM ADULT ED	750.00
00225930	11/13/2025	005893	MCCOURTS MUSICAL INSTRUMENTS	3,550.00
00225931	11/13/2025	404491	MC GEE, JESSICA	30.00
00225932	11/13/2025	404465	MEADOW BROOK THEATRE	1,982.00
00225933	11/13/2025	400459	MICHIGAN SCIENCE CENTER	847.00
00225934	11/13/2025	404478	MINUTEMAN PRESS	230.25
00225935	11/13/2025	404373	MY GREEN MICHIGAN	3,100.00
00225936	11/13/2025	096221	OAKLAND ACTIVITIES ASSOCIATION	760.00
00225937	11/13/2025	317365	OAKLAND COUNTY PARKS AND REC	1,050.00
00225938	11/13/2025	050244	OAKLAND COUNTY TREASURER	1,662.80
00225939	11/13/2025	404489	PAINTER, NICOLE	60.00
00225940	11/13/2025	403214	SAN MARINO CLUB INC	1,000.00
00225941	11/13/2025	008728	SCHOOL MATE	87.75
00225942	11/13/2025	403906	SEE, ERIN	121.32
00225943	11/13/2025	404493	SOLMAN, FALICITY	60.00
00225944	11/13/2025	400793	T AND M ASPHALT PAVING INC	15,950.00
00225945	11/13/2025	068069	UNITED PARCEL SERVICE INC	25.00
00225946	11/13/2025	006697	VENETIAN CLUB OF MUTUAL AID	3,951.58
00225947	11/13/2025	404417	ZHANG, MIAOLU	50.00
00225948	11/20/2025	008401	ACCO BRANDS USA LLC	372.45
00225949	11/20/2025	404494	BABBIE, HEATHER	96.00
00225950	11/20/2025	009627	BEISTLINE, ALESHA	33.60
00225951	11/20/2025	404103	BOEDEKER, ERIN	80.88
00225952	11/20/2025	403153	BROWN, WILLIAM	454.09
00225953	11/20/2025	006136	BSN SPORTS LLC	1,608.60
00225954	11/20/2025	009233	CENTRAL MICHIGAN UNIVERSITY	8,489.27
00225955	11/20/2025	057870	CITY OF ROYAL OAK	9,585.01
00225956	11/20/2025	404284	CLEGHORN, CHELSEA	25.27
00225957	11/20/2025	403825	COFFIN, KAITLIN	34.96
00225958	11/20/2025	015210	CONSUMERS ENERGY COMPANY	7,146.91
00225959	11/20/2025	005652	DIHYDRO SERVICES INC	825.00
00225960	11/20/2025	018360	DTE ENERGY	30,840.58
00225961	11/20/2025	003346	GLICA	1,940.00
00225962	11/20/2025	008958	KALINOWSKI, TRACY	281.94
00225963	11/20/2025	402123	KIMBERLY FENCE AND SUPPLY	2,040.00
00225964	11/20/2025	403506	LAURENT, BRITTNEY	83.86
00225965	11/20/2025	402091	LEONARDS SYRUPS	160.00
00225966	11/20/2025	404473	MANDARICH LAW GROUP LLP	240.84
00225967	11/20/2025	002657	MASA - MICHIGAN ASSN OF SUPT A	300.00
00225968	11/20/2025	098397	MASSP	800.00
00225969	11/20/2025	401415	METROPOLITAN LIFE INS CO	42.00
00225970	11/20/2025	400459	MICHIGAN SCIENCE CENTER	443.00
00225971	11/20/2025	404468	NATIONAL ADULT EDUCATION HONOR	100.00
00225972	11/20/2025	404068	OCADA	90.00
00225973	11/20/2025	007914	PALAZZOLO, JASON	379.40
00225974	11/20/2025	403869	PIETSCH, MARTHA	20.44
00225975	11/20/2025	401981	REA, REBECCA	84.21
00225976	11/20/2025	002337	READ NATURALLY INC	320.00
00225977	11/20/2025	009817	ROHS DRAMA BOOSTERS	2,123.32
00225978	11/20/2025	401477	ROSE, COLLEEN	380.00

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00225979	11/20/2025	404230	RUMMEL, ELIZABETH	69.16
00225980	11/20/2025	403214	SAN MARINO CLUB INC	3,271.40
00225981	11/20/2025	400147	SEPTER, JAMIE L	250.00
00225982	11/20/2025	404177	SZYMANSKI, NOAH	80.88
00225983	11/20/2025	008524	TROY HISTORICAL SOCIETY	1,103.50
00225984	11/20/2025	401005	UNITED RENTALS NORTH AMERICA I	350.00
00225985	11/20/2025	402398	VANCE, KENNETH P	680.00
00225986	11/20/2025	401625	VIKRAMAN, HARI	40.46
00225987	11/20/2025	404495	WARREN WOODS PUBLIC SCHOOLS	300.00
00225988	11/20/2025	402117	WEBER AND OLCESE PLC	510.81
00225989	11/20/2025	072373	WESTERN STATES	439.75
00225990	11/20/2025	402023	WOODWARD, RYAN	21.42
00225991	11/25/2025	001739	ANDONI, VJOLLCA	88.69
00225992	11/25/2025	403153	BROWN, WILLIAM	649.65
00225993	11/25/2025	006136	BSN SPORTS LLC	1,653.75
00225994	11/25/2025	403070	CIECHORSKI, TIM	1,361.97
00225995	11/25/2025	057870	CITY OF ROYAL OAK	3,711.63
00225996	11/25/2025	015210	CONSUMERS ENERGY COMPANY	3,898.33
00225997	11/25/2025	401626	HARRIS, GEORGETTE	210.00
00225998	11/25/2025	402123	KIMBERLY FENCE AND SUPPLY	10,013.60
00225999	11/25/2025	401677	KING, ALLISON	144.00
00226000	11/25/2025	401464	LESSONPIX INC	1,530.53
00226001	11/25/2025	403944	LILLY-LACCA, ABBEY	51.96
00226002	11/25/2025	010045	NORTHVILLE PUBLIC SCHOOLS	250.00
00226003	11/25/2025	403869	PIETSCH, MARTHA	121.32
00226004	11/25/2025	005763	SCHOLASTIC CLASSROOM MAGAZINES	85.14
00226005	11/25/2025	062900	SPEEDY TEES INC	3,927.00
00226006	11/25/2025	088299	TAMARACK CAMPS	18,654.50
00226007	11/25/2025	404435	TRIST CREEK FLOORING INC	120,000.00
00226008	11/25/2025	006697	VENETIAN CLUB OF MUTUAL AID	2,434.90
00226009	11/25/2025	403148	WINTERBURN, JEAN	89.45
			Checks Issued	418,672.17
			Less VOIDS	-
			GRAND TOTAL	418,672.17

ELECTRONIC PAYMENTS NOVEMBER 2025

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00007955	11/6/2025	008312	ABSOPURE WATER COMPANY LLC	2.45
00007956	11/6/2025	402817	ALL CITY MECHANICAL AND REFRIG	1,314.43
00007957	11/6/2025	402783	AMAZON.COM SERVICES LLC	5,593.93
00007958	11/6/2025	009058	APPLIED INNOVATION	4,086.44
00007959	11/6/2025	006848	AQUATIC SOURCE LLC	464.53
00007960	11/6/2025	008100	BILLINGS LAWN EQUIPMENT	40.68
00007961	11/6/2025	004752	CENTRAL MICHIGAN PAPER CO	2,640.00
00007962	11/6/2025	402509	CINTAS CORPORATION	2,865.26
00007963	11/6/2025	024676	FLINN SCIENTIFIC INC	74.04
00007964	11/6/2025	403459	FOLLETT CONTENT SOLUTION LLC	339.99
00007965	11/6/2025	003234	HEARTAED	1,665.00
00007966	11/6/2025	008250	INSTITUTE FOR MULTI SENSORY ED	18.90
00007967	11/6/2025	097413	J W PEPPER & SON INC	101.99
00007968	11/6/2025	037467	KURTS KUSTOM PROMOTIONS LLC	1,891.25
00007969	11/6/2025	037818	LAKESHORE LEARNING MATERIALS L	91.97
00007970	11/6/2025	404107	MANOLIAS, MARIA	14.28
00007971	11/6/2025	013270	MJ CHISHOLM CONSTRUCTION CO	16,000.00
00007972	11/6/2025	048300	NATIONAL TIME AND SIGNAL CORP	360.00
00007973	11/6/2025	050310	OAKLAND SCHOOLS	7,195.20
00007974	11/6/2025	008905	OAKLAND SCHOOLS PRODUCTION	870.05
00007975	11/6/2025	401997	POTTERACK, LINDSEY	81.03
00007976	11/6/2025	403112	QUENCH USA INC	99.00
00007977	11/6/2025	057719	ROSE PEST SOLUTIONS	1,587.00
00007978	11/6/2025	059580	SCHOLASTIC MAGAZINES	85.14
00007979	11/6/2025	009691	SERVICE PRO	10,195.20
00007980	11/6/2025	063680	STAPLES BUSINESS ADVANTAGE	265.98
00007981	11/6/2025	404218	SZMANSKY, THERESA	19.60
00007982	11/6/2025	400048	TRINGALI SANITATION INC	575.00
00007983	11/6/2025	401130	YEO AND YEO TECHNOLOGY	877.00
00007984	11/13/2025	404258	ABM	249,916.75
00007985	11/13/2025	403111	ADN ADMINISTRATORS INC	4,932.69
00007986	11/13/2025	402783	AMAZON.COM SERVICES LLC	2,936.84
00007987	11/13/2025	004650	ARBOR SCIENTIFIC	222.54
00007988	11/13/2025	402856	BULK BOOKSTORE	1,102.00
00007989	11/13/2025	401440	CNS ELECTRIC CO	676.15
00007990	11/13/2025	402070	COLLINS AND BLAHA PC	5,958.75
00007991	11/13/2025	007821	CORRIDOR, MICHAEL	20.44
00007992	11/13/2025	047628	CRISIS PREVENTION INSTITUTE IN	362.85
00007993	11/13/2025	019357	DINN BROS INC	37.50
00007994	11/13/2025	401943	DIPPIN' DOTS	581.04
00007995	11/13/2025	002466	DTE ELECTRIC COMPANY	622.78
00007996	11/13/2025	404144	DURHAM SCHOOL SERVICES LP	227,534.21
00007997	11/13/2025	404221	FRANCIS ENTERPRISES LLC	1,306.07
00007998	11/13/2025	006297	GFL ENVIRONMENTAL USA INC	50.00
00007999	11/13/2025	403616	HOWIES ATHLETIC TAPE	2,484.00
00008000	11/13/2025	097413	J W PEPPER & SON INC	133.99
00008001	11/13/2025	403443	KNIPPER, JENNIFER	346.83
00008002	11/13/2025	037467	KURTS KUSTOM PROMOTIONS LLC	1,087.27
00008003	11/13/2025	000838	MARKERBOARD PEOPLE, THE	2,250.00
00008004	11/13/2025	050310	OAKLAND SCHOOLS	50.00
00008005	11/13/2025	007610	REIMOLD, ALYSSA	20.86

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00008006	11/13/2025	069450	SCHOOL SPECIALTY LLC	1,278.00
00008007	11/13/2025	404288	SEC SHIELD LLC	844.60
00008008	11/13/2025	404469	SMITH, DEREK	123.84
00008009	11/13/2025	062677	SPALDING DEDECKER ASSOCIATES I	12,814.00
00008010	11/13/2025	063680	STAPLES BUSINESS ADVANTAGE	202.23
00008011	11/13/2025	401715	TURK, CHERYL	1,045.03
00008012	11/13/2025	000535	VERIZON WIRELESS SERVICES LLC	2,201.29
00008013	11/13/2025	404449	WEATHERTECH CONSULTING GROUP I	7,100.00
00008014	11/13/2025	005839	WORRY FREE LAWN CARE SNOW REMO	11,387.50
00008015	11/13/2025	403381	YESKO, SARAH	200.00
00008016	11/20/2025	033200	21ST CENTURY MEDIA NEWSPAPER L	541.01
00008017	11/20/2025	401072	A R REPAIRS BAKERS KNEADS INC	701.79
00008018	11/20/2025	001000	AERO FILTER INC	486.69
00008019	11/20/2025	402783	AMAZON.COM SERVICES LLC	1,254.98
00008020	11/20/2025	004606	APPLE INC	329.00
00008021	11/20/2025	006848	AQUATIC SOURCE LLC	6,164.50
00008022	11/20/2025	404046	BBC DISTRIBUTING LLC A BRADYPL	3,125.50
00008023	11/20/2025	008100	BILLINGS LAWN EQUIPMENT	15.90
00008024	11/20/2025	401498	BRUNNER AVENA, AMY	155.89
00008025	11/20/2025	404035	CMS ERM MICHIGAN LLC	84,177.84
00008026	11/20/2025	403039	CULPEPPER, SARAH	40.25
00008027	11/20/2025	404323	DANIELS GLASS CO INC	6,205.00
00008028	11/20/2025	010272	DEARBORN NATIONAL LIFE INS CO	3,661.17
00008029	11/20/2025	005761	DELTA NETWORK SERVICES LLC	6,430.00
00008030	11/20/2025	402851	EASTSIDE RACING COMPANY	1,700.00
00008031	11/20/2025	404104	GALLAGHER BENEFIT SERVICES INC	6,000.00
00008032	11/20/2025	404088	GJONI, MIRANDA	59.85
00008033	11/20/2025	097413	J W PEPPER & SON INC	63.99
00008034	11/20/2025	009957	KRANTZ, KATHLEEN	67.62
00008035	11/20/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	1,382.50
00008036	11/20/2025	400330	MENARY, LORI	25.48
00008037	11/20/2025	006148	MIDSTATES RECREATION	12,074.83
00008038	11/20/2025	048300	NATIONAL TIME AND SIGNAL CORP	140.00
00008039	11/20/2025	050310	OAKLAND SCHOOLS	25.00
00008040	11/20/2025	401997	POTTERACK, LINDSEY	68.78
00008041	11/20/2025	401992	ROSS, CHARLA	61.74
00008042	11/20/2025	069450	SCHOOL SPECIALTY LLC	90.18
00008043	11/20/2025	401839	SCHOOL TECH TEAM INC	70.00
00008044	11/20/2025	403776	SCHWARB, AMY	69.44
00008045	11/20/2025	009691	SERVICE PRO	10,645.00
00008046	11/20/2025	402016	SZYMANSKI, KRISTIN	21.98
00008047	11/20/2025	402556	THYSSENKRUPP ONLINEMETALS LLC	509.97
00008048	11/20/2025	403738	TOSHIBA BUSINESS SOLUTIONS	1,514.61
00008049	11/20/2025	400048	TRINGALI SANITATION INC	925.00
00008050	11/20/2025	010347	VANEVERY, JENNIFER	28.91
00008051	11/20/2025	404433	WALKER, AMY	30.31
00008052	11/20/2025	072372	WESTERN PSYCHOLOGICAL SERVICES	82.00
00008053	11/25/2025	404258	ABM	254,247.07
00008054	11/25/2025	402783	AMAZON.COM SERVICES LLC	2,886.68
00008055	11/25/2025	000360	BANSEN, DINA	347.50
00008056	11/25/2025	008100	BILLINGS LAWN EQUIPMENT	34.92
00008057	11/25/2025	400432	CARRS MOTORCOACH LLC	2,350.00
00008058	11/25/2025	004752	CENTRAL MICHIGAN PAPER CO	1,320.00
00008059	11/25/2025	011538	CHARTWELLS DINING	296,247.99

Check Number	Check Date	Vendor ID	Vendor Name	Check Amount
00008060	11/25/2025	404035	CMS ERM MICHIGAN LLC	66,954.26
00008061	11/25/2025	019357	DINN BROS INC	398.22
00008062	11/25/2025	403701	GUMBEL, MAUREEN	13.23
00008063	11/25/2025	009183	IXL LEARNING INC	1,162.50
00008064	11/25/2025	401499	J W CHRISTMAS AND ASSOCIATES I	6,000.00
00008065	11/25/2025	005417	LAURENCE, CARRIE	81.90
00008066	11/25/2025	401522	MAHAR, DANIELLE	182.68
00008067	11/25/2025	400547	MEI TOTAL ELEVATOR SOLUTIONS	395.00
00008068	11/25/2025	008594	MOUNTS, CHRIS	758.46
00008069	11/25/2025	403749	MURRAY, DEANNA	490.47
00008070	11/25/2025	401507	OC TEES INC	927.20
00008071	11/25/2025	053550	PITNEY BOWES GLOBAL FINANCIAL	963.27
00008072	11/25/2025	098586	PURCHASE POWER	1,057.14
00008073	11/25/2025	403112	QUENCH USA INC	88.85
00008074	11/25/2025	404089	RAMOLD, KRISTIN	17.71
00008075	11/25/2025	055598	REALLY GOOD STUFF LLC	70.32
00008076	11/25/2025	058100	ROYAL OAK YOUTH ASSISTANCE	118.00
00008077	11/25/2025	404143	SCHENA ROOFING AND SHEET METAL	18,991.00
00008078	11/25/2025	009437	SKYLINE CAMP AND RETREAT CENTE	9,630.00
00008079	11/25/2025	402016	SZYMANSKI, KRISTIN	21.98
00008080	11/25/2025	403090	US OMNI AND TSACG COMPLIANCE S	381.64
00008081	11/25/2025	072372	WESTERN PSYCHOLOGICAL SERVICES	246.00
			Electronic Payments Issued	1,414,576.09
			Less VOIDS	-
			GRAND TOTAL	1,414,576.09

WIRE TRANSFERS

11/1/2025 - 11/30/2025

<u>DATE</u>	<u>PAYROLL LIABILITIES</u>	<u>TRANSFERS</u>	<u>DESCRIPTION</u>
11/7/2025	1,613,211.98		
11/21/2025	1,578,000.95		
11/3/2025		588,291.41	ORS
11/3/2025		241.80	DTE
11/3/2025		483.20	MERCH SERV FEES
11/6/2025		157.49	NVA VISION
11/6/2025		103.35	NVA VISION
11/7/2025		123,172.88	EDUSTAFF
11/12/2025		21.15	CLOVERGO
11/14/2025		603,774.17	ORS
11/14/2025		1,293.85	DETROIT TAXES
11/21/2025		103,087.18	EDUSTAFF
11/21/2025		320.75	NVA VISION
11/21/2025		6.47	SALES TAX
11/26/2025		37,981.72	PURCH CARD
11/26/2025		740,565.91	MESSA
11/28/2025		1,053,080.20	UAAL
11/28/2025		1,098.10	SETSEG
TOTAL	<u>\$3,191,212.93</u>	<u>3,253,679.63</u>	

TOTAL TRANSFERS: \$6,444,892.56

7.2. *Field Trip – ROHS to Rome, Italy

8. MATTERS FOR DISCUSSION / ACTION

8.1. Superintendent

Presenter: John Tafelski

8.1.1. First Reading of Revised/Replaced and/or Recommended Policies

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Book	Policy Manual
Section	For the Board 40-1
Title	Vol. 40, No. 1 - September 2025 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300 revised
Status	Policy Committee Review

Revised Policy - Vol. 40, No. 1

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Board of Education shall develop and implement a Continuity of Organizational Operations Plan ("COOP") to enable it to conduct, if necessary, essential functions and critical services and operations (e.g., teaching and learning, transportation, business services, communication, computer/network systems support, facilities, maintenance, and safety and security) under all hazards/conditions. The District's COOP shall be (X) consistent with (~~-~~) a component of **[END OF OPTIONS]** the District's School Safety Emergency Management Plan (see Policy 8400 - School Safety Information and Policy 8402 - Emergency Operations Plan). Having a plan to recover from any type of crisis/emergency/disaster, regardless of its severity or the consequences of the incident/event, strengthens the District's resilience so it can operate with minimal impact on its primary mission/responsibility to educate the students enrolled in the District, involves teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources. The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions, with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to the recovery of operations and minimizing the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operations, ~~al/business functions and the learning environment as quickly as possible after a crisis/emergency/disaster or threat event occurs.~~ **[]** The COOP shall include strategies aimed at resuming instruction and crucial business functions within _____ (~~---~~) **[ENTER AMOUNT]** (~~-~~) days (~~-~~) hours **[END OF INTERNAL OPTIONS]** **[DRAFTING NOTE: Select a time period in which to restart district essential operations — e.g., two (2) school days, five (5) business days, forty-eight (48) hours.]** of the disruption, along with procedures to implement secure remote work and instruction in a crisis/emergency/disaster, identify alternative sites and technology redundancy, and provide incident response integration with the District's cybersecurity incident management protocols. **[END OF OPTIONAL SENTENCE]**

The District will use the following process to achieve essential function resilience (i.e., business and learning continuity):

- A. Identify essential functions;
- B. determine planning factors needed to accomplish the essential functions (e.g., staff and organization, equipment and systems, information and data, sites);
- C. conduct risk assessments for each planning factor; and
- D. identify and implement continuity options.

Because the COOP contains sensitive information, by law, it ~~functions and the learning environment as quickly as possible after a crisis or threat event occurs.~~ A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, **cybersecurity incidents (including data breaches, ransomware, and denial of service attacks), and terrorist threats and attacks, cyberattacks, and terrorist attacks and threats,** have increased the need for viable continuity capabilities and plans that enable the District to resume and

continue the essential functions in an all-hazards environment across a full spectrum of crises/emergencies/disasters. emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, testing, and revision of such a plan, is important for the overall District. ~~() as well as and also for each school () and department in the District [END OF OPTIONS]. [DRAFTING NOTE: While the preceding optional language is true, they do not need to be included if a district wants to simply state that its COOP is important to the district as a whole. The following sentence, however, is not optional and emphasizes the necessity for individual schools and departments to have individualized continuity of operation plans in place to address their unique needs and circumstances.]~~ Each school and operational department (e.g., transportation, information technology ("IT"), food service, and student services) shall maintain a site/department-specific COOP aligned with the District-wide COOP. The site/department-specific COOPs are subject to annual submission to, and review by, the Superintendent.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement the command and control necessary to function during the life cycle of the event. Individual school and department plans shall contain the details related to the continuity plan for those specific sites and functional areas to prepare for an incident/event, communicate throughout the duration of the incident/event, assess the impact of the incident/event on essential functions in the school/department, respond to the incident/event, and detail what will be done to recover from the incident/event. ~~contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.~~

The COOP shall account for the needs of all students and staff, including individuals with disabilities, English learners, and students requiring health and/or behavioral supports in compliance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and the Americans with Disabilities Act ("ADA").

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District, in cooperation with other local and State agencies and businesses, to restore the essential functions of the District ~~post-incident/event.~~ ~~post-disaster.~~

The Superintendent shall provide that all relevant staff receive ~~() annual~~ periodic [END OF OPTIONS] training on their roles in the COOP.

Key components of the COOP shall be communicated to employees, students, and families as appropriate.

The Superintendent shall develop and recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review.

The Superintendent shall conduct an annual review of and update to, as necessary, the COOP. Additionally, the Superintendent shall conduct annual table-top exercises to assess the expected effectiveness of the COOP and after-action reviews post-incident/event. See Policy 8400 – School Safety Information and Policy 8402 - Emergency Operations Plan (which discusses the conduct of annual emergency management tests). ~~The Superintendent shall conduct () an annual () a periodic [END OF OPTION] review of the COOP.~~

FEMA's Continuity Guidance Circular (2024 Update)
Guide for Developing High-Quality School Emergency Operation Plans
The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide
Readiness and Emergency Management for Schools (REMS): Technical Assistance Center
National Incident Management System (NIMS)

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Legal

- FEMA's Continuity Guidance Circular (2024 Update)
- Guide for Developing High-Quality School Emergency Operation Plans
- The Role of Districts in Developing High-Quality School Emergency Operation Plans: A Companion to the School Guide
- Readiness and Emergency Management for Schools (REMS): Technical Assistance Center
- National Incident Management System (NIMS)

Last Modified by Jennifer Perkins on November 24, 2025

Book	Policy Manual
Section	For the Board 40-1
Title	Vol. 40, No. 1 - September 2025 Revised INFORMATION SECURITY
Code	po8305
Status	1st Reading

Revised Policy - Vol. 40, No. 1

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This data/information may be in hard copy or digital format and may be stored in the District or off-site with a third party provider.

Data/Information collected by the District shall be classified as Confidential, Controlled, or Published. **The Superintendent shall define "Confidential," "Controlled," and "Published" in administrative guidelines and provide examples of data/information in each classification.** Data/Information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Information & Technology Resources (as defined in Bylaw 0100). **If an employee suspects, discovers, and/or determines that a security breach has occurred, the employee shall promptly notify the employee's immediate supervisor and the Superintendent. The employee should follow up their oral notification in writing. The Superintendent will determine and implement the steps necessary to correct the unauthorized access and, as applicable, provide notification to those individuals whose personal information may have been compromised.**

Staff members, and individuals associated with the District through their affiliation with a District contractor/vendor, individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the data/information is protected and preserved. Board members, administrators, and all District staff members (X-), as well as contractors, vendors, and their employees, [END OF OPTION] granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all persons granted access by the District individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. For staff members, completing Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored. **The Superintendent shall conduct an annual risk assessment related to the access and security of the District's Data/Information. Further, the District will maintain audit logs for access to Confidential Data/Information and regularly review such logs to detect unauthorized activity.**

District information security procedures shall comply with applicable Federal and State law including, but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), Protection of Pupil Rights Amendment ("PPRA"), and Children's Online Privacy Protection Act ("COPPA") regarding data breaches.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to them or how they apply to them, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is charged with developing a program and/or procedures that can be implemented in the event of a cybersecurity incident, whether it involves an inadvertent or intentional unauthorized release or breach of data/information. The program/procedures shall comply with the District's legal requirements as delineated below. In particular, in the event of a breach involving personally identifiable information, the District shall notify affected individuals and/or government officials in accordance with State and Federal law. Further, the Superintendent is charged with developing procedures that can be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally identifiable information occurs.

"Cybersecurity incident" means any of the following:

- A. A substantial loss of confidentiality, integrity, or availability of a covered entity's information system or network;
- B. A serious impact on the safety and resiliency of a covered entity's operational systems and processes;
- C. A disruption of a covered entity's ability to engage in business or industrial operations, or deliver goods or services; or
- D. Unauthorized access to an entity's information system or network, or nonpublic information contained therein, that is facilitated through or is caused by:
 1. a compromise of a cloud service provider, managed service provider, or other third party data hosting provider; or
 2. a supply chain compromise.

"Cybersecurity incident" does not include mere threats of disruption as extortion; events perpetrated in good faith in response to a request by the system owner or operator; or lawfully authorized activity of a United States, State, local, tribal, or territorial government entity.

"Ransomware incident" means a malicious cybersecurity incident in which a person or entity introduces software that gains unauthorized access to or encrypts, modifies, or otherwise renders unavailable a political subdivision's information technology systems or data and thereafter, the person or entity demands a ransom to prevent the publication of the data, restore access to the data, or otherwise remediate the impact of the software.

Cybersecurity Program

The District's cybersecurity program shall be designed to safeguard the District's data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The program shall be consistent with generally accepted best practices for cybersecurity, such as the National Institute of Standards and Technology's cybersecurity framework and the Center for Internet Security's cybersecurity best practices, and may include, but is not limited to, the following:

- A. Identify and address the critical functions and cybersecurity risks facing the District.
- B. Identify the potential impacts of a cybersecurity breach.
- C. Specify mechanisms to detect potential threats and cybersecurity events.
- D. Specify procedures for the District to establish communication channels, analyze incidents, and take actions to contain cybersecurity incidents.
- E. Establish procedures for the repair of infrastructure impacted by a cybersecurity incident and the maintenance of security after the incident.
- F. Establish cybersecurity training requirements for all Board employees; the frequency, duration, and detail of which shall correspond to the duties of each employee. **[DRAFTING NOTE: Annual cybersecurity training provided by the State, and training provided by _____ will satisfy this requirement.]**

~~[] It is the policy of the Board if the District is experiencing a ransomware incident not to pay or otherwise comply with a ransom demand unless the Board formally adopts a resolution to approve such a payment or compliance with the ransom demand. If that occurs, the resolution will specifically state why the payment or compliance with the ransom demand is in the District's best interest. [END OF OPTION]~~

[DRAFTING NOTE: The Board need not include this option in its policy, but action consistent with this statement is required by law.]

Following a cybersecurity incident or ransomware incident, the Superintendent shall notify:

- A. The Executive Director of the Division of Homeland Security within the Department of Public Safety, as soon as possible, but not later than seven (7) days after the District discovers the incident.
- B. The Auditor of State, as soon as possible, but not later than thirty (30) days after the District discovers the incident.

Any records, documents, or reports related to the District's cybersecurity program and framework, along with the reports of a cybersecurity incident or ransomware incident addressed in the preceding paragraph, are not public records. Similarly, a record identifying cybersecurity-related software, hardware, goods, and services that are being considered for procurement, have been procured, or are being used by the District, including the vendor name, product name, project name, or project description, is a security record.

All staff members (X) and contractors [END OF OPTION] with access to Controlled and/or Confidential Data/Information must complete ~~() annual [END OF OPTION]~~ training on data privacy, information security practices (e.g., internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols), and breach response protocols. The Superintendent shall require staff members to participate in training related to the internal controls applicable to the data/information that they collect and have access to and for which they are responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information. Additionally, all contracts with third party contractors/vendors (e.g., technology providers) who access District Data/Information shall include provisions addressing data security, breach notification, data ownership, confidentiality, and destruction upon termination. Further, a contract between a technology provider and the District shall ensure appropriate security safeguards for education records and includes the following:

- A. a restriction on unauthorized access by the technology provider's employees or contractors;
- B. a requirement that the technology provider's employees or contractors may be authorized to access education records only as necessary to fulfill the official duties of the employee or contractor; and
- C. a stipulation that the District owns the data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or its related administrative guidelines may be disciplined, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or its related administrative guidelines will be disciplined, up to and including expulsion and/or referral to law enforcement. [X] Contractors/Vendors who violate this Policy and/or its related administrative guidelines may face termination of their business relationships with and/or legal action by the District. [END OF OPTION] Parents and visitors who violate this Policy and/or its related administrative guidelines may be denied access to the District's Information & Technology Resources.

At least annually, the Superintendent shall conduct ~~an () an annual () a periodic [END OF OPTION]~~ assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Cross References po0100 - DEFINITIONS

Last Modified by Jennifer Perkins on November 25, 2025

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.

Revised 1/9/20

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, 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 BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS
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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 revised
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

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

8.1.3. Oakland County School Boards Association (OCSBA) Member District 2026 Resolutions

8.1.3.1. OCSBA Proposed Resolution #1

68

House Bill 4588 of 2025

Sponsors

- [Jason Woolford \(District 50\)](#)
- [Matt Maddock \(District 51\)](#)
- [Josh Schriver \(District 66\)](#)

Categories

[Elections: school](#); [Elections: candidates](#); [Education: board members](#)

Elections: school; school district board member candidates; require to have a partisan affiliation. Amends secs. 303, 697 & 699 of [1954 PA 116](#) (MCL [168.303](#) et seq.).

Documents

[\[PDF\]](#) [\[HTML\]](#) **House Introduced Bill**

Introduced bills appear as they were introduced and reflect no subsequent amendments or changes

Analysis

House Fiscal Agency Analysis

[\[Summary as Introduced \(10/20/2025\) PDF\]](#) **Summary as Introduced (10/20/2025)**

This document analyzes [HB4588](#)

History

(House actions in lowercase, Senate actions in UPPERCASE)

Note: A page number of 0 indicates that the page number is coming soon

Date	Journal	Action
6/10/2025	HJ 55	Pg. 679 introduced by Representative Rep. Jason Woolford
6/10/2025	HJ 55	Pg. 679 read a first time
6/10/2025	HJ 55	Pg. 679 referred to Committee on Election Integrity
6/11/2025	HJ 56	Pg. 690 bill electronically reproduced 06/10/2025
10/28/2025	HJ 103 Pg. 0	reported with recommendation with substitute (H-1)
10/28/2025	HJ 103 Pg. 0	referred to second reading



OCSBA Bylaws Article IX, Section 5, Resolution Adoption:
 Resolutions that are approved by at least nineteen (19) member school districts shall be the official position of the association as interpreted and pursued by its board of directors.

TWO (2) PROPOSED NEW RESOLUTIONS

Proposed new resolution #1:

OCSBA supports non-partisan school board elections.

Rationale for proposed new resolution #1:

This proposed resolution is in response to HB 4588 that is now moving through the state House.

Link to the bill: <https://legislature.mi.gov/Bills/Bill?ObjectName=2025-HB-4588>

Partisan school board elections will:

- Decrease the number of willing candidates, and
- Increase campaign costs (school board members would have to be successful in two elections – a primary election as well as the November election), and
- Align local education decisions with party interests rather than student needs, and
- Exclude thousands of current or potential board members, including federal employees, who are legally prohibited from running in partisan races.

Bill history to date:

History

(House actions in lowercase, Senate actions in UPPERCASE)

Note: A page number of 0 indicates that the page number is coming soon

Date	Journal	Action
6/10/2025	HJ 55 Pg. 679	introduced by Representative Rep. Jason Woolford
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10/28/2025	HJ 103 Pg. 0	reported with recommendation with substitute (H-1)
10/28/2025	HJ 103 Pg. 0	referred to second reading

Proposed new resolution #2:

OCSBA supports full funding of Early On Michigan, an early intervention program for infants and toddlers from birth to age three with disabilities, developmental delays or are at risk for delay(s) due to certain health conditions.

Rationale for proposed new resolution #2:

This resolution is proposed because we need to shine a light on the importance of early intervention programs such as *Early On Michigan*, and the need for additional state funding to adequately serve the families of children already identified as eligible, and to serve all children who *should be* identified as eligible.

The Michigan Mandatory Special Education law (or MMSE) requires special education services be provided for eligible children and students from birth through age 25. Federal law also mandates early intervention programs.

- Part B of the Individuals with Disabilities Education Act (IDEA) refers to special education services for students ages 3 through 21.
- Part C of IDEA refers to early intervention services for eligible infants and toddlers from birth through age 2.
 - In Michigan, Part C is called *Early On*.
- Special education supports and services for students age 22 through 25 is part of MMSE.

OCSBA has always supported early childhood education. The earlier the intervention begins, the greater the impact.

Early On is Michigan's statewide, comprehensive, coordinated interagency system of early intervention services for infants and toddlers, birth to age three years with disabilities and their families. *Early On* is coordinated by the Michigan Department of Education and provides services under Part C of the Individuals with Disabilities Education Act (IDEA).

Local communities receive funding through their local Intermediate School District (ISD) to implement *Early On*. Each local ISD jurisdiction has an interagency coordinating council (comprised of individuals from human service agencies, parents, educators, and other agency personnel who serve families) that guides implementation locally. Implementation is also guided through local memoranda of understanding between education, mental health, public health, and social services.

For 50 years we have advocated for IDEA funding for students. The congressional promise to fund 40% of the cost of providing special education services applies to Part B (children age 3 to 21) -and- to Part C (early intervention services infants and toddlers through age 2). While we continue to advocate for federal funding, state funding for woefully lacking for *Early On*:

- The estimated annual cost is \$230M to provide high-quality early intervention services.
- The state should appropriate *at least* \$138M (60% of the estimated annual cost).
- Section 54d of the FY26 School Aid Act provides state funding of \$48M.

For additional information on Early On Michigan visit:

[https://earlyonfoundation.org/Files/Resources/EO Case for Funding FY26 w taskforce.docx.pdf](https://earlyonfoundation.org/Files/Resources/EO_Case_for_Funding_FY26_w_taskforce.docx.pdf)

CONTINUING RESOLUTIONS

THE FOLLOWING RESOLUTIONS WERE PREVIOUSLY ADOPTED BY OUR MEMBERS THE ADOPTION AND/OR AMENDMENT DATE(S) ARE NOTED FOR EACH RESOLUTION

ACCOUNTABILITY AND TRANSPARENCY [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

OCSBA supports holding every school that receives public funding to the same accountability and transparency standards, including FOIA requests and the Open Meetings Act. This includes local districts, ISDs, Public School Academies (aka Charter Schools), their authorizers and management companies, as well as all colleges and universities. [MASB Resolution A 6.65 (c), (d), (f)]

BROADBAND ACCESS AND DEVICES [OCSBA Adopted 9/11/2021; Amended 6/5/2025]

- Broadband should be included in any federal or state infrastructure plan.
- OCSBA supports additional federal and state funding opportunities to expand affordable and reliable broadband access.
- OCSBA supports federal and state programs for the purchase of internet capable devices and software.
- OCSBA supports dedicated resources for cybersecurity.

[MASB Resolution A-10.30 – 2021 amendment]

EARLY CHILDHOOD [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

- OCSBA supports additional new dollars to fund universal, public preschool for all four year old children.
- OCSBA supports mandatory kindergarten for all five-year-old children.

[MASB Resolution A 6.15 (c)]

EVIDENCE-BASED DECISION MAKING [OCSBA Adopted 9/24/2019]

OCSBA supports evidence-based education policy that will maximize opportunities for the highest achievement of each student. [MASB Resolution G 11.01]

LAME DUCK [OCSBA Adopted 9/24/2019]

OCSBA supports lame duck parameters that will address introduction and accelerated passage of legislation after the November election.

LOCAL CONTROL [OCSBA Adopted 9/24/2019]

Support local control of community-governed public schools with elected school boards.

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

[MASB Resolution A 10.10; A 10.55; A 12.70]

MENTAL HEALTH [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

OCSBA supports increased mental health services and professionals in schools and providing, at a minimum, annual inflation adjusted state resources to allow schools to both educate and keep students and staff safe.

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

[MASB Resolutions G 9.01; G 9.05; G 9.50]

SCHOOL AID [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

- A. Specify that the School Aid Fund is only for Pre-K to 12th grade public education in Michigan’s Constitution and oppose any attempts to create private school vouchers or tax credit programs. [MASB Resolutions A 10.25 (a) and A 10.05]
- B. Support additional funding for Special Education, At-Risk and ELL students. [MASB Resolutions A 10.25 (g) and (j); A 10.55]
- C. Protect the School Aid Fund and local revenues from state tax policy changes. [MASB Resolutions A 10.25 (c); A 10.55]
- D. OCSBA supports enacting the annual School Aid Budget no later than June 1, so that school districts have factual information to meet their constitutional/statutory requirement to approve a budget by June 30.

[MASB Resolution A 10.25 (h)]

SCHOOL FINANCE RESEARCH COLLABORATIVE (SFRC)

[OCSBA Adopted 9/24/2019; Amended 9/11/2021; 3/3/2023; 6/5/2025]

OCSBA supports implementation of the recommendations of the SFRC. While implementing the SFRC recommendations, higher funded districts must be held harmless.

[MASB resolution G 11.01 and A-10.25 – 2021 amendment]

SCHOOL NUTRITION [OCSBA Adopted 3/3/2023; Amended 6/5/2025]

OCSBA supports codification of free universal meals.

SCHOOL SAFETY [OCSBA Adopted 3/3/2023]

OCSBA supports that there be adequate state resources to allow schools to both educate and keep students and staff safe.

SPECIAL EDUCATION [OCSBA Adopted 9/24/2019]

OCSBA supports full funding of the federal Individuals with Disabilities Education Act (IDEA).

Although federal legislation initially promised to provide 40 percent of the excess cost to educate students with disabilities, the appropriations have fallen short, leaving states and local school districts to make up the difference. [MASB Resolution A 5.01; NSBA Advocacy: IDEA]

TEACHER SHORTAGES [OCSBA Adopted 9/11/2021; Amended 6/5/2025]

OCSBA supports statewide initiatives to address teacher shortages and retain teachers, while maintaining quality teacher preparation programs. Initiatives might include, but should not be limited to, incentives to enter and complete a teaching college program, incentives for teachers to remain in the classroom, and easing the process to obtain Michigan certification for teachers that are certified in other states. [MASB 2021-2022 Legislative Priority]

UNFUNDED MANDATES [OCSBA Adopted 9/24/2019]

OCSBA Opposes any state or federal legislation that results in increased costs for school districts without full funding. OCSBA also encourages the Michigan Legislature to oppose any federal laws or programs that are not fully funded thus costing the state valuable resources. [MASB Resolution A 10.20]

WHEN ALIGNED WITH OCSBA LEGISLATIVE PRIORITIES, OCSBA ALSO SUPPORTS

[OCSBA Adopted 9/24/2019; Amended 6/5/2025]

- The National School Boards Association (NSBA) Legislative Agenda
- The Michigan Association of School Boards (MASB) Legislative Agenda
- The Oakland County Superintendents Association (OCSA) Legislative Agenda
- The Consortium of State School Board Associations (COSSBA) Legislative Agenda

LINKS: MASB Resolutions: <https://www.masb.org/resolutions.aspx>
NSBA Advocacy: <https://www.nsba.org/Advocacy>
COSSBA Advocacy: <https://www.cossba.org/advocacy>



OCSBA Bylaws Article IX, Section 5, Resolution Adoption:
 Resolutions that are approved by at least nineteen (19) member school districts shall be the official position of the association as interpreted and pursued by its board of directors.

TWO (2) PROPOSED NEW RESOLUTIONS

Proposed new resolution #1:

OCSBA supports non-partisan school board elections.

Rationale for proposed new resolution #1:

This proposed resolution is in response to HB 4588 that is now moving through the state House.

Link to the bill: <https://legislature.mi.gov/Bills/Bill?ObjectName=2025-HB-4588>

Partisan school board elections will:

- Decrease the number of willing candidates, and
- Increase campaign costs (school board members would have to be successful in two elections – a primary election as well as the November election), and
- Align local education decisions with party interests rather than student needs, and
- Exclude thousands of current or potential board members, including federal employees, who are legally prohibited from running in partisan races.

Bill history to date:

History

(House actions in lowercase, Senate actions in UPPERCASE)

Note: A page number of 0 indicates that the page number is coming soon

Date	Journal	Action
6/10/2025	HJ 55 Pg. 679	introduced by Representative Rep. Jason Woolford
6/10/2025	HJ 55 Pg. 679	read a first time
6/10/2025	HJ 55 Pg. 679	referred to Committee on Election Integrity
6/11/2025	HJ 56 Pg. 690	bill electronically reproduced 06/10/2025
10/28/2025	HJ 103 Pg. 0	reported with recommendation with substitute (H-1)
10/28/2025	HJ 103 Pg. 0	referred to second reading

Proposed new resolution #2:

OCSBA supports full funding of Early On Michigan, an early intervention program for infants and toddlers from birth to age three with disabilities, developmental delays or are at risk for delay(s) due to certain health conditions.

Rationale for proposed new resolution #2:

This resolution is proposed because we need to shine a light on the importance of early intervention programs such as *Early On Michigan*, and the need for additional state funding to adequately serve the families of children already identified as eligible, and to serve all children who *should be* identified as eligible.

The Michigan Mandatory Special Education law (or MMSE) requires special education services be provided for eligible children and students from birth through age 25. Federal law also mandates early intervention programs.

- Part B of the Individuals with Disabilities Education Act (IDEA) refers to special education services for students ages 3 through 21.
- Part C of IDEA refers to early intervention services for eligible infants and toddlers from birth through age 2.
 - In Michigan, Part C is called *Early On*.
- Special education supports and services for students age 22 through 25 is part of MMSE.

OCSBA has always supported early childhood education. The earlier the intervention begins, the greater the impact.

Early On is Michigan's statewide, comprehensive, coordinated interagency system of early intervention services for infants and toddlers, birth to age three years with disabilities and their families. *Early On* is coordinated by the Michigan Department of Education and provides services under Part C of the Individuals with Disabilities Education Act (IDEA).

Local communities receive funding through their local Intermediate School District (ISD) to implement *Early On*. Each local ISD jurisdiction has an interagency coordinating council (comprised of individuals from human service agencies, parents, educators, and other agency personnel who serve families) that guides implementation locally. Implementation is also guided through local memoranda of understanding between education, mental health, public health, and social services.

For 50 years we have advocated for IDEA funding for students. The congressional promise to fund 40% of the cost of providing special education services applies to Part B (children age 3 to 21) -and- to Part C (early intervention services infants and toddlers through age 2). While we continue to advocate for federal funding, state funding for woefully lacking for *Early On*:

- The estimated annual cost is \$230M to provide high-quality early intervention services.
- The state should appropriate *at least* \$138M (60% of the estimated annual cost).
- Section 54d of the FY26 School Aid Act provides state funding of \$48M.

For additional information on Early On Michigan visit:

[https://earlyonfoundation.org/Files/Resources/EO Case for Funding FY26 w taskforce.docx.pdf](https://earlyonfoundation.org/Files/Resources/EO_Case_for_Funding_FY26_w_taskforce.docx.pdf)

CONTINUING RESOLUTIONS

THE FOLLOWING RESOLUTIONS WERE PREVIOUSLY ADOPTED BY OUR MEMBERS THE ADOPTION AND/OR AMENDMENT DATE(S) ARE NOTED FOR EACH RESOLUTION

ACCOUNTABILITY AND TRANSPARENCY [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

OCSBA supports holding every school that receives public funding to the same accountability and transparency standards, including FOIA requests and the Open Meetings Act. This includes local districts, ISDs, Public School Academies (aka Charter Schools), their authorizers and management companies, as well as all colleges and universities. [MASB Resolution A 6.65 (c), (d), (f)]

BROADBAND ACCESS AND DEVICES [OCSBA Adopted 9/11/2021; Amended 6/5/2025]

- Broadband should be included in any federal or state infrastructure plan.
- OCSBA supports additional federal and state funding opportunities to expand affordable and reliable broadband access.
- OCSBA supports federal and state programs for the purchase of internet capable devices and software.
- OCSBA supports dedicated resources for cybersecurity.

[MASB Resolution A-10.30 – 2021 amendment]

EARLY CHILDHOOD [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

- OCSBA supports additional new dollars to fund universal, public preschool for all four year old children.
- OCSBA supports mandatory kindergarten for all five-year-old children.

[MASB Resolution A 6.15 (c)]

EVIDENCE-BASED DECISION MAKING [OCSBA Adopted 9/24/2019]

OCSBA supports evidence-based education policy that will maximize opportunities for the highest achievement of each student. [MASB Resolution G 11.01]

LAME DUCK [OCSBA Adopted 9/24/2019]

OCSBA supports lame duck parameters that will address introduction and accelerated passage of legislation after the November election.

LOCAL CONTROL [OCSBA Adopted 9/24/2019]

Support local control of community-governed public schools with elected school boards.

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

[MASB Resolution A 10.10; A 10.55; A 12.70]

MENTAL HEALTH [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

OCSBA supports increased mental health services and professionals in schools and providing, at a minimum, annual inflation adjusted state resources to allow schools to both educate and keep students and staff safe.

- Help staff identify potential mental health issues for students.
- Encourage MDE to develop a model policy for staff regarding identifying mental health issues and appropriate staff response.

[MASB Resolutions G 9.01; G 9.05; G 9.50]

SCHOOL AID [OCSBA Adopted 9/24/2019; Amended 6/5/2025]

- A. Specify that the School Aid Fund is only for Pre-K to 12th grade public education in Michigan's Constitution and oppose any attempts to create private school vouchers or tax credit programs. [MASB Resolutions A 10.25 (a) and A 10.05]
- B. Support additional funding for Special Education, At-Risk and ELL students. [MASB Resolutions A 10.25 (g) and (j); A 10.55]
- C. Protect the School Aid Fund and local revenues from state tax policy changes. [MASB Resolutions A 10.25 (c); A 10.55]
- D. OCSBA supports enacting the annual School Aid Budget no later than June 1, so that school districts have factual information to meet their constitutional/statutory requirement to approve a budget by June 30.

[MASB Resolution A 10.25 (h)]

SCHOOL FINANCE RESEARCH COLLABORATIVE (SFRC)

[OCSBA Adopted 9/24/2019; Amended 9/11/2021; 3/3/2023; 6/5/2025]

OCSBA supports implementation of the recommendations of the SFRC. While implementing the SFRC recommendations, higher funded districts must be held harmless.

[MASB resolution G 11.01 and A-10.25 – 2021 amendment]

SCHOOL NUTRITION [OCSBA Adopted 3/3/2023; Amended 6/5/2025]

OCSBA supports codification of free universal meals.

SCHOOL SAFETY [OCSBA Adopted 3/3/2023]

OCSBA supports that there be adequate state resources to allow schools to both educate and keep students and staff safe.

SPECIAL EDUCATION [OCSBA Adopted 9/24/2019]

OCSBA supports full funding of the federal Individuals with Disabilities Education Act (IDEA).

Although federal legislation initially promised to provide 40 percent of the excess cost to educate students with disabilities, the appropriations have fallen short, leaving states and local school districts to make up the difference. [MASB Resolution A 5.01; NSBA Advocacy: IDEA]

TEACHER SHORTAGES [OCSBA Adopted 9/11/2021; Amended 6/5/2025]

OCSBA supports statewide initiatives to address teacher shortages and retain teachers, while maintaining quality teacher preparation programs. Initiatives might include, but should not be limited to, incentives to enter and complete a teaching college program, incentives for teachers to remain in the classroom, and easing the process to obtain Michigan certification for teachers that are certified in other states. [MASB 2021-2022 Legislative Priority]

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[MASB Resolution A 10.20]

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[OCSBA Adopted 9/24/2019; Amended 6/5/2025]

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LINKS: MASB Resolutions: <https://www.masb.org/resolutions.aspx>
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COSSBA Advocacy: <https://www.cossba.org/advocacy>

8.2. Curriculum & Instruction

Presenter: Joe Youanes

8.3. Finance/Facilities and Bond

Presenter: Kathy Abela

8.3.1. General Fund Budget Amendment

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ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2025-26 GF Budget Amendment #1

	2024-25 Audited	2025-26 Original Budget	2025-26 Budget Amendment #1
Projected Revenue	\$84,052,600	\$81,405,507	\$86,003,577
Projected Expenditures	\$84,104,313	\$86,239,056	\$88,548,299
Revenue (Under) Expenditures	(\$51,713)	(\$4,833,549)	(\$2,544,722)
Beginning Fund Equity July 1st	\$16,660,776	\$16,609,063	\$16,609,063
Ending Fund Equity June 30th	\$16,609,063	\$11,775,515	\$14,064,341



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2025-26 GF Budget Amendment #1 Revenue

<u>Revenue</u>	Audited 6/30/2025	Original Budget 06/30/2026	Actual to Date	Budget Amendment #1 6/30/2026
1XX Local	\$30,160,653	\$29,637,723	\$26,170,167	\$31,690,896
3XX State	\$43,068,178	\$41,568,257	\$4,804,164	\$44,191,871
4XX Federal	\$3,056,381	\$2,356,759	\$18,795	\$2,045,519
5XX- Incoming Transfer & Other Transactions	\$7,767,387	\$7,842,769	\$1,613,529	\$8,075,291
Total Revenues and Other Transactions	\$84,052,600	\$81,405,507	\$32,606,655	\$86,003,577



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2025-26 GF Budget Amendment #1 Revenue

- Local revenue was amended resulting in a net increase in revenue
 - Due to increase in student count
- State revenue amended resulting in a net increase in revenue:
 - Increase in student count 46.21 fte \$1.1 million
 - 4096/4094 current year \$730,000
 - 4096/4094 prior year \$730,000
 - 147a(1) eliminated (\$419,000)
- Federal Grants amended to reflect actual award amounts and PY revenues received
- Incoming Transfers & Other Transactions not significantly impacted by this amendment
 - Additional PA-18 payment \$224,000



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

2025-26 GF Budget Amendment #1 Expenditures

Expense by Object	Audited	Original	Encumbered	Actual	Budget
	6/30/2025	Budget		to Date	Amendment #1
	6/30/2025	6/30/2026		06/30/2026	
1xxx Salaries	\$ 39,152,583	\$ 39,832,413	\$ 28,443,802	\$ 10,576,808	\$ 39,870,810
2xxx Benefits	\$ 26,823,513	\$ 28,717,018	\$ 18,982,407	\$ 7,268,752	\$ 28,641,187
3xxx-4xxx Purchased Services	\$ 11,372,887	\$ 11,106,648	\$ 3,255,996	\$ 4,828,242	\$ 11,934,489
5xxx Supplies	\$ 3,341,221	\$ 3,753,444	\$ 2,097,049	\$ 1,909,353	\$ 4,316,956
6xxx Capital Outlay	\$ 779,894	\$ 162,996	\$ 8,466	\$ 24,811	\$ 282,996
7xxx Other	\$ 303,396	\$ 363,678	\$ 10,077	\$ 165,441	\$ 361,615
8xxx-9xxx Outgoing Transfers and Other	\$ 2,330,819	\$ 2,302,859	\$ 13,035	\$ 248,674	\$ 3,140,247
Total Expenditures	\$ 84,104,313	\$ 86,239,056	\$ 52,810,831	\$ 25,022,081	\$ 88,548,299



ROYAL OAK SCHOOLS

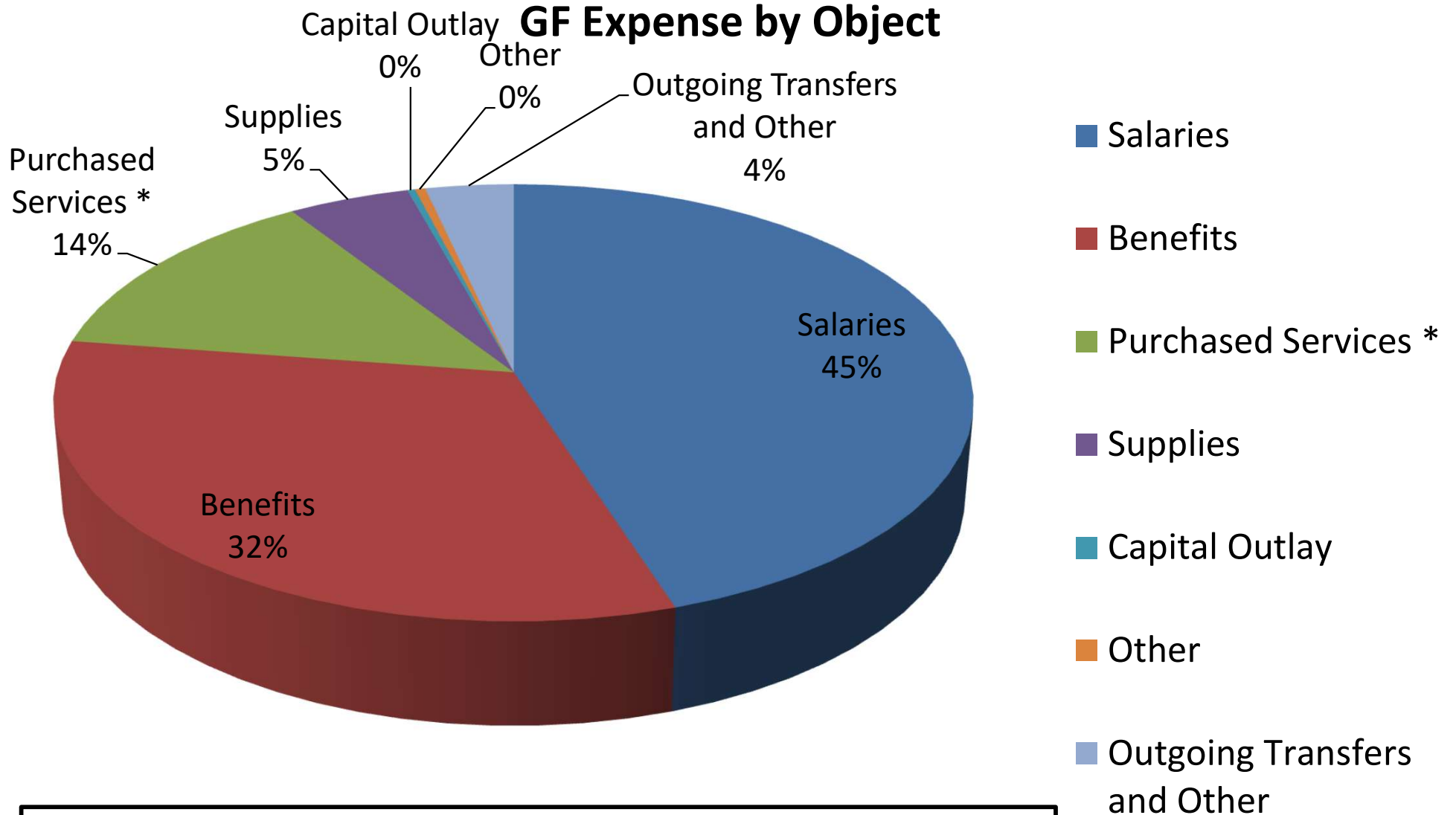
A COMMUNITY OF EXCELLENCE

2025-26 GF Budget Amendment #1 Expenditures

- Reconciled Salary Accounts to reflect current staff salaries.
 - All new/reduced staff positions were reconciled
- Expenditures to match in 147c UAAL – net change zero
- Supplies, Capital Outlay, Other, and Outgoing Transfers changes are captured to date
- Reconciled Grants to reflect actual awards and proposed expenditures.



GF Expense by Object



* - Includes staffing costs as part of service contracts for Technology, Transportation, Custodial & Maintenance

ROYAL OAK SCHOOLS
GENERAL FUND - SUMMARY
FOR THE FISCAL YEAR ENDING JUNE 30, 2026

	Audited 06/30/2023	Audited 06/30/2024	Audited 6/30/2025	Original FYE 06/30/2026	Encumbered 11/19/2025	Actual 11/19/2025	Amendment #1 FYE 06/30/2026	% Change b/w Amendment #1 & Original
Estimated Revenues	\$79,338,618	\$83,421,688	\$84,052,600	\$81,405,507	\$0	\$32,606,655	\$86,003,577	5.65%
Estimated Expenditures	\$78,797,036	\$83,575,335	\$84,104,313	\$86,239,056	\$52,810,831	\$25,022,081	\$88,548,299	2.68%
Variance	\$541,582	(\$153,648)	(\$51,713)	(\$4,833,549)	(\$52,810,831)	\$7,584,575	(\$2,544,722)	-47.35%

ROYAL OAK SCHOOLS
GENERAL FUND - STATEMENT OF ESTIMATED FUND BALANCE
FOR THE FISCAL YEAR ENDING JUNE 30, 2026

Audited Fund Balance June 30, 2020	<u>\$ 14,763,828</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2021	\$ 2,027,403
Audited Fund Balance June 30, 2021	<u>\$ 16,791,231</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2022	\$ (518,392)
Audited Fund Balance June 30, 2022	<u>\$ 16,272,839</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2023	\$ 541,588
Audited Fund Balance June 30, 2023	<u>\$ 16,814,427</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2024	\$ (153,651)
Audited Fund Balance June 30, 2024	<u>\$ 16,660,776</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2025	\$ (51,713)
Audited Fund Balance June 30, 2025	<u>\$ 16,609,063</u>
Excess or (Deficit) revenues and other financing sources over (under) expenditures and other financing uses June 30, 2025	\$ (2,544,722)
Projected Fund Balance June 30, 2026	<u>\$ 14,064,341</u>

ROYAL OAK SCHOOLS
GENERAL FUND - FUNCTIONAL SUMMARY
FOR THE FISCAL YEAR ENDING JUNE 30, 2026

	Audited 06/30/2023	Audited 06/30/2024	Audited 6/30/2025	Original FYE 06/30/2026	Encumbered 11/19/2025	Actual 11/19/2025	Amendment #1 FYE 06/30/2026
Revenue							
1xx Local	\$26,267,860	\$28,833,142	\$30,160,653	\$29,637,723	\$0	\$26,170,167	\$31,690,896
3xx State	\$43,067,286	\$43,578,416	\$43,068,178	\$41,568,257	\$0	\$4,804,164	\$44,191,871
4xx Federal	\$3,523,588	\$4,002,681	\$3,056,381	\$2,356,759	\$0	\$18,795	\$2,045,519
5xx Incoming Transfer & Other Transactions	\$6,479,884	\$7,007,449	\$7,767,387	\$7,842,769	\$0	\$1,613,529	\$8,075,291
Total Revenues and Other Transactions	\$79,338,618	\$83,421,688	\$84,052,600	\$81,405,507	\$0	\$32,606,655	\$86,003,577
	\$79,338,618	\$83,421,688	\$84,052,600	\$81,405,507	\$0	\$32,606,655	\$86,003,577
Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Instruction							
11x Basic Programs	\$36,313,577	\$34,182,185	\$34,175,344	\$34,821,651	\$23,423,560	\$9,099,102	\$34,979,222
12x Added Needs	\$12,730,598	\$14,247,767	\$15,203,308	\$15,754,807	\$9,837,157	\$3,823,051	\$16,208,570
13x Adult and Continuing Education	\$212,736	\$252,614	\$236,557	\$237,021	\$147,689	\$84,366	\$242,163
Total Instruction	\$49,256,911	\$48,682,565	\$49,615,209	\$50,813,479	\$33,408,407	\$13,006,519	\$51,429,954
	\$49,256,911	\$48,682,565	\$49,615,209	\$50,813,479	\$33,408,407	\$13,006,519	\$51,429,954
Support Services							
21x Pupil	\$8,105,263	\$9,478,587	\$10,608,024	\$11,051,804	\$8,204,244	\$2,794,688	\$11,442,528
22x Instructional	\$3,378,437	\$4,200,076	\$4,126,898	\$3,740,030	\$1,836,227	\$1,432,707	\$4,804,271
23x General Administration	\$701,380	\$672,473	\$648,611	\$731,812	\$269,996	\$296,103	\$720,550
24x School Administration	\$3,499,824	\$3,629,705	\$3,832,252	\$4,107,528	\$2,347,651	\$1,492,827	\$4,031,769
25x Business	\$974,764	\$1,102,356	\$1,149,604	\$1,277,388	\$579,156	\$446,967	\$1,216,571
26x Operations and Maintenance	\$7,448,031	\$8,859,889	\$7,952,604	\$7,909,322	\$4,620,196	\$3,132,414	\$8,065,040
27x Transportation	\$1,613,799	\$1,836,496	\$1,820,735	\$2,080,780	\$175,291	\$690,128	\$2,097,425
28x Central Services	\$2,064,121	\$2,247,169	\$2,362,811	\$2,365,666	\$1,085,048	\$1,176,847	\$2,280,340
29x Other	\$1,118,842	\$1,583,451	\$1,210,646	\$1,299,864	\$271,143	\$528,089	\$1,380,169
Total Support Services	\$28,904,462	\$33,610,203	\$33,712,184	\$34,564,194	\$19,388,952	\$11,990,769	\$36,038,663
	\$28,904,462	\$33,610,203	\$33,712,184	\$34,564,194	\$19,388,952	\$11,990,769	\$36,038,663
3x Community Services	\$93,546	\$74,482	\$90,291	\$85,044	\$438	\$11,375	\$79,501
4xx-6xx Other Financing Uses	\$542,116	\$1,208,085	\$686,629	\$776,339	\$13,035	\$13,417	\$1,000,181
Total Expenditures and Other Transactions	\$78,797,036	\$83,575,335	\$84,104,313	\$86,239,056	\$52,810,831	\$25,022,081	\$88,548,299
	\$78,797,036	\$83,575,335	\$84,104,313	\$86,239,056	\$52,810,831	\$25,022,081	\$88,548,299
Surplus or (Deficit)	\$541,582	(\$153,648)	(\$51,713)	(\$4,833,549)	(\$52,810,831)	\$7,584,575	(\$2,544,722)
	\$541,582	(\$153,648)	(\$51,713)	(\$4,833,549)	(\$52,810,831)	\$7,584,575	(\$2,544,722)

ROYAL OAK SCHOOLS
GENERAL FUND - OBJECT SUMMARY
FOR THE FISCAL YEAR ENDING JUNE 30, 2026

Object	Object Description	Audited 06/30/2023	Audited 06/30/2024	Audited 6/30/2025	Original FYE 06/30/2026	Encumbered 11/19/2025	Actual 11/19/2025	Amendment #1 FYE 06/30/2026	Amendment #1	
									Percentage of Total Expenditures	Per Blended Child
1xxx	Salaries	\$ 34,052,696	\$ 36,867,891	\$ 39,152,583	\$ 39,832,413	\$ 28,443,802	\$ 10,576,808	\$ 39,870,810	45.0%	\$ 8,165.48
2xxx	Benefits	\$ 28,579,722	\$ 27,750,694	\$ 26,823,513	\$ 28,717,018	\$ 18,982,407	\$ 7,268,752	\$ 28,641,187	32.3%	\$ 5,865.67
3xxx-4xxx	Purchased Services	\$ 9,797,719	\$ 10,997,743	\$ 11,372,887	\$ 11,106,648	\$ 3,255,996	\$ 4,828,242	\$ 11,934,489	13.5%	\$ 2,444.16
5xxx	Supplies	\$ 3,656,860	\$ 3,873,386	\$ 3,341,221	\$ 3,753,444	\$ 2,097,049	\$ 1,909,353	\$ 4,316,956	4.9%	\$ 884.11
6xxx	Capital Outlay	\$ 738,061	\$ 1,250,286	\$ 779,894	\$ 162,996	\$ 8,466	\$ 24,811	\$ 282,996	0.3%	\$ 57.96
7xxx	Other	\$ 291,202	\$ 296,725	\$ 303,396	\$ 363,678	\$ 10,077	\$ 165,441	\$ 361,615	0.4%	\$ 74.06
8xxx-9xxx	Outgoing Transfers and Other	\$ 1,680,776	\$ 2,538,610	\$ 2,330,819	\$ 2,302,859	\$ 13,035	\$ 248,674	\$ 3,140,247	3.5%	\$ 643.12
Total Expenditures		\$ 78,797,036	\$ 83,575,335	\$ 84,104,313	\$ 86,239,056	\$ 52,810,831	\$ 25,022,081	\$ 88,548,299	100.0%	\$ 18,134.55

Royal Oak Schools
General Fund
For the Fiscal Year Ending June 30, 2026

Be it resolved, that the total revenues and unappropriated fund balance estimated to be available for appropriations in the General Fund of Royal Oak Schools for fiscal year 2025-26 be amended as follows:

Revenues	
1xx Local	\$31,690,896
3xx State	\$44,191,871
4xx Federal	\$2,045,519
5xx-6xx Incoming Transfers & Other Transactions	<u>\$8,075,291</u>
Total Revenues	<u>\$86,003,577</u>

Total Fund Balance, July 1 Available to Appropriate	<u>\$16,609,063</u>
Total Available to Appropriate	<u><u>\$102,612,640</u></u>

Be it further resolved that \$88,548,299 of the total available to appropriate in the General Fund is hereby appropriated in the amounts and for the purposes set forth below:

Expenditures	
1xx Instruction	\$51,429,954
2xx Support Services	\$36,038,663
3xx Community Services	\$79,501
4xx-6xx Outgoing Transfers and Other Transactions	<u>\$1,000,181</u>
Total Appropriated	<u><u>\$88,548,299</u></u>



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

MEMORANDUM

TO: Dr. John Tafelski

FROM: Michelle Kerns, AIA

DATE: December 5, 2025

RE: Bid #26-3 Royal Oak High School Storage Building

The Royal Oak High School Storage Building increases the amount of storage for the athletic department near the stadium and baseball/softball fields. This work includes a 30' x 40' storage building with associated site work. This work is being completed as a design/build project with the criteria developed in junction with the Athletic Department to be similar to the building on the south side of the Stadium.

Request for Proposal (RFP) developed and released: October 29, 2025
Pre-Bid Meeting: November 5, 2025.
Bids Due: November 25, 2025
Post Bid Interview/reference checks: December 1, 2025 thru December 4, 2025

Three vendors submitted proposals. Proposals were reviewed by Mark Paulus. Post-bid meetings were held, and references were checked.

Based on the bids and post-bid interviews, we recommend that the low-responsive bidder, Blackstone Building Company, be awarded a contract in the amount of \$197,715.00. Additionally, we are requesting a 10% contingency to address any unforeseen conditions.

Attachments:

Bid tabulation
Board Resolution

ROYAL OAK SCHOOLS - BID #2426-03
ROYAL OAK HIGH SCHOOL STORAGE BUILDING
BID DUE DATE AND TIME: NOVEMBER 25, 2025 AT 11:30 AM

Bidders Name	Bidders Location in Michigan	Bid Security	Addendums 1 & 2 Noted	Familial Relationship Affidavit	Iran Linked Business Affidavit	Grand Total Amount	Remarks
A.F. Bellisario, Inc.	Waterford	Y	Y	Y	Y	\$288,000	
Advanced Building Group, LLC	Detroit	Y	Y	Y	Y	\$298,907	
Blackstone Building Company	Troy	N	Y	Y	Y	\$197,715	



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

MEMORANDUM

TO: Dr. John Tafelski

FROM: Michelle Kerns, AIA

DATE: December 5, 2025

RE: Bid #26-4 Royal Oak Middle School Pool Swimming Blocks

The Royal Oak Middle School Pool Swimming Blocks are the replacement that are original to the building in 1994. The recommendation to replace is based on their current condition. The specification of the pool swimming blocks were developed in junction with the Athletic Department to the current industry standard.

Request for Proposal (RFP) developed and released: November 12, 2025

Pre-Bid Meeting: None was held.

Bids Due: November 26, 2025

Post Bid Interview/reference checks: December 1, 2025 thru December 4, 2025

Six vendors submitted proposals. Proposals were reviewed by Mark Paulus. Post-bid meetings were held, and references were checked.

Based on the bids and post-bid interviews, we identified the low read bidder did not include the specified material and has withdrawn their bid. We are recommending the low-responsive bidder, Baruzzini Contracting, LLC, be awarded a contract in the amount of \$70,521.00. Additionally, we are requesting a 10% contingency to address any unforeseen conditions.

Attachments:

Bid tabulation

Board Resolution

8.4. Staff and Student Services

Presenter: Patrick Wolynski

8.4.1. K-8 Schools of Choice 2026-2027

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K-8 Schools of Choice 2026-2027 Recommendation:

Resolved, that Royal Oak Schools accepts a designated number of students in grades K-8 for the 2026-27 school year under Limited Schools of Choice Section 105, with the assignment to schools and classrooms on a space available basis:

50 seats in Kindergarten,
15 seats in 1st,
15 seats in 2nd,
15 seats in 3rd,
15 seats in 4th,
15 seats in 5th,
20 seats in 6th,
30 seats in 7th,
20 seats in 8th.

Be it further resolved, that for all Schools of Choice enrollments, the district reserves the right to refuse to enroll any nonresident applicant if that applicant is, or has been suspended from another district within the preceding two years, or if the applicant has ever been expelled from another district.

Be it further resolved that the District will accept applications for Schools of Choice in the period of 03/02/2026 through 03/31/2026, online or at the Royal Oak Schools Administration Offices between the hours of 8:00 a.m. and 4:00 p.m. by appointment only.

9. PUBLIC COMMENT (same rules apply)

10. BOARD COMMENTS / LIAISON REPORT

11. 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.]