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The 5000 series of Board Policies requires or permits the Superintendent, or designee, to promulgate and implement administrative regulations. The Superintendent, pursuant to this authority, promulgated and implemented these administrative regulations on March 1, 2017 and posted them on the district's website. All School District personnel and Students are required to follow these administrative regulations.

**5100-AR Admission and Enrollment****5101-AR Resident Students****5101.1-AR Age of Enrollment**

Michigan's Revised School Code specifies the dates by which a child must reach school age in order to be eligible to enroll in kindergarten or first grade.

**5101.2-AR Early Enrollment**

A parent<sup>1</sup> may apply for early enrollment to the Superintendent. The Kindergarten Age Waiver Form may be accessed by [clicking here](#), or by going to this link: [LINK](#)

**5101.3-AR Documentation**

A parent who seeks to enroll a child in the School District will prove the child's age, typically with a certified copy of a birth certificate. If the parent cannot produce a certified copy of a birth certificate, the parent must explain the reason to the enrollment official and prove the child's age to the reasonable satisfaction of the enrollment official. A parent enrolling a student who has attended school in another school or school district must provide the enrollment official with a release for the student's education record on a form created by the School District or otherwise acceptable to the enrollment official.

**5101.4-AR Residency**

Residency is defined in Michigan's Revised School Code. Proof of residency will be established as follows:

For Homeowners: A deed or land contract and a current utility bill establishing the parent lives within the School District's geographic boundaries; or, a property transfer affidavit establishing the parent will live within the School District's geographic boundaries within 45 days of the beginning of the student attendance year in question; or,

For Renters: A fully executed lease and current utility bill confirming the parent lives within the School District's geographic boundaries (which lease includes names of all children enrolled or enrolling in the School District).

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<sup>1</sup> The term "parent," as used in these regulations, includes a guardian or an adult student.

## **5102-AR Nonresident Students**

### **5102.1-AR Schools of Choice (Inter-District)**

The School District does not accept inter-District schools of choice students at this time.

### **5102.2 – AR Intra-District Open Enrollment**

In general, students shall attend the school serving the attendance area in which they live. In some circumstances, parents/legal guardians may request their student attend a school outside their attendance area under the following guidelines.

#### **I. Guidelines**

- A. For students entering grades K-5, open enrollment requests will be granted to siblings currently in attendance at a school under open enrollment. Students entering grades K-5 who do not have siblings currently under open enrollment will be considered using the following criteria:
- Available physical space at schools and/or grade levels within schools. Some schools may be closed to open enrollment for the subsequent school year.
  - Contractual planning ratios and legal contractual limits
  - Space for anticipated growth/projections and special programs assigned to the building
- B. For students entering grades 6 through 12, open enrollment will only be granted to those who will have a sibling concurrently enrolled at the building requested.

#### **II. Annual Application**

All students will be assigned space in their neighborhood school. They will retain that space until and unless they have made application and have been assigned space in a school in another attendance area under open enrollment.

Commitment by the student/parent/guardian to their open enrollment school begins with the signing and returning of the form that accompanies the notification of acceptance to their open enrollment school. If this form is not returned within the stated timeline, the student making application will be assigned to the neighborhood school. The following will apply:

- Placement at the open enrollment school shall be for the entire school year.

- The student may remain at the open enrollment school, without annual application, unless the parent/guardian notifies the office of student enrollment.
- Students will be limited to one choice when applying for an open enrollment placement.
- Students open enrolled prior to the 2017-18 school year who are changing levels (elementary to middle; middle to high) will automatically be enrolled to the school according to the open enrollment path unless the parent/guardian notifies the office of student enrollment.
- Beginning with new open enrollment requests for the 2017-18 school year, students will be assigned to the school in their home attendance area when changing levels (elementary to middle; middle to high).

### **III. Priority for Placement**

If the number of students applying to attend a school should exceed the established capacity level, priority for available space in the receiving school will be given to siblings of students enrolled in the requested school. Otherwise, the students wishing to exercise the open enrollment option will be determined on a lottery basis.

### **IV. Athletic Restrictions**

All students in grades 10-12 who move to an open enrollment school shall be ineligible for interscholastic athletic competition the first semester they enter the open enrollment school. No waiver of ineligibility shall be requested as provided for in the Michigan High School Athletic Association, Inc., Regulation 1, Section 9 (A-9).

However, a student who has returned to his/her home school at the request of the school district would immediately be eligible in the home school.

### **V. Application Process**

Each year, a timeline will be established within which a request for an open enrollment placement can be made. The timelines will have the format of:

- A. Application period (three-week period).
- B. Applications will be accepted within the specified timeline for all elementary schools that are projected to have space for the following school year. Schools that are projected to be at capacity will be closed for open enrollment. A list of

schools available for open enrollment will be published at the beginning of the application period.

- C. After the application deadline, notification will be sent to the student/parent/guardian as to whether the open enrollment request was granted. If the student/parent/guardian accepts the open enrollment placement, he or she will need to return the completed commitment letter within two weeks. Failure to return the commitment letter will void the open enrollment request.

## **VI. Moving within District Boundaries**

Students who relocate within the boundaries of the school district have two options:

- 1) Remain at their original school. If the student elects to remain at the school within the boundaries of the former residence, the student may continue at that school until the end of the school year or until a level change (elementary to middle; middle to high). In accordance with this administrative regulation, transportation will not be provided.
- 2) Transfer to a school serving the new residence.

The Student Enrollment Office must be notified by April 1 of the student's intent for the following school year. For address changes after April 1, the student is required to make an immediate decision regarding placement.

## **VII. Transportation**

Parents/guardians are responsible for providing transportation of students exercising open enrollment.

## **VIII. School Notification**

Shortly after commitment letters are returned by the parents, building principals will be notified by the Student Enrollment Office as to the number of open enrollment students, the grade level they are placed in, and the names of students.

## **IX. Parent/Student Responsibilities**

Open enrollment students are expected to be at school on a daily basis on time and are expected to leave the school grounds promptly at the end of the school day. Failure to comply will result in termination of the student's open enrollment placement.

### **5102.3–AR Tuition Students**

The School District does not accept tuition students at this time.

### **5102.4–AR International Exchange Students**

The School District may accept international exchange students each school year, subject to the Superintendent’s reasonable discretion. A student wishing to enroll in the District as a J-1 international exchange student must meet the following requirements: he/she must complete an application to the District’s Office of Student Enrollment between March 1 and June 30 of the preceding school year; he/she must provide the District with evidence of approval by the United States Department of State, including a J-1 student visa; he/she must be affiliated with a program on the Council on Standards for International Education and Travel (CSIET) Advisory List on International Education Travel and Exchange Programs and/or affiliated with an organization that the District has approved; he/she must provide the District with the name, address and telephone number of the program’s local representative and most recent brochure; he/she must provide the District with the names, address and telephone number of at least one suitable host families; he/she must be of high school age by the date of first attendance in the District; he/she must provide the District with suitable proof of health and accident insurance; he/she must be able to communicate and learn in English.

Students enrolling in the District as an F-1 international exchange student (credit seeking) must apply through a District approved organization or agency. The District will start receiving applications for the subsequent school year beginning in January and ending in May. Determinations will be based on the merit of a student’s application including the following: academic record, recommendations, responses to questions asked on surveys, video or phone interviews, written essay, and English proficiency levels.

The Student Enrollment Office and/or the Curriculum Department Administrators, no later than June 15 of each school year, will forward to the Superintendent/designee recommendations for international exchange students who meet the criteria set forth in the preceding paragraph. An effort will be made to ensure that there the number of students is balanced using the following criteria: countries represented, gender, grade levels, and high school attending. The Superintendent/designee will review the recommendations and, if he/she is satisfied, forward the recommendations to the high school building administrator(s), who will place the student(s) for the upcoming school year according to applicable Board policies and administrative regulations. Accepted International exchange students attending the District are subject the same policies and administrative regulations as other students. They may receive diplomas or high school credit from the District according to applicable administrative regulations.



### **5102.5–AR Homeless Students**

The Superintendent appoints the District's Enrollment Supervisor to serve as the School District's Homeless Liaison in accordance with the McKinney-Vento Act. The Liaison's duties include, but are not limited to:

1. Establishing practices designed to facilitate the school enrollment of homeless students;
2. Assisting with the enrollment of homeless students and providing assistance with obtaining academic and medical records;
3. Informing parents or unaccompanied homeless students of the educational and related opportunities available to them;
4. Assisting with school placement decisions based on the best interest of the student and desires of the parent or unaccompanied student;
5. Ensuring that referrals are made for health care, dental, mental health and other appropriate services;
6. Monitoring each enrollment to assure that homeless students are not isolated or stigmatized because of their homeless status;
7. Handling enrollment disputes and ensuring that disputes over the placement of homeless students are resolved in a timely manner;
8. Arranging transportation and informing the parent or unaccompanied homeless students of the transportation services the School District must make available; and,
9. Disseminating public notice of the educational rights of homeless students in places within the community where they are likely to be seen by homeless students, their families and advocates for the homeless.

The Liaison will inform all School District personnel and persons or agencies known to work with homeless families of his or her identity and contact information.

### **5102.6-AR Children of Non-resident Employees**

A child of a non-resident employee of Rochester Community Schools may be permitted to enroll in the District without payment of tuition pursuant to Michigan law.

### **5102.6–AR Shared Time Instruction**

Shared time instruction will be provided according to Michigan law and the Michigan Department of Education's Pupil Accounting Manual.

**5201-AR Curriculum**

The School District's curriculum is Michigan's K-12 Standards as promulgated by the Michigan Department of Education. School District personnel may supplement and enhance, but may not ignore or replace the School District's curriculum, except as permitted or required by law.

**5202-AR Assessments****5202.1-AR National Assessments**

The School District administers the following national assessments to all students, except as permitted or required by law: NAEP (upon selection by the US Department of Education).

**5202.2-AR Statewide Assessments**

The School District administers the following statewide assessments to all students, except as permitted or required by law: PSAT, SAT, WorkKeys, and M-STEP

**5202.3-AR Districtwide Assessments**

The School District administers the following Districtwide assessments to all students, except as permitted or required by law: iReady; Fountas & Pinnell Benchmark Assessments; Everyday Mathematics; Writing Pathways Assessments; and Common Assessments.

**5202.4-AR Discretionary Assessments and Assessment Required by Law**

These regulations do not prohibit School District personnel from administering or considering other assessments, including other assessments permitted or required by law.

**5203-AR Progress Reports and Grades****5203.1-AR Generally**

Progress reports and grades are intended to encourage student achievement and citizenship and accurately and consistently report student achievement in the District's curriculum. Teachers are expected to follow Board policies and administrative procedures concerning progress reports and grades. Building administrators are

expected to orient new teachers to the Board's policies and administrative procedures concerning progress reports and grades and, upon request, assist teacher compliance.

### **5203.2-AR Establishing Expectations**

Building administrators and teachers are expected to establish academic and behavioral expectations for students and parents at the beginning of the school year or course. Middle school and high school teachers are strongly encouraged to communicate academic and behavioral expectations to students in writing, including a syllabus.

### **5203.3-AR Reports, Grades and Academic Recognition**

The School District's Assistant Superintendent, Curriculum and Instruction is responsible for creating and, from time-to-time, updating or revising forms for periodic progress reports and grades for elementary, middle school and high school students. Teachers are responsible for completing all necessary forms for periodic progress reports and grades in an objective, consistent and timely manner. Teachers are also responsible for notifying students and parents when a student's work is likely to result in a failing grade. Academic reports and grades should be based on students' academic work rather than behavior. Behavior should be reflected in citizenship reports or marks. A teacher may not award a failing grade to a secondary student unless he/she has provided such notice in a timely fashion. Building administrators are expected to facilitate these teacher responsibilities consistent with Board policies and these administrative regulations.

### **5203.4-AR Accommodations and Modifications**

Accommodations permit a student to access School District facilities and services, including educational services such as the District's curriculum. Modifications change the District's curriculum at a student's grade level. Teachers may not consider accommodations when giving academic progress reports or awarding grades. Teachers may note modifications on academic progress reports and grade reports. The District does not note modifications on student transcripts.

### **5203.5-AR Grade Appeals**

Teachers are responsible for awarding grades. A student or a parent who wishes to appeal a grade awarded by a teacher may do so by notifying the building administrator in writing no later than 30 calendar days after the report cards electronically posted. The building administrator will promptly schedule a meeting with the parent and/or student, teacher, and counselor to discuss the appeal. If the teacher does not concur with the appeal, the building administrator will notify the parent or student of that fact and of his/her right to convene a Grade Review Panel by so notifying the District's Superintendent in writing.

If the parent or student requests a Grade Review Panel, the Panel will be convened within 14 calendar days from the Superintendent's receipt of the request. The Panel will consist of three teachers selected by the teacher's Association, one member of the Board of Education and the Superintendent or designee. The Superintendent or designee will serve as Panel chairperson.

The parent or student and the teacher who awarded the grade will be invited to the Panel meeting. They will have an opportunity to submit verbal and written statements to the Panel. The Panel will issue its decision within 14 calendar days of the meeting and notify the parent or student and the teacher who awarded the grade.

The parent or student or the teacher who awarded the grade may appeal the Panel's decision to the Board of Education in writing within 14 calendar days of receipt of the decision. The Board will notify the Superintendent and the other affected party of the appeal. The Superintendent will provide the Board with the Panel's decision and the Board will affirm, reverse or modify the Panel's decision at its next regular meeting. The Board's decision will be final and binding. The Panel's decision and the Board's resolution concerning the Panel's decision will be placed in the student's CA-60.

**5203.6-AR Academic Recognition**

Building principals will take all reasonable opportunities to encourage scholarship by recognizing students who excel in their studies. Building principals at the middle school and high school levels will set and communicate honor roll standards and publish honor rolls within the school and to the media. Building principals of the School District's comprehensive high schools will appropriately recognize Scholars of the Highest Distinction, Scholars of Distinction and Scholars of Achievement, according to the standards set forth below, as achieved by the end of the student's seventh semester.

Scholars of Highest Distinction	Scholars of Distinction	Scholars of Achievement
GPA: 3.9 – 4.0	GPA: 3.8-3.899	GPA: 3.5-3.799
AP: 4 courses	AP: 3 courses	AP: 2 courses
ACT/SAT: 32/1450	ACT/SAT: 28/1310	ACT/SAT: 26/1240

**5204-AR Placement**

**5204.1-AR Placement Generally**

The Superintendent designates to building administrators the responsibility for placing students in schools, grades and courses. Building administrators should exercise good

judgement with respect to placement decisions and consider the following factors, among others:

1. The student's academic achievement and ability as reflected in scores on standardized tests;
2. The student's academic performance in School District classes or while enrolled in another school district;
3. The student's chronological age; and,
4. The student's social maturity.

In the event of disagreement, the student and his or her parents should be consulted before a final placement decision.

#### **5204.2–AR Promotion and Retention**

Subject to 5204.1 - AR, students typically advance to the next grade after the end of the school year. The building administrator will use the following process if a student's teacher or parent recommends retention:

1. Teachers should identify students who are not meeting grade level objectives in one or more subjects and notify the building administrator and the students' parents by the end of the first semester of each school year. When such notification occurs:
  - (a) The teacher, building administrator and parents should meet to review the student's academic record, current test scores, work samples and anticipated progress; and,
  - (b) Follow-up meetings may be scheduled between the teacher, building administrator and parents.
2. The building administrator is responsible for making a final decision on retention, after consulting the teacher and the parents, and considering the following factors, among others:
  - (a) The student's academic achievement in all subject areas, especially attainment of grade level objectives, as determined by the School District's curriculum, assessments, progress reports, tests, assignments and work samples;
  - (b) The student's chronological age;
  - (c) The student's attendance; and,
  - (d) The student's social and emotional maturity.

## **5205-AR Graduation**

### **5205.1-AR Generally**

All School District students who meet the School District's graduation requirements will be issued a diploma. Participation in School District graduation ceremonies is a privilege rather than a right.

Building principals may recommend eligible students for graduation and a diploma when the student has met the requirements established in these regulations. A student is eligible for recommendation for graduation when he/she: has completed four years of high school, except as set forth in 5205.2-AR; has earned 22 total high school credits, including all required by the Michigan Merit Curriculum (MMC) courses and credits (which may include middle school courses aligned with MMC, but not for purposes of calculating GPA); and, has completed all statewide assessments. The MMC eligibility requirement may be fulfilled through a Personal Curriculum (PC) created according to Michigan law and approved by the Superintendent. The Superintendent will not approve PC deviations from School District graduation eligibility requirements based on a student's personal preference for one or more subjects over others.

### **5205.2-AR Early Graduation**

A student who is otherwise eligible for graduation and a diploma may make a request for early graduation to his/her counselor and building principal. The building principal may recommend a student's early graduation upon the student's counselor's certification that the student has or will meet all School District graduation requirements. Parental permission is required for students who are not 18 when the application is filed. If the Superintendent grants an application for early graduation, the student will receive a letter of confirmation but will not be awarded his/her diploma until the next graduation ceremony.

## **5300-AR Education Records**

### **5301-AR Education Records Generally**

#### **5301.1-AR Generally**

The School District maintains records according to the Michigan Department of Education's Record Retention Manual.

#### **5301.2-AR Cumulative File (CA-60)**

Building administrators will create and maintain a cumulative file (CA-60) for each student who attends school in the School District. The cumulative file may be created and

maintained digitally. The building administrator will determine the contents of the CA-60 including, at a minimum:

1. The student's classes and credits;
2. The student's attendance record;
3. The student's assessment results;
4. The student's standardized test results, with the exception of standardized tests taken to determine whether the student is eligible for special education and related services;
5. The student's immunization status;
6. An eligible student's most recent IEP or Section 504 Plan;
7. A summary of the student's disciplinary record.

### **5301.3–AR Special Education File**

The School District's Executive Director of Special Education will publish a legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the Individuals with Disabilities in Education Act and Michigan special education law; Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. The special education file may be created and maintained digitally. The guidelines are available at this link: [LINK](#)

### **5302–AR Directory Information and Access to Student Education Records**

#### **5302.1–AR Family Education Rights and Privacy Act (FERPA)**

This administrative regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.

#### *Access to Education Records*

**Parental Access** – The natural parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

**Adult Students** – Adult students may inspect their education record.

**School District Personnel and Board members** – School District personnel and Board members may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

**Other Persons** – Other persons may inspect student education records to the extent permitted by FERPA.

**Effective: November 30, 2018**



Time and Place for Inspection – Generally, a person authorized to access a student’s education record, other than School District personnel, must make an appointment to review education records at the student’s school with the building administrator, or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

### Access Log

The building administrator will include an access log in each student education record that will identify each person who accessed the education record, the date and time the education record was accessed and the reason the education record was accessed.

### Directory Information

Board Policy 5302 defines directory information that may be disclosed by School District Board members and personnel. The Superintendent designates each building principal to annually notify parents and adult students of their right to “opt-out” of the disclosure of directory information, the steps that must be taken to exercise that right and to timely notify the building administrator when a parent or adult student has exercise that right.

### Amendment of Education Records

Parents and adult students may request the amendment of education records that are inaccurate, misleading or in violation of the student’s rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The Parent will request the amendment in writing, including: identifying the education record(s) in question; and, the reason(s) the education record should be amended;
2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so;
3. The building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and his or her right to a hearing.
4. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

## **5400-AR Extracurricular Activities**

### **5402-AR School District Clubs and Other Activities**

**Effective: November 30, 2018**



## **5402.1-AR School District Clubs and Other Activities**

On or before November 1 of each school year, each building administrator will forward to the Assistant Superintendent for Curriculum and Instruction a complete list of the School District clubs and other activities as well as student initiated clubs offered in the building. The building administrator will also promptly notify the Assistant Superintendent for Curriculum and Instruction of any changes during the school year.

## **5403-AR Fundraising (Revised 7-17-2018)**

Overview: Fundraising generally falls into two categories: fundraising by individual schools or student activity groups and fundraising by parent organizations (PTA, Booster Club, etc.) This administrative procedure governs fundraising by individual schools or student activity groups. Questions concerning fundraising by parent organizations should be directed to the School District's Assistant Superintendent for Business Affairs.

General Guidelines: Request to conduct fundraising must be submitted to the building administrator for approval. The building administrator must notify the Superintendent of approved fundraisers. Fundraisers requiring the use of School District facilities must be approved by the building administrator. If the fundraiser involves food items, items that do not meet USDA Smart Snack standards may not be sold to students or consumed by students on campus during school hours.

## **5404.2-AR Contracts (Revised 7-17-2018)**

Building administrators may not enter into contracts, including contracts related to fundraisers, without prior approval of the Superintendent.

## **5405-AR Accounting Procedures and Cash Management (Revised 7-17-2018)**

Funds collected from fundraisers must be secured by the staff member in charge of the fundraiser at the end of every day and turned over to the building administrator at the end of the day or as soon thereafter as possible. The building administrator will verify the amount collected every day, notify the staff member in charge and the Superintendent of the amount collected every day and deposit the amount collected every day in a bank account or a safe at the end of the day or as soon thereafter as possible.

Purchases may not be made from cash received through a fundraiser. Instead, purchases must be made using a School District purchase order, check or credit card. If this is not possible, the School District will reimburse for purchases approved by the building administrator and the Superintendent.

The building administrator is responsible for maintaining all fundraising and related records for five years after the fundraiser is completed and such records are subject to internal audit and external audit by the District's independent auditing firm.

## **5500-AR Communications**

### **5501-AR Closed Forum**

**Effective: November 30, 2018**

## 5501.1-AR Memorials

Generally, tributes, ceremonies and memorials (collectively, memorials) recognizing an adult or student are not held or permitted on School District premises. A person who wishes to organize a memorial on School District premises must seek the permission of the building administrator, who will consult with the Superintendent before granting permission.

A student who dies during the school year will be acknowledged in his or her school yearbook that year in a manner within the discretion of the building administrator, unless the yearbook has already gone to print. The student's parents or friends may seek the permission of the building administrator to acknowledge the student in subsequent years.

A student who dies during the school year may also be acknowledged in the next edition of any official school newsletter or student publication. Any article concerning the student must be written with the assistance of the school's trauma team, if any, and approved by the building administrator and the student's parents. Such articles should be similar in content and length. The building administrator may also permit the dedication of a single program, playbill, book or specific event related to the student's interests or activities no later than one calendar year of the student's death.

Permanent physical memorials will not be permitted on School District premises except through the auspices of the Rochester Community Schools Foundation and, in those cases, consistent with any School District and Foundation naming policies.

## 5504-AR Ceremonies and Observances (Former AR8800)

### 5504.1 (Revised 11.30.18)

#### 1. DEFINITIONS

Information about holidays may focus on how and when they are celebrated, their origins, histories and commonly recognized meanings. Holidays may be studied or observed:

**Study** – To gain understanding about a holiday through academic study, which may include performances, displays, or other activities with the goal of promoting sensitivity to the beliefs and practices of others.

**Observe** - Acknowledgement of a holiday through displays, decorations, classroom party or other activities in recognition of its significance. It is the responsibility of staff members to:

- Ensure that such activities are strictly voluntary,
- Not place an atmosphere of social compulsion or ostracism of minority groups or individuals,
- Determine that activities not interfere with the regular school program and

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- Provide alternative activities for students who choose not to participate.

## **2. EXAMPLES OF HOLIDAY TYPES**

Public holidays have been identified at the federal and state level and are those days when regular business is not transacted:

New Year's Day  
Martin Luther King, Jr. Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day

Secular Holidays – A cultural holiday that may be celebrated by components of the population. Examples include, but are not limited to Valentine's Day, St. Patrick's Day, Cinco de Mayo,

Halloween, Kwanzaa, Christmas Day. Religious Holidays – Those holidays related to the religious beliefs and practices of individuals, groups, or cultures. Religious holidays include, but are not limited to Christmas Day, Easter, Id Al-Fitr, Bodhi Day, Holi, Passover, Divali, Ramadhan, Yom Kippur, etc.

## **3. CURRICULUM**

A. The teaching of religion to instill belief is the responsibility of the family and religious institutions, but teaching about religion is a legitimate responsibility of the schools. District curriculum should include study of a variety of religions, but should not advance one religion over another. Instruction about religion should help students better understand the religious heritage of their own and other cultures.

B. The study of holidays should infuse the curriculum as part of cultural studies for the subject areas taught in schools. The Social Studies Curriculum Review Committee has identified a number of holidays which are clearly linked to the Social Studies Essential Learning Outcomes. The holidays identified by the Social Studies curriculum are to be studied or observed. No unit of study should be dominated by the study of a holiday.

C. Religion should be portrayed accurately and there should be balanced treatment of the world religions. The study of the impact of religion on civilization should be included in the curriculum in appropriate curricular areas such as fine arts, language arts, and social studies. It is the responsibility of the staff to ensure that religious symbols are not profane nor desecrate what is sacred to a religion or culture.

D. As guaranteed by the United States Constitution, religious liberty and the separation of church and state are taught as core democratic values. When discussing controversial issues pertaining to democratic values, they should be presented impartially and with balanced treatment of conflicting viewpoints.

E. Curricular content is determined in accordance with District procedures based upon best standards of the field in question, and not solely to accommodate the religious views of a particular individual or group.

#### **4. DECORATIONS AND DISPLAYS**

Religious symbols such as Menorah, Star of David, Crèches, crosses, etc., should be used only as teaching aids and not decoration. Symbols of religious holidays that might have acquired secular meaning might be used as decorations for up to ten school days prior to the holiday. Example: presents, bells, turkeys, bunny, cornucopias, giving tree, etc. It is important that holidays reflect the variety of cultural traditions of all students. Sensitivity to the needs of all students should take precedence and teachers are encouraged to expose students to a variety of cultural traditions.

#### **5. GIFTS AND GREETINGS**

Individual holiday gift giving is permitted, while school sponsored exchanges are not. School sponsored holiday gift sales are acceptable outside of class time. School sponsored holiday gift making or community service projects are permissible, as long as they are consistent with curricular goals and alternative activities are provided for students who choose not to participate. Individual holiday greetings are also permitted.

#### **6. PERFORMANCES**

Student performances, such as band, instrumental and vocal musical concerts, and dramatic portrayals may be dedicated to public holidays. Performances may have elements associated with religious holidays, provided they are integral to the curriculum. Performances by students throughout the school year should reflect balance and respect for multiple traditions.

#### **7. SCHOOL COMMUNICATIONS**

School and classroom communications may be decorated with symbols of public and secular holidays. Secular symbols should reflect a variety of cultural traditions. Communications, which advance or inhibit observance of cultural or religious holidays may not be posted in school or disseminated by school staff members.

## **8. PRIVACY**

No individual should be required to reveal his/her personal beliefs and/or values. Parents should be reminded to inform teachers of students' religious or cultural needs, which might require individualized attention by the teacher.

## **9. PERFORMANCE STANDARDS**

A school will have fulfilled the intent of the AR if in the course of a school year, the following criteria are met:

- Activities in conjunction with religious holidays neither advance nor inhibit religion, and are limited to study.
- Projects and activities representing specific holidays should reflect a variety of cultural traditions. Alternative projects and activities should be provided for students who choose not to participate.
- The totality of holiday-related activities reflects a variety of cultures and a balance among them.
- Students observe holidays which reflect the common heritage of all people.
- No student is compelled to study or observe any holiday in ways contrary to his/her religious beliefs.
- Holidays observed throughout the calendar year should be representative of holidays observed by all cultures to ensure that the needs of all students are met.

Teachers are encouraged to access parents and community leaders as resources in the study of holidays and traditions. Parents or classroom visitors may talk about a culture or religious heritage or do a related activity in the classroom, provided it is related to the curriculum. Parents or classroom visitors may read a book related to a culture or religious heritage, provided it has been approved by the classroom teacher and does not advance or denigrate any religion.

### **5504.2-AR Flag Displays, Pledge of Allegiance and National Anthem (Former AR8810AR)** *(Revised 11.30.18)*

The flag of the United States shall be flown from a flagstaff on the grounds of each school and the Administration Center of the District during the days that the building is in session, weather permitting, and other days determined by the Board of Education or by law. The flag shall be flown consistent with applicable laws. The flag shall be lowered to half-staff on days so designated by the President of the United States, Governor, Board of Education, or the Superintendent/designee. Schools will display the

American flag and State of Michigan flag inside each building and are encouraged to display the flag during major activities.

Student instruction will include learning the National Anthem, Pledge of Allegiance, and history of the flag.

## 5600-AR

## Behavior

### 5602-AR Student Attendance *(Revised 7.17.2018)*

Regular school attendance is imperative for the educational achievement of students. Students are expected to be in attendance each day school is in session except for personal illness, religious observance, or emergencies in the family. Parental notification regarding absences and tardies is an essential element of this regulation. Student attendance records are available through the District parent portal.

Parents and school personnel must work together to offer appropriate intervention to students with attendance problems. Reasonable effort will be made to notify parents of absences and tardies so they may initiate corrective measures. Teacher classroom attendance records must be maintained according to established school district guidelines and State of Michigan child accounting procedures.

It is the parents' responsibility to notify the school in accordance with school attendance procedures if the student is absent for the above stated reasons. Excessive absences without a reasonable excuse will constitute truancy.

### ELEMENTARY SCHOOLS

When a student is absent for one of the reasons mentioned above, the student will be given assignments to be made up. These assignments will receive full credit if completed within a reasonable length of time. When an absence is due to other reasons, such as family vacation which does not coincide with the scheduled school calendar, the student will be informed of assignments and will be responsible for attaining mastery of the standards that were covered. Any test missed due to absences will have to be taken within a reasonable time limit (one day for each day absent).

Absences should be reported to the school office twice daily by classroom teachers (morning and afternoon). Teachers should report unusual patterns of absence or tardiness to the principal. In case of unusual attendance patterns, the principal will initiate a conference with the parent/guardians. A plan for regular school attendance will be established and monitored by school personnel. Continued absences/tardies may result in truancy referral.

Student's absences will be categorized as follows:

#### Excused Absence

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A student's absence from school for personal illness, medical appointments, other prearranged absences, religious observances, or emergencies in the family may be considered an excused absence.

#### Exempted Absence

School Approved Activity: Any school activity which has been pre-arranged and approved by the building principal/designee is considered a "Student Activity Absence" and is exempt.

#### Unexcused Absence

Any absence not covered under the excused or exempted absence guidelines will be considered unexcused.

### **MIDDLE SCHOOLS**

A master absence list will be compiled daily and used to check student attendance each class period. Names of students absent from class not appearing on the master absence list shall be sent to the office.

Parents whose children are absent frequently will be contacted. Excessive absences will result in a letter sent from the principal/designee to the parents and/or legal guardians expressing concern for poor attendance. If excessive absences continue, the school principal/ designee will request a joint conference with the student and parent.

Students' absences will be categorized as follows:

#### Excused Absence

A student's absence from school for personal illness, medical appointments, other prearranged absences, religious observances, or emergencies in the family may be considered an excused absence.

#### Exempted Absence

School Approved Activity: Any school activity which has been pre-arranged and approved by the building principal/designee is considered a "Student Activity Absence" and is exempt.

#### Unexcused Absence

Any absence not covered under the excused or exempted absence guidelines will be considered unexcused.



## HIGH SCHOOLS

Students' absences will be categorized as follows:

### Excused Absence

An absence is excused if a parent or legal guardian calls the twenty-four (24) hour attendance number no later than 12:00 noon the school day following the absence for personal illness, medical appointments, other prearranged absences, religious observances, or emergencies in the family. Any student who leaves the school building for any reason without properly signing in/out will not receive an excused absence.

### Exempted Absence

In order for an absence to be exempted by an administrator, it must meet one of the following criteria:

- A. School Approved Activity: Any school activity which has been pre-arranged and approved by the building principal/designee is considered a "Student Activity Absence" and is exempt.

### Unexcused Absences

Any absence not covered under the excused or exempted guidelines will be considered unexcused. If a student leaves the building for any reason without properly signing in/out, it is considered an unexcused absence. School work cannot be completed for credit for unexcused absences.

### Tardies

A student will be considered tardy if he/she is not physically present in the room at the beginning of class. Under the law, chronic tardiness is considered truancy. Excessive tardiness will be considered a Code of Conduct Violation.

## **5602.1-AR Student Code of Conduct**

The Superintendent has developed and promulgated the School District's Student Code of Conduct consistent with Board Policy 5602. The current Student Code of Conduct is posted on the School District's website and is also accessible by [clicking on this link: LINK](#). Building administrators and teachers are responsible for enforcing the Student Code of Conduct in their buildings and classrooms. District programs such as School Age Care, Pre-K Programs, and Transportation also have guidelines for student behavior and consequences.

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## **5602.2-AR Positive Behavior Supports and Alternatives to Corporal Punishment**

Positive behavior supports are included in the District's Student Code of Conduct. Positive behavior supports and interventions are one of the School District's alternatives to corporal punishment. The School District's Student Code of Conduct is another alternative to corporal punishment.

## **5602.3-AR Athletic Code of Conduct**

The Superintendent has developed and promulgated the School District's Athletic Code of Conduct to implement Board Policy 5401. The current Athletic Code of Conduct is posted on the School District's website and is also accessible by [clicking on this link](#). [LINK](#). Building administrators, teachers, club sponsors and coaches are responsible for enforcing the Athletic Code of conduct in their buildings and programs.

## **5700-AR Health and Safety**

### **5701-AR Programs and Activities**

#### **5701.1-AR Surveillance**

The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and, other monitoring School District equipment, including computers, and networks. School District surveillance will be within all applicable legal requirements.

### **5704-AR Medications**

#### **5704.1-AR Administration of Medication by School District Personnel**

School District personnel will not administer medication to students except according to this regulation.

The parent must submit a request to administer prescription or non-prescription medication to the building administrator on a form approved by the Superintendent. The request must include at least the following information: the name of the student; the name of medication; the dosage; the time and frequency of administration during the school day; and, other special instructions, if any. Upon approval by the building administrator, School District personnel will administer medication to students subject to the following conditions:

1. Medication must be submitted in its original container, whenever possible. If medication is not in its original container, the parent must label the container with the following information: the name of the student; the name of medication; the dosage; the time and frequency of administration during the school day; and, other special instructions, if any.

2. Medication must be brought to and returned from the school by the parent for elementary students;
3. The parent must ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
4. The parent must ensure that the school is informed in writing of any changes in medication instructions; and,
5. In the event a student refuses medication, the parent will be notified immediately;

Storage and Monitoring. The building administrator is responsible for properly storing and monitoring medications administered by School District personnel. Medications will be secured by lock; and, access to medication storage keys will be limited to the building principal and designated school staff. Following administration, the medication container will be properly sealed and returned to storage.

#### **5704.2-AR Administration of Medication by Students**

Students are prohibited from sharing or administering medication with or to each other, except in cases of a life-threatening emergency. The building administrator may grant a student permission to self-administer medication if the student's parent has provided written permission. For prescription medications, the parent must also provide the building administrator with written approval of the student's physician. A student who has been approved for self-medication may have in his/her possession only the quantity of medication needed for that school day, unless otherwise approved, in writing, by the building administrator.

#### **5706-AR Seclusion and Restraint**

##### **5706.1-AR Seclusion and Restraint**

The Superintendent designates the School District's Executive Director, Special Education to notify relevant School District personnel of applicable legal restrictions on seclusion and restraint and to arrange for such training as may be required by law.

#### **5707-AR Wellness**

##### **5707.1-AR Wellness** (Revised 11.30.2018)

The Superintendent establishes the School District's Wellness Committee. The Superintendent delegates to the School District's Nurse the duty of appointing and coordinating the duties of the Wellness Committee. The School District's Nurse and Wellness Committee will comply with all applicable legal requirements including, but not limited to: proposing and, upon the Superintendent's approval: implementing School District nutrition and physical activity standards; integrating the School District's nutrition and physical activity standards into the School District's curriculum consistent with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit

Curriculum Guidelines for Physical Education; assuring that School District staff professional development addresses nutrition and physical activity issues; and, assuring School District students receive nutrition education and engage in vigorous physical activity. The School District will promote nutrition standards by ensuring all foods and beverages sold, marketed, or provided to students meet the USDA Nutrition Standards for School Meals and USDA Smart Snack in School nutrition standards. The School District Wellness Committee will also develop and deliver a regular report to the Superintendent, including: monthly School District menus and meal counts; a la carte, vending and competitive foods sold on School District premises; and, physical activity and program opportunities for School District students. At least once every three years, the School District's Nurse will report to the School District's Superintendent: the extent to which this regulation compares to model school wellness policies; the extent to which the School District's schools are in compliance with this regulation; and, the School District's progress in attaining the goals established by the Wellness Committee. The School District will make the report and any updates to this policy available to the public. The School District will provide information on how the public can participate on the wellness committee and assist with the development and implementation of this policy.

### **5707.2-AR Concussions**

The School District's Nurse is responsible for making available to physical education teachers and the coaches of extracurricular athletic activities educational materials that address the signs, symptoms and consequences of concussions. Students may not be permitted to participate in a physical education class or extracurricular athletic activity until the receipt of such education materials has been acknowledged by the student and his/her parents. The building principal will maintain the signed receipt in the students CA-60.

*Athletics* - Medical clearance should only be provided after a graduated return to play plan has been completed and the student has been symptom free at all stages. The student must be completely symptom free at rest and during exertion prior to returning to full participation in physical activity. All return to play protocols will be completed prior to an athlete returning to competition; the rate of progression and final clearance is determined by the athletic trainer and a physician.

The return to play protocol is as follows:

PHASE 1: No activity: Complete physical and cognitive rest.

PHASE 2: Light aerobic exercise: Walking, swimming or stationary cycling keeping intensity <70% MAX HR. No resistance training.

PHASE 3: Sport Specific Activities (Non-Contact); continue to increase HR.

PHASE 4: Non-contact training drills. Allowed to practice when non-contact drills

are performed: must sit out for contact drills.

PHASE 5: Return to full contact practice with no restrictions.

PHASE 6: Return to games/competition

\*If the athlete exhibits any return of symptoms during the return to play process, the protocol is suspended immediately and will continue where the athlete left off, only when the athlete is symptom free for 24 hours.

### Medical Clearance

In the event that a student has not completed the return to play protocol above, and/or has not been cleared to play by a team physician, the student's parents may choose to have the child cleared by an outside healthcare professional. The MHSAA (Michigan High School Athletic Association) states that an athlete may be cleared to return to activity only by an M.D., D.O., Physician's Assistant, or Nurse Practitioner and this clearance is not allowed on the same date on which the athlete was removed from play. Therefore, the athlete must have a written clearance to give to their school's healthcare professional before returning to any activity. The parents must also complete a Return to Play Waiver before the student can return to play.

## **5708-AR Epinephrine Auto-Injectors (Epi-Pens)**

### **5708.1-AR Epinephrine Auto-Injectors (Epi-Pens)**

Student Possession and Use. Students may possess and, if necessary, use epi-pens on School District premises and at school-related activities, programs and events if the following three conditions are met:

1. The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);
2. The building administrator has received a copy of the necessary written permissions; and,
3. The school has on file a written emergency care plan (or IEP or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.

The building administrator will notify each teacher of each student in his or her classroom who is permitted to possess and use an epi-pen pursuant to this regulation.

District Acquisition and Maintenance. The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building. The building administrator is responsible for maintaining the epi-pens at his or her building, making them readily accessible to designated staff members and notifying the Superintendent if the building administrator believes the necessary number of epi-pens is not available or functional.

Training and Designation. The School District is responsible for training a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. All training will be supervised, evaluated and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections on school grounds and for notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

Administration of Epi-Pen Injectors. Designated staff members who have been trained in accordance with these procedures are required to administer an epi-pen injection to any person on school grounds who is believed to be suffering an anaphylactic reaction. An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify a designated staff member in the event he or she believes an individual on school grounds is suffering an anaphylactic reaction.

Reporting. The building administrator is required to notify the parent of any student who receives an epi-pen injection at school. Notification is to be made to the Superintendent and the School District's Nurse at the same time. The Superintendent designates School District's Nurse to annually report to the Michigan Department of Education the number of epi-pen injections to students at school each year; the number of epi-pen injections to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens.

## **5709–AR    Cardiac Emergency Response Plan**

### **5709.1–AR    Cardiac Emergency Response Plan**

Equipment. The School District will purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds within three minutes of sudden cardiac arrest. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and, informing staff members where the AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training. All building administrators, 50% of sports coaches, 50% of physical education teachers and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR) and the use of AEDs. The School District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's list of Approved Providers for First Aid and CPR. Each building principal will be responsible for informing all school staff members of the identities of trained staff members and informing his or her supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year.

### Sudden Cardiac Arrest

Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: Mayo Clinic Web Site.

### Emergency Response to Sudden Cardiac Arrest

Each school's cardiac emergency response team will consist of the building principal, or his or her designee, any trained or untrained staff member who observes a person who may be experiencing sudden cardiac arrest at school and any trained or untrained staff member who is notified, as required by this regulation, that a person may be experiencing sudden cardiac arrest at school.

An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 and notify the operator of the victim's name, sex, age or approximate age, condition and location; notify the office; notify a trained staff member; and, retrieve the nearest AED.

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A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 (and report to the operator as described above); notify the office; and, attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately: call 911 (and report to the operator as described above); secure the emergency card (in the case of a student); report to the scene of the emergency with an AED and any medication prescribed for the student; and, attend to the victim according to their training. The building principal must notify the parents of any student who may have experienced sudden cardiac emergency.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision.

### Report

The building principal must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent.

### MI HEARTSafe School Award Program

Building principals may apply for, obtain and maintain designation as a MI HEARTSafe School.

### Annual Review and Evaluation

Annually, each building administrator will review this regulation with building staff and, if warranted, provide his or her supervisor with recommendations for revision.